

**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, DWARKA, NEW DELHI 110075**

**CONFIRMED MINUTES FOR THE
106th MEETING
OF THE GOVERNING BODY**

**DATE : 19th June 2025
TIME : 01:30 p.m.
VENUE : BCAS**



BCAS Dwarka



भास्कराचार्य कॉलेज ऑफ अप्लाइड साईंसेस

(दिल्ली विश्वविद्यालय)



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Star college status by DBT, Govt. of India

Accredited by NAAC with Grade 'A++'; 2024 NIRF Rank-27 (College Category)



Minutes of the 106th GB held on 19-06-2025

CONFIRMED MINUTES OF 106th MEETING OF THE GOVERNING BODY, BCAS

The 106th meeting of the Governing Body (GB) of Bhaskaracharya College of Applied Sciences (BCAS) was held on Thursday, 19th June 2025, at 01:30 p.m. in the office of the Principal, BCAS.

The following members were present

1.	Prof. Subhash Anand University Representative	-	Chairman
2.	Prof. Rajesh University Representative	-	Treasurer
3.	Dr. Neeru Sharma Teacher Representative	-	Member
4.	Prof. Uma Chaudhry Teacher Representative	-	Member
5.	Prof. Avneesh Mittal Principal (Offg.), BCAS	-	Member Secretary
6.	Ms. Ira Sharma Section Officer (Administration)	-	Spl. Invitee, Non-Teaching Representative

Prof. Sidhharth Sirohi, Bursar of the college and Mr. Rajiv Dawar, S.O. (Accounts) attended the meeting as special invitees.

At the outset of the meeting member secretary extended a warm welcome to all the members and then deliberated on the following issues.

ITEM NO. 106/1 : Report of the Principal of the College

- 1) The internal audit for the Financial Year 2024–25 has been completed, and the Utilization Certificate will be submitted to the Directorate of Higher Education (DHE)
- 2) Term-End Examinations are being conducted smoothly and without any disruptions
- 3) E-auction process through MSTC for Condemned items:

The e-auction for condemned items - including e-waste electricals, scientific equipment and miscellaneous furniture items was successfully conducted on 16/06/2025

Secretary, GB

Chairman, GB



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via the MSTC portal (Metal Scrap Trade Corporation Limited), in accordance with all prescribed procedures, vide Auction Reference No. MSTC/NRO/Bhaskaracharya College of Applied Sciences/ 1/ South West Delhi/ 25-26/ 13914. The reserve price for the said items was fixed at Rs. 30,452/- (Rupees Thirty Thousand Four Hundred Fifty Two Only) as per official records.

Following a competitive bidding process, M/s. Greensense Waste Recycling Management Private Limited emerged as the highest bidder, quoting a final amount of Rs. 6,25,102/- (Rupees Six Lakhs Twenty-Five Thousand One Hundred and Two Only).

Upon completion of all procedural formalities, the aforesaid vendor shall be authorized to collect the item lot from the College premises and dispose of the items, as per the Government of India's laid-down guidelines. The proceeds from the auction shall be credited in the Delhi Government Grant Account as per the financial norms.

- 4) The College celebrated 11th International YOGA DAY on 19th of June 2025.

ITEM No. 106/2 : Confirmation of minutes of the 105th meeting of GB

The draft minutes of the 105th meeting of the Governing Body (GB), held on 22nd May 2025, were circulated to all Hon'ble members of GB on 29th May 2025 for their perusal and approval. Subsequently, all members conveyed their consent and approved the minutes as circulated.

The confirmed minutes were shared with the members on 5th June 2025.

Accordingly, the minutes of the 105th Meeting of the Governing Body stand confirmed.

ITEM NO. 106/3 : Action Taken Report

The members of the GB noted the actions taken on the approved decisions of the Governing Body in the previous meetings:

- (A) Vide letter dated 06/06/2025, Mr. Himanshu Bhardwaj, a student of B.Sc. (Hons) Microbiology, BCAS, was informed about the decision of the GB regarding his request to change his admission category from EWS to PwBD.
- (B) A notification regarding revised fee structure to be applicable to students admitted with effect from the academic year 2025-26 onwards was issued by the college vide Order dated 03/06/2025.

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- (C) Vide letter dated 11/06/2025 the Joint Registrar (Colleges), University of Delhi, has been requested to share/provide the relevant guidelines, a list of approved vendors (if any) and the procedural steps recommended by the University for the procurement of wrist watches to be distributed of staff members of BCAS under DU Centenary Year Celebration.
- (D) Vide Order No. BCAS/2025/PF/185/430 dated 10/06/2025, the decision of GB to accept the Ph.D degree of Shri Bhavya Deep, Associate Professor, Department of Computer Science, BCAS, and to grant him the associated financial benefits, was issued by the college.
- (E) Vide letter dated 06/06/2025, the College has once again requested the Directorate of Higher Education (DHE) to approve the disposal of the condemned staff car of the college, bearing Registration No. DL9CQ7729.

ITEM NO.106/4 : Reporting Items

The following items are reported to the Governing Body for information and ratification. Members kindly ratified the following decisions and actions taken :

- (A) The members noted that the reservation roster for the Laboratory Posts has been approved by the University of Delhi. The PwDB roster for Non-Teaching posts is currently under preparation by the college. The members noted that the roster of 106 Teaching posts is also under preparation by the college. At present the approved roster covers 91 Teaching posts only.

ITEM NO.106/5: ITEMS FOR CONSIDERATION

The members of the Governing Body are requested to kindly consider the following item(s) and accord their approval or provide further directions as deemed appropriate:

(1) Budget for the financial year 2025-26

The budget proposal for Revised Estimates (R.E.) for the financial year 2025-26 and Budget Estimates (B.E.) for the financial year 2026-27, is approved by the members of the GB, as per the Headwise summarised budget given below (Details as Annexure 1):

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Chairman, GB



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i) GIA General including Non-Recurring Capital Asset Budget:

S.No.	Head	Amount (Rs.) in Lakhs	
		RE 2025-26	BE 2026-27
I.	Critically essentially equipment	166.11	166.11
II.	Priority equipment	117.75	117.75
III.	Lab. Equipment	40.07	40.07
IV.	Furniture	64.43	64.43
V.	IT Items	400.34	788.70
VI.	Other than Salary		413.93
VII.	Estimated Income from Fee collection		-140.72
Total (Rs) in Lakhs		1061.91	1061.91

ii) GIA- Salary

S.No.	Head	Amount (Rs.) in Lakhs	
		RE 2025-26	BE 2026-27
I.	Salary	3,511.13	3,773.20
Total (Rs) in Lakhs		3,511.13	3,773.20

It was further noted that :

- In view of the latest instructions received from the DHE, the Capital Asset head has been merged with the General Grant category. The budget heads as presented may be changed or redefined, if required, in accordance with the format prescribed by DHE keeping the total sum as approved above.
- Accordingly, the College shall submit the budget to the DHE in the prescribed consolidated format as per established procedure.

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(2) Consideration of proposals for various projects of PwD (Civil and Electrical) for onward submission to DHE for Administrative approval and Expenditure Sanction.

(A) Proposal for Urgent repair of main gate and laying of damaged sewer pipeline at main gate of Bhaskaracharya College of Applied Sciences, during the financial year 2025-26.

The members of the Governing Body noted that the College had repeatedly requested the PWD (Civil) to undertake urgent repair work at the main gate of the college, particularly:

- Repair of the main gate structure, and
- Replacement of the damaged sewer pipeline, vide letters dated 28/02/2025, and 08/04/2025.

In response, the Executive Engineer, PWD (Civil), vide letter dated 10/06/2025 (received on 13/06/2025), submitted a detailed proposal amounting to ₹25,79,200/- (Rupees Twenty-Five Lakhs Seventy-Nine Thousand Two Hundred Only) for the undertaking the **Urgent repair of main gate and laying of damaged sewer pipeline at main gate of Bhaskaracharya College of Applied Sciences, during the financial year 2025-26.**

The members further noted the critical and urgent nature of the repair work due to:

- A prior incident where one of the iron gates suddenly collapsed, posing a major safety risk—although no injury occurred.
- The stone cladding/tiles on the gate pillars are detaching and falling, creating a serious hazard to staff, students, and visitors.

These issues necessitate immediate intervention to prevent further structural damage

After due consideration and in light of these safety concerns, the members of the Governing Body unanimously approved the proposal of ₹25,79,200/- (Rupees Twenty-Five Lakhs Seventy-Nine Thousand Two Hundred Only) for the Urgent repair of main gate and laying of damaged sewer pipeline at main gate of Bhaskaracharya College of Applied Sciences to be executed by the PWD (Civil) on a priority basis during the year 2025-26.

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- (B) **Proposal for ARMO EI & Fans, Pumps, F/F & F/A, Compound Light, DG Set, Intercom, PA System etc. at Bhaskaracharya College of Applied Sciences during Financial Year 2025-26**

The members of the Governing Body noted that, vide letter No. BCAS/2024/PWD Elect./2025/2178 dated 28.02.2025, the College had requested the PWD (Electrical) for a proposal for Annual Repair, Maintenance and Operation (ARMO) of various electrical installations and systems including Electrical Installations (EI) & Fans, Pumps, Fire Fighting (F/F) & Fire Alarm (F/A) systems, Compound Lighting, DG Set, Intercom, Public Address (PA) System, etc. at Bhaskaracharya College of Applied Sciences.

In response, vide letter dated 31/05/2025 (received on 04/06/2025), the Executive Engineer, PWD (Electrical), submitted a proposal amounting to **₹48,72,224/- (Rupees Forty-Eight Lakhs Seventy-Two Thousand Two Hundred Twenty-Four Only)** for ARMO of the aforementioned systems for a period of **12 months** for the financial year **2025–26**.

After due consideration, the members of the Governing Body approved the proposal of ₹48,72,224/- (Rupees Forty-Eight Lakhs Seventy-Two Thousand Two Hundred Twenty-Four Only) for the ARMO EI & Fans, Pumps, F/F & F/A, Compound Light, DG Set, Intercom, PA System etc. at Bhaskaracharya College of Applied Sciences for a period of 12 months to be executed by the PWD (Electrical) on a priority basis during Financial Year 2025-26.

- (C) **Proposal for A/R & M/O for Civil Work at Bhaskaracharya College of Applied Sciences during the year 2025-26.**

The members of the Governing Body noted that the College had requested the PWD (Civil) to submit a proposal for the Annual Repair and Maintenance (A/R & M/O) of civil works at the College.

In response, vide letter dated 13/06/2025 (received on 16/06/2025), the Executive Engineer, PWD (Civil), has submitted a proposal amounting to **₹29,56,400/- (Rupees Twenty-Nine Lakhs Fifty-Six Thousand and Four Hundred Only)** for carrying out A/R

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& M/O civil works at Bhaskaracharya College of Applied Sciences during the financial year 2025–26.

After due consideration, the members of the Governing Body approved the proposal for ₹29,56,400/- (Rupees Twenty-Nine Lakhs Fifty-Six Thousand and Four Hundred Only) for Annual Repair and Maintenance of civil works at the Bhaskaracharya College of Applied Sciences, to be executed by the PWD (Civil) on a priority basis during the financial year 2025–26.

(D) Construction of Six porta Cabins at Bhaskaracharya College of Applied Sciences

The members of the Governing Body noted the urgent need for additional classrooms and lecture rooms in view of the implementation of the National Education Policy (NEP) and the introduction of the fourth academic year under UGCF structure. The proposed porta cabins are aimed to address this requirement, ensuring the availability of sufficient space for the smooth conduct of classes. The Porta cabins are considered the most suitable solution, as they can be constructed in a shorter time frame and in a comparatively lower budget, as compared to construction of permanent structures.

In its 105th meeting, the Governing Body had earlier approved a proposal for the construction of eight porta cabins amounting to ₹96,96,900/- (Rupees Seventy-Five Lakhs Nineteen Thousand Only) to be executed by the PWD (Civil). However, keeping in view the urgency of requirements and the need for financial prudence, it was decided to proceed, initially, with the construction of six porta cabins to evaluate their effectiveness and comfort.

Accordingly, vide Letter No. DB23(5)/SWBMD/PWD/2025-26/641 dated 19/06/2025, the Executive Engineer (Civil), PWD, has forwarded a proposal amounting to ₹75,19,000/- (Rupees Seventy-Five Lakhs Nineteen Thousand Only) for the construction of six porta cabins at Bhaskaracharya College of Applied Sciences.

After due deliberation, the members of the Governing Body approved the proposal of ₹75,19,000/- (Rupees Seventy-Five Lakhs Nineteen Thousand Only) for the

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construction of Six porta Cabins at Bhaskaracharya College of Applied Sciences to be undertaken by PWD (Civil) on a priority basis during the financial year 2025–26.

(E) Proposal for Providing and Replacement of Fire Fighting System at Bhaskaracharya College of Applied Sciences.

The members of the Governing Body noted that the College had repeatedly informed the PWD (Electrical) about the deteriorating condition of the fire fighting system in the campus. Recently, vide letter No. BCAS/2024/1(2) PWD/Elect./2025/33 dated 08.04.2025, the College once again requested the PWD to provide a new fire fighting system and to replace the existing outdated and non-functional units.

In response, vide letter dated 30/05/2025 (received on 04/06/2025), the Executive Engineer, PWD (Electrical), submitted a proposal amounting to ₹28,85,740/- (Rupees Twenty-Eight Lakhs Eighty-Five Thousand Seven Hundred Forty Only) for the provision of a new fire fighting system and replacement of the outdated, non-functional fire fighting infrastructure at Bhaskaracharya College of Applied Sciences.

After due deliberation, the members of the Governing Body approved the proposal of ₹28,85,740/- (Rupees Twenty-Eight Lakhs Eighty-Five Thousand Seven Hundred Forty Only) for providing a new fire fighting system and replacing the old non-functional systems at the Bhaskaracharya College of Applied Sciences. The work shall be executed by the PWD (Electrical) on a priority basis during the financial year 2025–26, in order to ensure the safety of life and property and to avoid any incident or unforeseen emergency.

Summarily, in order of priority, the following project/work proposals submitted by PWD (Civil) and PWD (Electrical), were reviewed and approved by the Governing Body, to be undertaken on an urgent basis to ensure the smooth functioning of the College during the financial year 2025–26.

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It was further noted that the said proposals shall be submitted to the Directorate of Higher Education (DHE), GNCTD, for obtaining the necessary administrative and expenditure sanctions. After receiving the requisite approvals from the DHE, the respective PWD Divisions (Civil and Electrical) will carry out the execution of the approved works.

S.No	Details of the proposals	Amount (₹.)
1	Urgent repair of the main gate and laying of the damaged sewer pipeline the main gate - PWD- Civil	25,79,200/-
2	ARMO EI & Fans, Pumps, F/F & F/A, Compound Light, DG Set, Intercom, PA System etc.- PWD - Electrical	48,72,224/-
3	A/R & M/O for Civil Work - PWD Civil	29,56,400/-
4	Construction of Six Porta Cabins - PWD -Civil	75,19,000/-
5	Providing and Replacement of Fire Fighting System - PWD - Electrical	28,85,740/-
	Total (for Civil work - ₹1,30,54,600) + (for Electrical work ₹77,57,964)	2,08,12,564/-

3) Committee for Condemnation of Laboratory Equipment:

The members of the Governing Body noted that, in order to ensure optimal utilization of college infrastructure and storage space it is essential to dispose of unserviceable, obsolete, and unutilized items that are beyond economical repair or are technically outdated.

After due deliberations, the members of the Governing Body approved the constitution of Committees for the condemnation and disposal of such items at both the Departmental Level and Central Level. The Governing Body also approved the proposed Condemnation voucher, attached herewith as Annexure 2.

The composition of the Departmental and Central Level Committees shall be as follows:

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(A) Departmental Level Condemnation Committee

S. No.	Details	Role
1	Present Teacher In Charge/ Convener/ Section Incharge	Convenor
2	One Professor from other related Department	Member
3	One Professor from the department (if available)	Member
4	Two Associate Professors (One, if only one available)	Members

It was also decided that a minimum of three members, including at least one external member, shall constitute the quorum for meetings of the Condemnation Committee. Further, the Principal is authorised to constitute the Committee for any Department, section, or unit where the prescribed composition is not fully available, ensuring that the condemnation process remains uninterrupted and in accordance with institutional norms.

(B) Central Condemnation Committee

S. No.	Details	Role
1	Treasurer, Governing Body, BCAS	Prof. Rajesh
2	Bursar, BCAS	Prof. Sidhharth Sirohi
3	Administrative Officer, DHE	Shri R.P. Meena
4	Assistant Account Officer, DHE	Shri Manish Jain,
5	Senior Teacher's Representative on the GB, BCAS	Dr Neeru Sharma
6	Nominee from Delhi University Computer Centre	Shri Nitin Dawar
7	The Assistant Registrar, Procurement & Store, DU OR his nominee	Member
8	The Radiation Safety Officer (RSO), DU	Prof. S. K. Chamoli
9	Convener, Central Purchase Committee, BCAS	Dr. Jitender Kumar
10	The Section Officer (Administration), BCAS	Ms. Ira Sharma
11	The Principal, BCAS	Prof. Avneesh Mittal

The Care-Taker, BCAS shall be the Special Invitee in this committee.

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It was decided that a **six members** shall form the quorum of the Central Level Condemnation Committee including the following:

- One external member from the Directorate of Higher Education (DHE)
- Two external members from the University of Delhi, including the Radiation Safety Officer (RSO), DU

4) Request for permission to engage Sports Coaches for the Various sports / Value Addition Courses (VAC) in Sports for Undergraduate students during the session 2025-2025

The member of the GB noted that Vide email dated 03/06/2025 of the Director, Physical Education & Sports, Delhi University Sports Council, University of Delhi, it was informed that vide letter No. CB.II/Status/Phy.Edu Coaches/2024/70 dated 20/02/2024 and pursuant to the discussion held on 06/02/2024 with the Hon'ble Vice Chancellor, University of Delhi, and other University Officials, the colleges were encouraged to promote the physical activity and overall well-being of the students by facilitating participation in sports and physical education programs beyond the classroom.

During the course of the discussion, it was agreed, in principle, that feasibility be explored by the Colleges/Institutions to engage Coaches on the remuneration adopted by the Delhi University Sports Council (DUSC) as per the requirement for the Various sports/ Value Addition Courses (VAC) in sports for Undergraduate students.

Accordingly, the approval of the University was conveyed to the Colleges/ Institutions to hire the Coaches on a need basis for different sports for which remuneration shall be paid @ Rupees 1500/- per day inclusive of travel expenditure.

Eligibility criteria for Sports Coaches were also specified as under:

Essential:

1. Bachelor's/Master's degree in Physical Education
2. Diploma in Coaching from NIS, Patiala or an equivalent qualification from recognized University/Institution

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Desirable:

1. Competence in Coaching in at least any 02 games at National/International standing in sports
2. 02 years coaching experience

In view of the aforementioned letters received from the University of Delhi, the members of the Governing Body, after due deliberations, approved the proposal and granted permission for the engagement of two Coaches for different sports activities in the College. The engagement shall be undertaken in accordance with the guidelines issued by the University of Delhi from time to time.

The members also noted that the expenditure towards the engagement of Coaches shall be met from the Student Fund, as per the financial norms and communication received from the University of Delhi.

The meeting concluded with a vote of thanks to the Chair.



Member-Secretary

Secretary, GB

Chairman, GB

Budget 2025-2026, BCAS Dwarka

S.No.	Department	Critically Essential Equipment	Priority Equipment	Lab Equipment	Furniture	IT Items	Recurring items	Repair equipments	AMC of lab equipment	Total
		₹	₹	₹	₹	₹	₹	₹	₹	₹
1	Accounts	0.00	0.00	0.00	61142.00	200000.00	108324.00	0.00	7000.00	376466.00
2	Administration	2056422.00	5400000.00	5000000.00	393000.00	1065000.00	359000.00	1900.00	465000.00	5380322.00
3	Biochemistry	275500.00	206000.00	2000.00	150000.00	229000.00	101000.00	30000.00	0.00	993500.00
4	Biology	0.00	0.00	0.00	0.00	0.00	0.00	283000.00	0.00	283000.00
5	Biomedical Sc.	977279.00	897543.00	0.00	181810.00	381800.00	750000.00	135000.00	175000.00	3498432.00
6	Botany	971500.00	790715.00	250000.00	261000.00	490463.00	500000.00	150000.00	25000.00	3438678.00
7	Canteen	295000.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00	320000.00
8	Chemistry	626000.00	474000.00	0.00	139000.00	100000.00	500000.00	107800.00	0.00	1946800.00
9	Computer Sc.	895000.00	1910000.00	840000.00	490000.00	27841000.00	459000.00	321000.00	1000000.00	33756000.00
10	Electronics	1000000.00	754000.00	50000.00	220000.00	745000.00	65000.00	272700.00	0.00	3106700.00
11	Extra Curricular Activi	370000.00	278000.00	0.00	70000.00	20000.00	80000.00	42000.00	10000.00	870000.00
12	Food Technology	752830.00	431900.00	357150.00	328900.00	217000.00	679450.00	337850.00	52000.00	3157080.00
13	Garden	170000.00	151000.00	0.00	47000.00	0.00	200000.00	30000.00	120000.00	718000.00
14	Human Communicatio	0.00	0.00	208850.00	310000.00	2265000.00	165000.00	0.00	0.00	2948850.00
15	Instrumentation	949900.00	959000.00	182500.00	285000.00	860000.00	125000.00	132000.00	0.00	3493400.00
16	Library	1655000.00	235000.00	400000.00	1418000.00	194000.00	515000.00	100000.00	118000.00	4635000.00
17	Mathematics	0.00	0.00	0.00	450157.00	2496250.00	20000.00	3000.00	0.00	2969407.00
18	Microbiology	665000.00	905000.00	95000.00	311000.00	370000.00	500000.00	225000.00	80000.00	3151000.00
19	Physical Education	144000.00	195250.00	0.00	162000.00	105000.00	931200.00	290000.00	0.00	1827450.00
20	Physics	994000.00	688500.00	526000.00	225000.00	799082.00	419150.00	353500.00	0.00	4005232.00
21	Polymer Science	2190000.00	791600.00	595000.00	196000.00	190000.00	450000.00	250000.00	300000.00	4962600.00
22	Principal Office	0.00	0.00	0.00	498000.00	1355000.00	1679500.00	500000.00	15500.00	4048000.00
23	Zoology	994500.00	1500000.00	0.00	87600.00	110000.00	200000.00	75000.00	0.00	2967100.00
24	IQAC	50000.00	0.00	0.00	30000.00	0.00	320000.00	0.00	0.00	400000.00
25	National Cadet Corps	579000.00	67000.00	0.00	128000.00	0.00	129000.00	0.00	0.00	903000.00
	Total	16610931.00	11774508.00	4006500.00	6442609.00	40033595.00	9255624.00	3664750.00	2367500.00	94156017.00





भास्कराचार्य कॉलेज ऑफ अप्लाइड साईंसेस

(दिल्ली विश्वविद्यालय)



BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(UNIVERSITY OF DELHI)

Star college status by DBT, Govt. of India

Accredited by NAAC with Grade 'A++'; 2024 NIRF Rank-27 (College Category)



ANNEXURE-2

SURPLUS/ OBSOLETE/ UNSERVICEABLE/ SCRAP DECLARATION PROFORMA

Section I:- To be Filled up by Department Concern

Details of Article(s)									
Item No.	Name of the article	Quantity/ Weight	Model No(s)/ Make/ Sr. No(s)	Book value/original purchase price	Year of purchase	Stock Register Details	Asset Register Details	Life span (yrs)	Justification for Condemnation (Surplus/ Obsolete/ Unserviceable/ Scrap)
A	B	C	D	E	F	G	H	I	J

Verified the details Col A-H mentioned in section I.

Asstt.

Caretaker

Certified that the item(s) mentioned above

1. is (are) in working condition but is no longer required by the Department. The item(s) may be declared as *surplus* and consented to be transferred to the Department of _____.
2. has (have) become technically outdated and is(are) no longer useful in the laboratory. The replacement parts are also unavailable. Hence, it may be declared as *obsolete*.
3. has (have) completed its specified life span mentioned in column (I) and is(are) beyond economic repair and not viable for reuse, thus may be declared as *unserviceable*.
4. has (have) been extensively used and is(are) no longer useful and has(have) got only a *scrap value*.

Member

Member

Member

External Member

Teacher in Charge

Departmental Condemnation Committee
(Name, Designation and Signature with date)

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भास्कराचार्य कॉलेज ऑफ अप्लाइड साईंसेस

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Section II: – Remarks for Central Condemnation Committee.

The items mentioned in section 'I' have been thoroughly inspected by CCC and found to be *surplus / obsolete / unserviceable / Scrap* as per the justification provided by the Department in section I (Col J). The committee recommends the following course of action for their disposal:-

- Circulate the list of surplus items among the other Labs/Departments
- Dispose of the items through one or more of the following modes, adhering to the prescribed procedures.
 - By transfer to other Labs/ Department
 - By gift to Educational Institute within the State.
 - By public auction.
 - By limited Tendering.
 - By e-auction through MSTC

Members of the Central Condemnation Committee
(Name, Designation and Signature with date)

Section III:- Governing Body

The Governing Body hereby approves the recommendations of Department and Central Condemnation Committee for the Disposal and write-off the equipment / instruments having details as mentioned in Section 'I'.

Date: _____

TREASURER, GB

CHAIRMAN, GB

Section IV :-Administration

Date : _____

Certified that the item(s) as mentioned in section 'I' has(have) been received and entered in *Writeoff register* at Sr. No.(s) _____ Page No.(s) _____ respectively

Certified that the item(s) as mentioned in section 'I' has/ have been deleted from Asset Register.
_____ Ledger No. _____ Page No.(s) _____ respectively.

Caretaker

A.O. Admn./ S.O. Admn.

PRINCIPAL

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