

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**FORM NO. SP-6M**

**DECLARATION OF SURPLUS/OBSOLETE/UNSERVICEABLE/SCRAP**

Sl. No	Particulars of the Item	Qty./ Wt.	Year of purchase	Departmental Stock Reg.No. Page No. & Sl No.	Total Book value/Original purchase value	Condition

Leaving the relevant line, cross out all the other lines:

1. Certified that the items referred above are in working condition but are no longer required for use. The items may be declared as surplus.
2. Certified that the items referred above have become outdated technically and are no longer useful / have outlived their normal span of life. The items may be declared as obsolete.
3. Certified that the items mentioned above are not in working order, have outlived their normal span of life and are beyond economically viable repair. They may be declared as unserviceable.
4. Certified that the items mentioned above have no use and have only got scrap value. They may be declared as scrap.

**Member(DDC)**

**Member(DDC)**

**Member(DDC)**

**Member(DDC)**

**Chairman (DDC)**

**TO**  
**The Chairman,**  
**Institute Central Disposal Committee**