

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, कालिकट

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, CALICUT

OFFICE ORDER

No.DIR/OOR/18/05

17th January 2018

With immediate effect, the Committee for examining the Assets (Equipment & Furniture) put up for declaring as obsolete/unserviceable by various Departments, is reconstituted as under:

Smt. Saritha S, S/E 'E'	...	Chairperson
Shri Rajesh M, S/E 'C'	...	Member
Shri Manojkumar M K, STO	...	Member
Shri A Baradharajan, JD (F&A)	...	Member
Shri Krishnan P, Purchase In-Charge	...	Member

Functions of the Committee are:

- Calling proposals from various Groups in respect of obsolete/unserviceable items.
- Conduct meeting to process the proposals at least twice in a financial year.
- Examine all aspects of the items placed before it and make suitable recommendations to the Executive Director whether these items are to be declared as obsolete/ unserviceable, as the case may be.


EXECUTIVE DIRECTOR

Copy to:

- 1) All Staff members.
- 2) Purchase In-Charge
- 3) JD (F&A)
- 4) Vigilance Officer
- 5) PIO
- 6) Web Administrator