



**ICAR-Central Agroforestry Research Institute
Jhansi :: Uttar Pradesh**

**Proforma for Declaration of Non-serviceable Items and Condemnation of
Items/Write-off of Files, Record Books, Registers, etc.**

1. Name & Designation of the applicant:

2. Programme/Lab/Section/Unit:

3. Please tick the relevant:

Equipment
incl. vehicle

Furnitures

Building
materials

Files and
records

Any others;
Please indicate

4. Details of the proposal with due justification: (please indicate the year of procurement, whether it is from institute grants or project etc, dealer from whom it was purchased/procured; warranty status; problem with the item, attempts for maintenance and servicing, justification, etc.; if details are more, give it as annexure)

5. Is it entered in the stock register in Lab and also in Central Stores: YES/NO

If Yes, please indicate a) Laboratory Register Number :

b) Central Store Register Number:

6. Cost of the item: Rs.

Signature of the proposer with date

Remarks/Recommendation of the Controlling Officer/Programme Leader:

Signature with date

Remarks of the OIC (Stores) along with the Recommendation of the Committee, as constituted

OIC (Stores)

Approval granted/Approval not granted

Director