

## नवोदय विद्यालय समिति

मानव संसाधन विकास

मंत्रालय का स्वायत्त संस्थान

स्कूल शिक्षा एवं साक्षरता विभाग,

भारत सरकार

ए -28, कैलाश कालोनी, नई दिल्ली-110 048



(An Autonomous Organization under Ministry of  
Human Resource Development, Department of  
School Education & Literacy) Govt. of India

**A-28, Kailash Colony,  
New Delhi-110 048**

**F.No. 2-20/2011-NVS(SA.)**

**February 16, 2012**

To

1. The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices.
2. The Principal  
All Jawahar Navodaya Vidyalayas

**Sub: Revised procedure for condemnation and disposal of articles by JNVs.**

Sir/Madam,

Instructions regarding condemnation and disposal of articles purchased by Jawahar Navodaya Vidyalayas have recently been reviewed by a Committee of Officers of NVS HQrs. and all Regional Offices, with a view to simplifying the procedure for condemnation and prescribing life span of various articles. Detailed procedures in this regard were subsequently discussed in a meeting of Deputy Commissioners' of the Samiti held on 18<sup>th</sup> November, 2011 and thereafter approved by the Finance Committee at its meeting held on 2<sup>nd</sup> December, 2011. The recommendations of the Finance Committee have been approved by the Executive Committee at its meeting held on 22<sup>nd</sup> December, 2011.

A copy of the revised guidelines giving detailed procedure for condemnation and disposal of articles by JNVs alongwith a list of 670 articles indicating their respective life span is enclosed. These guidelines may be brought to the notice of all concerned under your office and should be strictly complied with in future.

Yours faithfully,

**(M. S. Khanna)**  
**Joint Commissioner (Pers.)**

**Copy to:**

- **The Deputy Commissioner (Fin.), NVS, HQrs.**
- **The Deputy Commissioner (Admn.), NVS, HQrs.**
- **The Director of all Navodaya Leadership Institutes.**

## **PROCEDURE FOR CONDEMNATION AND DISPOSAL OF ARTICLES BY JAWAHAR NAVODAYA VIDYALAYAS**

The procedure of condemnation may be initiated only in respect of those articles which are identified as fully unserviceable. In this regard, the Samiti has finalized a list of articles and their respective life span based on the feedback received from the field functionaries. A copy of this list is enclosed.

### **2. FREQUENCY OF CONDEMNATION PROCEDURE**

Condemnation procedure may be initiated every year during the 1<sup>st</sup> week of April (i.e. after completion of annual stock verification and recommendation thereon by the Stock Verification Committee).

### **3. COMMITTEE AT JNV LEVEL FOR INITIATING THE CONDEMNATION PROCEDURE**

A Committee, consisting of the followings, shall be constituted to review the articles listed by the Stock Verification Committee for condemnation:

- |    |   |   |             |
|----|---|---|-------------|
| 1. | Principal   | - | Chairperson |
| 2. | District Magistrate or his representative not below the rank of Assistant District Magistrate   | - | Member      |
| 3. | One member of VMC   | - | Member      |
| 4. | Senior Most Teacher   | - | Member      |
| 5. | Stock holders of the respective stock   | - | Member      |
| 6. | Store Keeper  | - | Member      |
| 7. | Office Superintendent /Upper Division Clerk -<br>(in case post of OS not filled up /sanctioned) | - | Convener    |

This Committee will review the status of unserviceable articles which have completed their prescribed span of life and make its recommendation to the appropriate authority within 15 days of such meeting/ inspection.

### **4. RULES FOR CONDEMNATION**

- i) The articles, which have the life span of less than 3 years and within the cost of Rs. 5000/- (i.e. the original purchase price of articles) can be disposed off judiciously at Vidyalaya level by the Principal after these are condemned by the Committee.
- ii) All library books irrespective of its book value are deemed to be a capital nature. Condemnation of library books and the vehicle is not covered in these guidelines.

- iii) Each and every article purchased in the Vidyalaya both consumable & non-consumable irrespective of its value shall be entered into respective stock register by the store keeper after proper verification of voucher /bill with respect to the approval of the competent authority for purchase of such articles.
- iv) The first exercise of condemnation may be completed immediately preferably within 2-3 stages of meeting as convenient
- v) Every article which is listed for premature condemnation shall be verified by the Committee who shall certify that the article was duly maintained properly and the proposed premature condemnation is genuine.
- vi) In respect of items of Machinery / equipment, such as Typewriter. Duplicating machine, Fridge, TV, etc., a certificate shall be obtained from the authorized Work Shop to the effect that the repair etc. is not economical and the article can be considered for condemnation.
- vii) A separate Condemnation Register shall be maintained giving details of articles, prescribed life span of articles, reference of stock register entry, Date of purchase / receipt as Gift, justification for condemnation etc.
- viii) The proposal for condemnation shall contain justification for each and every item proposed for condemnation. Following format is suggested:-

Sl.No.	Details of Articles				Date of Purchase	Stock Register Page No.	Life span	Justification for Condemnation
	Name of Article	Qty.	Cost per unit	Total cost				
1	2	3	4	5	6	7	8	9

- ix) If an article becomes unserviceable before the life span expires and / or the article is found missing / stolen and the responsibility of stock holder has been established for its recovery / becoming unserviceable due to lack of proper maintenances, the residual / net value (i.e. Gross value – depreciation charged) thereof shall be recovered from the person responsible with the approval of competent authority. The Money Receipt No. (CS 12) and date for such recoveries is to be mentioned in the stock Register at appropriate place to avoid duplication in the Accounts.

- x) Any item of assets supplied to the school by the Regional Office or Headquarter or by the donors shall be recorded in the Stock Register at the Vidyalaya level. Similarly, the concerned wing at the Regional Office may endorse the statement of distribution to the respective Internal Audit Unit for appropriate recording and monitoring of the same. Condemnation of such articles will also be based on these norms.

## 5. POWERS OF AUTHORITIES FOR DECIDING CONDEMNATION AND DISPOSAL / WRITE OFF OF ARTICLES

Sl. No		Existing Powers	Revised Powers
(i)	<b>Vidyalaya</b>	Upto Rs.5,000/- on each occasion based on the recommendation of duly constituted Condemnation Committee	Upto Rs.10 Lacs per annum on the recommendation of duly constituted Condemnation Committee.
(ii)	<b>Regional Office</b>	Upto Rs.10,000/- in each case subject to maximum of Rs.50,000/- per annum.	Full powers
(iii)	<b>Hqrs.</b>	Full Powers	Full Powers.

## 6. PROCEDURE

- i) The Stock holder concerned shall prepare the list in the prescribed proforma as per Sl. No. 4 (viii) above and submit the same to the Principal after annual physical verification.
- ii) The Principal shall review and prepare a consolidated list with complete details in the above proforma and put up before the Condemnation Committee.
- iii) The Condemnation Committee shall examine the consolidated list and also make recommendation on each and every item proposed for condemnation after inspecting the status of item concerned with reference to the date of purchase, its life span and the validity of proposed condemnation of item.
- iv) The articles which can be condemned at the level of JNV may be so decided and the proposal for the rest, which requires the approval from Regional Office, may be forwarded to the Regional Office with complete details and recommendation after verification as per prescribed format without any ambiguous information in the proposal. The statement should be prepared in juxta position by keeping place for decision/remarks if any, of Regional Office also.

- v) The proposal so submitted may be verified by the Audit Wing at Regional Office and after verification they may submit a comprehensive proposal to the Deputy Commissioner for an appropriate decision thereon.
- vi) The Vidyalaya shall also obtain approval of Vidyalaya Management Committee for condemnation of articles declared un-serviceable / condemned.
- vii) The internal audit during its inspection shall also verify that the procedure followed at Vidyalaya level was in conformity with the above guidelines. Any lapse so identified shall be treated strictly.
- viii) The articles decided for condemnation may be disposed off as detailed below, after issue of the specific Sanction Order by the competent authority:

(a)	Items having life less than 3 years like uniform, Text Books and articles worth less than Rs. 5000/- (reference para-5 (i) above).	Auctioned to dealers or disposers after following due procedure like calling sealed quotations etc. and the value so recovered be credited to Revenue Receipts (for consumable items) and Capital Receipts (for non-consumable items) in the Accounts.
(b)	Items referred to in para-5(ii) above as well as items other than 4(ii) above.	Auctioned in one lot in presence of Condemnation Committee after a brief advertisement in local news paper, calling sealed tender etc. and the value so received be credited to Revenue Receipts (for consumable items) and Capital Receipts (for non-consumable items) in the Accounts.

- ix) The Competent Authority while auctioning the un-serviceable non-consumable articles, shall fix a reserve price of such non-consumable items to the extent of minimum 10% of book value and / or the residual / net value worked out after providing of depreciation thereon, whichever is more, and the articles be disposed off to the highest bidder.
- x) After appropriate decision is taken on condemnation, the Regional Office concerned shall pass the specific order on condemnation indicating therein all the particulars of the items as contained in proforma of proposed list of condemnation. Similarly, the Principal shall also pass a specific order regarding the items of articles condemned at his level. In order to maintain the uniformity of the same, the Regional Office may prescribe

proforma of order for condemnation to the Vidyalaya in respect of items to be condemned at Vidyalaya level.

- xi) After receiving the approval of Regional Office or after passing condemnation/ write off of articles by the Principal as the case may be, the Vidyalaya shall make appropriate entry in the stock register indicating therein the respective reference number of sanction order with date, for writing off the articles from the Stock and Assets Register, without fail.
- xii) The JNV shall maintain a Register for the condemned articles so decided at Vidyalaya level and / or Regional Office level.
- xiii) After deciding upon the articles as condemned and getting approval of the Competent Authority, the Vidyalaya may immediately start the process for their disposal as per the procedure stated in para 6 (viii & ix) above.
- xiv) Condemnation of articles other than the enlisted should not be decided until the life of these items is decided by the Samiti. List of such items be sent to Hqrs. Office for further directions.
- xv) Wherever the items are found unserviceable due to negligence and unwarranted use of items, the responsibility may be fixed on the incharge of stores under use after conducting due enquiry followed by recovery of the cost of items so found unserviceable.
- xvi) The Vidyalaya shall mark/ engrave the year of purchase on each and every non-consumable articles purchased in the Vidyalaya. This is to be verified with reference to the entry made in the Stock register at the time of condemnation.
- xvii) Notwithstanding the rules for condemnation as above, the maintenance and verification of property / stock/ stores of Vidyalaya shall be taken in accordance with provision contained under General Finance Rules and the instructions of Samiti issued in this regard from time to time.
- xviii) After condemnation and disposal of the articles with due approval of the Competent Authority, it may be ensured that these articles be written off immediately by making necessary entries in the Stock / Assets Register, duly indicating the reference number of Sanction Order with date and showing its ground balance as `Nil`.
- xix) Finally, while preparing the Annual Accounts, the Vidyalaya shall make necessary entries in the appropriate columns of the Balance Sheet on both Assets and Liabilities side for writing off of the booked value of non-

- xx) consumable assets clearly in the Balance Sheet under the concerned head of account.
- xxi) A copy containing the approval of Competent Authority for condemnation of articles should also be added with the Sanction Order conveying therein the approval for writing off the articles and a copy for the same may also be enclosed with the Annual Accounts of JNV concerned.

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(R.K. Kaushal)  
Asstt. Comm. (SA)

**NAVODAYA VIDYALAYA SAMITI**  
**Ministry of Human Resource Development,**  
**Department of School Education & Literacy**  
**LIFE SPAN OF ARTICLES**

Sl.No.	Head	Proposed Life Span
	<b>BIOLOGY</b>	3 Years
1.	Nets/Nests	1 Year
2.	Surgical Glove	
3.	Funnels	2 Years
4.	Insect Bottles	2 Years
5.	Incubator with Thermometer	2 Years
6.	Aquarium	10 Years
7.	Dissecting Tray	10 Years
8.	Ganong's Light Screen	10 Years
9.	All articles Made of Glass such as Slides Cover slip breaker etc	1 Years
10.	Apparatus for plant Physiosage (A) Made of Glass (B) Made of metal	5 Years 10 Years
11.	Conical Flasks	2 Years
12.	Chart/Models	5 Years
13.	Compound Microscope	15 Years
14.	Measuring Cylinder Glass	2 Years
15.	Jars and other Museum Sets	1 Years
16.	Stethoscope	10 Years
17.	Razors	5 Years
18.	Projection Microscope 6" Diameter	15 Years
19.	Spirit Lamps	2 Years
20.	Clinical Thermometer	2 Years
21.	Cork Borer	5 Years
22.	Dissecting Dishes/Slides Box Wooden	5 Years
23.	Ganongs Potometer	5 Years
24.	Microslides Prepared/Dissecting Instruments	5 Years
25.	Blood Pressure Apparatus	10 Years
26.	Preserved Specimens	5 Years
27.	Fractional Weights Below 10Gms.	2 Years
28.	Preserved Specimens in show Case	5 Years
29.	Haemoglobhinometer	5 Years
30.	Water Bath Copper	10 Years
31.	Stanning Racks	5 Years
32.	Models/Stuffed Animals	5 Years
33.	Charts	3 Years
34.	Skeletons (In show case)	10 Years
35.	Dissecting Microscope/Magnifiers (Tripod) And Handlenses	10 Years
36.	Bone Cutters	5 Years
37.	Pestle and Mortar	5 Years
38.	Staining Bottles Glass	2 Years



	<b>CHEMISTRY</b>	
39.	Trough Tin	2 Years
40.	Watch Glass	2 Years
41.	Retort Stand with Ring and Clamp	10 Years
42.	Bio Gas Plant Model	10 Years
43.	Tongs	1 Years
44.	Test Tube Stand (Wooden and Fibre)	12 Years
45.	Test Tube Holder Iron	5 Years
46.	Test Tube Brushes	5 Years
47.	R.B. Flasks (250ML,500ML)	1 Years
48.	Boiler(Copper)	10 Years
49.	Spirit Lamp	4 Years
50.	Beakers(100ML,250ML,500ML,1000ML,2000ML)	2 Years
51.	Cork Borer (Iron)	2 Years
52.	Petridish	2 Years
53.	Blow Pipe	2 Years
54.	Drying Cones Iron	5 Years
55.	Cork Presser	5 Years
56.	Atomic Model Set	5 Years
57.	Burette Stand	5 Years
58.	Dissicator	5 Years
59.	Balance Chemical	5 Years
60.	China Dish	1 Years
61.	Test Tube (Brass)	1 Years
62.	Beehive Shelf Clay/Breaker	1 Years
63.	Rubber Corks	1 Years
64.	Test Tube Wooden	2 Years
65.	Copper Plate	5 Years
66.	Pipettes(10ML,20ML,25ML.)	2 Years
67.	Electorrdes	5 Years
68.	Distillation Apparatus Glass	3 Years
69.	Deflagrating Spoon(Iron)	3 Years
70.	Conical Flask	1 Years
71.	Charcol Slab	2 Years
72.	Triangular Claypipes Iron Wire	4 Years
73.	Kipps Apparatus	5 Years
74.	Glass Jar	2 Years
75.	Flasks	2 Years
76.	Funnel	2 Years
77.	Burette	3 Years
78.	Wire Gauge Iron	1 Years
79.	Weight Box	10 Years
80.	Thistle Funnel	2 Years
81.	Weight Box (Wooden)	5 Years
82.	Triangular(Iron)	2 Years
83.	Periodic Table	5 Years
84.	Reagent Bottles	5 Years
85.	Funnel Stand or Filter Stand	2 Years
86.	Water Trough (Glass)	5 Years
87.	Flat Bottom Flasks	2 Years

88.	Bunsen Burner	5 Years
89.	Platinum Wire Loop	1 Year
90.	Centrifuging Machine	10 Years
91.	Water Condenser	2 Years
92.	Pestle and Morter	5 Years
93.	Glass Jar or Glass Cylinder/Glazed Tube	2 Years
94.	Tripod Stand Iron	5 Years
95.	Separating Funnel	2 Years
96.	Melting Point Apparatus	5 Years
97.	Boiling Point Apparatus	5 Years
98.	Round/Stand Bath	5 Year
99.	Droper with Rubber Teat	1 Years
100.	Thermometer (110.C)	5 Years
101.	Pinch Coke Iron	2 Years
	<b>PHYSICS</b>	
102.	Newton's Disc/Disc/Pin Hold Camera	10 Years
103.	Post Office Box	10 Years
104.	Zener Diode Appartus	10 Years
105.	Nor and Gate Apparatus	10 Years
106.	Nor and Nand Gate Apparatus	10 Years
107.	N-P-N Transister or P-N-P Transister App.	10 Years
108.	Siren	07 Years
109.	Battery Clamps	03 Years
110.	Thermometer and Barometer	02 Years
111.	Sextant	25 Years
112.	Beam Compass/engineer chain	10 Years
113.	Cunned mirror/screen glass/lens stand wooden/optical bench	02 Years
114.	Meter Rods (Wooden)	01 Years
115.	Galvanometers	07 Years
116.	Slove Oil/Binoculars	10 Years
117.	Stop watches	10 Years
118.	Pilers/ /soldering rods (fire)	05 Years
119.	Tripod stand/retort stand clamps resonance apparatus	05 Years
120.	Spirit label / glass plates machine.	05 Years
121.	Spirit lamps	04 Years
122.	Torch Lamps Holders	04 Years
123.	Tunning Forks	04 Years
124.	Solder (Electric) Graduat ED Cylinder-Drawing	04 Years
125.	Tangent Galvanometer	07 Years
126.	Electrophone Gold Leaf Electroscope Slide Wire Bridge /Res. Box/Rheostate/Res. Coil	05 Years
127.	Potentiometer	05 Years
128.	One Way and Two Way Keys	05 Years
129.	Copper Calori Meter	05 Years

130.	Hypsometer (Copper)	05 Years
131.	Thermometers	05 Years
132.	Magnets (Bar) Compasses	05 Years
133.	Traveling Microscope	10 Years
134.	Compass Nepoles	03 Years
135.	Ammetrre/Laclanche Cell	02 Years
136.	Ammetr/Valtameter	10 Years
137.	Switches/Cutout Fuses	03 Years
138.	Convex Lenses/Glass Prisms Glass Slavs/Spectrometer	10 Years
139.	screw gauge	10 Years
140.	S.G. Bottles	05 Years
141.	Spherometers	05 Years
142.	Screen Guage Inclined Plane/Graves	05 Years
143.	Multimeter	10 Years
144.	Metal Speres	07 Years
145.	Balance Spring/Weight Box	02 Years
146.	Vernier Callipers/Boyle's Forting	20 Years
147.	Telescope	20 Years
148.	Epidiascope	20 Years
149.	Danniel Cell	02 Years
150.	Remote control projector	02 Years
151.	Resistance Box (1000 H)	05 Years
152.	Iron Stand	05 Years
153.	Prism Stand Adjustable	05 Years
154.	Joules Calorimeter	05 Years
155.	Wave Demonstration Spring	05 Years
156.	Magnetic Needle	05 Years
157.	Bar Magnet	05 Years
158.	Meter Bridge	05 Years
159.	Mixed Metal plate	05 Years
160.	Pendulum Set	05 Years
161.	Graphite Rod	05 Years
162.	Physical Balance	10 Years
163.	Potentiometer	05 Years
164.	Vernier Callipers	05 Years
165.	Spirit Level	05 Years
166.	Resonance Tuve App.	05 Years
167.	Hookes Law App.	05 Years
168.	Z Pulley & Weight	05 Years
169.	Rubber Pad	05 Years
170.	Ball & Ring	05 Years
171.	Slotted Weight	07 Years
172.	Wooden Slit Box	05 Years
173.	Hackson Wooden Cutter	05 Years
174.	Hackson Iron Cutter	05 Years
175.	Monochromatic Lamp	10 Years
176.	Double Inclind Plane	05 Years
177.	Frictionless Board	05 Years
178.	Acid Accumulater	03 Years



179.	Bar Magnet/ U Magnet	05 Years
180.	Vibration Magnetometer	05 Years
181.	250u A.D.C. Meter	05 Years
182.	10m A.D.C. Meter	05 Years
183.	10 V.D.C. Meter	05 Years
184.	Projection Slide	05 Years
185.	OHMS Law Appartus	05 Years
186.	Crucible	05 Years
	<b>CONSUMBLES</b>	
187.	Text Books	2 Years
	<b>UNIFORMS</b>	
188.	Salwar Kameej	02 Years
189.	Skirt	02 Years
190.	Canvas shoes	01Year
191.	Pullover	02 Years
192.	Leather Shoes	02 Years
193.	Hawai Chappal	01 Years
194.	Shirt (Tericot/Cotton)	01 Years
195.	Full/Half Pant (Tericot)	02 Years
196.	Ribbon	01 Years
197.	Phatka	03 Years
198.	Woolen Coat/pant/shirt	03 Years
199.	T.Shirt (Tericot)	02 Years
200.	Stocking	01 Years
201.	Socks (Nylone)	01 Years
202.	Belt	02 Years
203.	Track Suit	03 Years
204.	Tie	03 Years
205.	Bladzer	03 Years
206.	School Bag	02 years
207.	Towel	06 Months
	<b>EQUIPMENT</b>	
208.	Call Bell	05 Years
209.	Wall Clock	05 Years
210.	Electircal Press	03 Years
211.	Show Case/Hangers/Iron	05 Years
212.	Gas Burner	07 Years
213.	Refrigerator	10 Years
214.	Electric Heaters	05 Years
215.	Sewing Maching	15 Years
216.	Weighing Machine/Cabinate above 10KG	15 Years
217.	Weighing Machine up to 10 KG	10years
218.	Table Clock	05 Years
219.	Water Tank (Iron)	10 Years
220.	Convactor	05 Years
221.	Ceiling Fan	10 Years
222.	Camera	10 Years
223.	Remote Bell	02 Years
224.	Table Lamp	05 Years
225.	Automatic Telephone Memory Dialer	05 Years
226.	Electronic Typewriter	05 Years
227.	Generator	10 Years

228.	Foot Mat	01 Years
229.	Call Bell Electric	05 Years
230.	Duplicating Machine	10 Years
231.	Floor Fans	10 Years
232.	Fire Extinguisher	03 Years
233.	Pocket Calculator	02 Years
234.	Mayur/Quality Jug	02 Years
235.	Desert Cooler	05 Years
236.	Coir/Jute/Matting	02 Years
237.	Desk Calculator	03 Years
238.	Woolen Carpet	05 Years
239.	Addressing System	07 Years
240.	Tube Light Fittings	03 Years
241.	Door Closer	01 Years
242.	Emergency Light	03 Years
243.	Calculator (Printer)	05 Years
244.	Chair Cover (Conference Room)	03 Years
245.	Inter Com	04 Years
246.	Dictation System	05 Years
247.	Room Heater	05 Years
248.	Voltage Stabilizer	10 Years
249.	Document Binder	10 Years
250.	Curtain	05 Years
251.	Telephone Instrument	05 Years
252.	Air Conditioner	10 Years
253.	Water Cooler	10 Years
254.	Exhaust Fan	10 Years
255.	Typewriter Manual	15 Years
256.	Map (India/World/Geographical)	10 Years
257.	Sofa Cover(Cloth)	03 Years
258.	Coir Pile Carpet	05 Years
259.	Table Cover (Small)	02 Years
260.	Table Cover (Conference Room)	03 Years
261.	Plain Paper Copier	07 Years
262.	Reverse Osmosys System	10 Years
263.	Vaccum Cleaner	05 Years
264.	Locks	10 Years
265.	Tap Brass	10 Years
266.	Pint Measure	10 Years
267.	Tea Mug	03 Years
268.	Battery Charger	10 Years
269.	Name Plate (Brass/Plastic)	06 Months
270.	Cooler Stand	05 Years
271.	Battery Eliminator	05 Years
272.	Iron Chain	05 Years
273.	Grass Cutter	01 Years
274.	DDT Spray Machine	04 Years
275.	Ladder Wooden	04 Years
276.	Ladder Iron/Aluminum	10 Years
277.	Green Board	10 Years

278.	Torch	03 Years
279.	Immersion Rod	05 Years
280.	T.V. Antena (All Size)	10 Years
281.	T.V. Lead (Antena)	03 Years
282.	Booster Pump	10 Years
283.	Extension Cord	10 Years
284.	Cassettes	02 Years
285.	Mike (Microphone)	05 Years
286.	Mike Stand	05 Years
287.	Horn Sound	05 Years
288.	Amplifer	05 Years
289.	Radio/Transistor	05 Years
290.	CD/DVD Player	10 Years
291.	C.D.	02 Years
292.	Cassette (Audio)	02 Years
293.	TV Stand/Case	05 Years
294.	Badges Of NCC/BS&G	06 Months
295.	White Board	10 Years
296.	Fax Machine	05 Years
297.	Vaccum Cleaner	04 Years
298.	Cordless Phone	04 Years
299.	Samiyana (Tent)	04 Years
300.	Samiyana Side Walls	05 Years
301.	Multimedia Projector	05 Years
302.	Tata Sky	05 Years
303.	Dish TV	05 Years
304.	Washing Machine	05 Years
305.	Sealing Machine For Packing	05 Years
306.	Electric Adaptor	07 Years
307.	Barbed Wire	01 Years
308.	G.I. Sheet	05 Years
309.	Postal Weighting Machine	02 Years
310.	Big Size Book Binding Stapler	03 Years
311.	Pipe Wrench – Any Size	02 Years
312.	Spanners – any size	02 Years
313.	Hammer – Any Size	02 Years
314.	Starters – Any Size	01 Years
315.	Wire Coil	01 Years
316.	Halogen Lamp With Accessories	01 Years
317.	Single Phase Electrical Meter	01 Years
318.	Panel Box	05 Years
319.	Wall Mount Fans	05 Years
320.	Street Light Fitting Frame	08 Years
321.	Change over switch	03 Years
322.	G.I.Bend	01 Years
323.	Anti vibration Mounts with friction pads-for Generator	02 Years
324.	Bore Well Clamps	01 Years
325.	HDPE Pipes (underground fixed)	10 Years
326.	5 HP Submersible / pumps	08 Years

327.	1 HP Submersible pumps	08 Years
328.	Cash Box Iron	20 Years
329.	Bicycle	07 Years
330.	Fixograph Boards	10 Years
331.	Durries	05 Years
332.	Synthetic Carpet	05 Years
333.	Refrigerator (wooden stand)	05 Years
334.	Cash Safe	25 Years
335.	Table Cloth	02 Years
336.	Palta	03 Years
337.	Phawda	03 Years
338.	Khurpi	03 Years
339.	Tagari	02 Years
340.	Sabbal	05 Years
341.	Gethi	05 Years
342.	Suwa	02 Years
343.	Screw Driver	01 Years
344.	Photo Frame Irons	03 Years
345.	Swing Machine Stand	04 Years
346.	Rope Plastic Jute	01 Years
347.	Candle Moulder	02 Years
348.	Adjustable Ranch	05 Years
349.	Chalk Moulder (Sancha)	05 Years
350.	Drill Machine	05 Years
351.	Pipe rinch	05 Years
352.	Tester	01 Years
353.	Axe	05 Years
354.	Automatic press	02 Years
355.	Pressure Valve	06 Months
	<b>FURNITURE</b>	
356.	Notice Boards	10 Years
357.	Racks Wooden	05 Years
358.	Racks Wooden	05 Years
359.	Sofa Set	12 Years
360.	Takhat/Desk Single & Double Desk	10 Years
361.	Folding Bed	05 Years
362.	Stool	05 Years
363.	Study Table	10 Years
364.	Settei (Bar Type)	10 Years
365.	Typing Table	10 Years
366.	Rack (Computer)	10 Years
367.	Table for Office Wooden	10 Years
368.	Chair (PVC/PU Writing Pad)	05 Years
369.	Study Chair Wooden	05 Years
370.	Looking Mirror (Wooden/PVC/Pu Base)	05 Years
371.	Honour Board	10 Years
372.	Chari (PVC Double Seater)	10 Years
373.	Science table Wooden	10 Years
374.	Office Steel Chair	10 Years



375.	Chair Wooden (Conference Room)	07 Years
376.	Student Chair Wooden	07 Years
377.	Chair (Steel Armless Canned)	10 Years
378.	Gang Bell	20 Years
379.	Chair (steel, Armed Canned)	10 Years
380.	Single Cot/Dining Table/Bench, Hostel	07 Years
381.	Chair (Revolving Canned)	10 Years
382.	Almirah Wooden	20 Years
383.	Chair (Steel Armless)	10 Years
384.	Chair (Revolving/Executive)	10 Years
385.	Almirah (Iron)	25 Years
386.	Chair Wooden (with Arms Cushioned)	07 Years
387.	Steel Official Table	15 Years
388.	Wooden Chair (Cushioned with Writing Pads)	07 Years
389.	Black Board Stand	03 Years
390.	Pelmet	10 Years
391.	Benches Wooden	10 Years
392.	Side Rack Steel Full Size covered/Open	20 Years
393.	Computer Chair	07 Years
394.	Teacher Table	10 Years
395.	Computer Table	10 Years
396.	Executive Table (Wooden)	15 Years
397.	Lecture Stand	10 Years
398.	Steel Bench	10Years
399.	Filing Cabinet (4 drawer)	20 Years
400.	Writing Top (Wooden)	15 Years
401.	Dining Chair	10 Years
402.	Display/Notice Board	10 Years
403.	Map Stand	10 Years
404.	Conference Table	15 Years
405.	Chair wooden seat/cane seat	07 Years
406.	Chair with armed Rexined	07 Years
407.	Waster paper Basket	02 Years
408.	Foot Rest (Wooden)	10 Years
409.	Biology Table	10 Years
410.	S Board/Box (Wooden)	10 Years
411.	Newspaper stand	10 Years
412.	Telephone rack (wooden)	10 Years
413.	Centre Table	15 Years
414.	Wooden Partition	10 Years
415.	Steel Stool	10 Years
416.	Wall Painting (wooden frame)	10 Years
417.	Attendance Board (Notice)	05 Years
418.	Writing Desk (Wooden)/Dual Desk	10 Years
419.	Dining Table teacher residence	10 Years
420.	Tray wooden/iron	05 Years
421.	Black Board	05 Years
422.	Screens	10 Years
423.	Chemistry/Demonstration Table	10 Years
424.	Trunk	10 Years

425.	Bench four seated wooden	10Years
426.	Steel square pipe chair	10 Years
427.	Office lib/physics/table	08 Years
428.	Table	10 Years
429.	Whistle Plastic sheet	1 Year
	<b>GEOGRAPHY</b>	
430.	Wooden & Plastic scale/set setquite (Plastic)	02 Years
431.	Globes and Chars	03 Years
432.	Geo. App./Metal Scale/Instr. Bosdrawing Board & Tee/Plane tavlerain Gauge/French curves (Wooden) Measure Tape Steel/Optical SO	05 Years
	<b>MUSIC</b>	
433.	Guitar	05 Years
434.	Banjo	03 Years
435.	Sitar	10 Years
436.	Sarod	10 Years
437.	Clabers/Ghunghroo/Mouth Organ	05 Years
438.	Hammer for tabla setting	20 Years
439.	Drums	07Years
440.	Tape Recorder	10 Years
441.	Mike / P.A. Set	10 Years
442.	Khanjari	02 Years
443.	Piano/drum/	07 Years
444.	Veena	15 Years
445.	Synthesyser	10 Years
446.	Tanpura	15Years
447.	Manjeera	02 Years
448.	Dholak	10 Years
449.	Flute	02 years
450.	Walkman recorder	05 Years
451.	Bass Drum 28" with Belt & Beater	10 Years
452.	Side Drum 14" DP with belt & sticks	10 Years
453.	Begul Heavy	15 Years
454.	Fiber Kangaro 12" head	10 Years
455.	Cymbal Brass 12"	20 Years
456.	Dugga 18 steel	07 Years
457.	Chanter	03 Years
458.	Trumpet Brass	15 Years
459.	Clarinet	05 years
460.	Duff Jes Body 18"	05 Years
461.	Sheri Dhol 17.6	02 Year
462.	Tasha 12 ketti Reg	25 Years
463.	Bag pipe	05 Years
464.	Band Master Major Stick Double Chain	05 Years
465.	Stage Side Screens	05 Years
466.	Yamaha Key Band with Adopter	10 Years
467.	Johnson Violin with Bow & case	02 Years
468.	Fiber Drum Set	05 Years
	<b>SPORTS ITEMS</b>	
469.	Chess Board/Scable board	07 Years

470.	Cussion Based	10 Years
471.	Hockey Stick	03 Years
472.	Cricket Bat	03 Years
473.	Rackets TT	03 Years
474.	Rackets Badminton	03 Years
475.	Rackets L.T.	03 Years
476.	Table T.T.	10 Years
477.	Carrom Board	03 Years
478.	Iron Bar	20 Years
479.	Volley Ball net	03 Years
480.	Skipping Rope	04 Years
481.	Football	07 Years
482.	Badminton Net	03 Years
483.	Discuss (Iron)	03 Years
484.	Discuss (Wooden)	03 Years
485.	Tenniquite Ring	03 Years
486.	Wickets	02 Years
487.	Teeniquite Ring Net	03 Years
488.	Soft Ball Bat	02 Years
489.	Measuring Tap	05 Years
490.	Take Off Board	05 Years
491.	Starting Block	02 Years
492.	Flag Ordinary	01 Years
493.	Cross Bar (High Jump)	03 Years
494.	Clapper	03 Years
495.	Soft Ball	02 Years
496.	Medical Box (Metal)	01 Years
497.	Medical Box (Plastic)	03 Years
498.	Relay Botton	01 Years
499.	Inflammatory Pump	03 Years
500.	Kho-Kho pole	03 Years
501.	Basket Ball Ring	04 Years
502.	Volley Boll Pole Iron	03 Years
503.	Football Pole Iron	02 Years
504.	Spikes	07 Years
505.	Abdomen Guard	03 Years
506.	Stocking Nylon	03 Years
507.	Chest Expander	02 Years
508.	Cycle Pump	02 Years
509.	Short Put	03 Years
510.	Leg Guard-Batting/keeping pad	03 Years
511.	Ludo	05 Years
512.	Rubber ring	05 Years
513.	Volley Ball Net	01 Years
514.	Badminton Net	02 Years
515.	T.T. Net	01Years
516.	Batting Gloves	03Years
517.	Parallel Bar	02 Years
518.	Jevillin Alluminum	05 Years
519.	Jevillin Wooden	01 Year

520.	Dumbles	03 Years
521.	Football Shoes	03 Years
522.	Chest Spindle	03 Years
523.	Weight Lifting machine	07 Years
524.	Stop watch	07 Years
525.	Carrom Board	03 Years
526.	Iron Bar	20 Years
527.	Badminton Shuttle Cock	1 Years
528.	Foot Ball	1 Years
529.	Volley Ball	1 Years
530.	Hand Ball	1 Years
531.	Basket Ball	1 Years
532.	L. Tennis Ball	1 Years
533.	Lazium	7 Years
534.	T.T. Ball	1 Year
535.	Cricket Ball	1 Year
536.	Sport Underwear	3 Years
537.	Soft Ball	2 years
538.	Hockey Ball	02 Years
	<b>UTENSILS</b>	
539.	Chimata/Sandasi/Containers Tube	02 Years
540.	Saucer/Cup	01Year
541.	Karchhi/Spoon	05 Years
542.	Belons Wooden	01 Years
543.	Tawa	05 Years
544.	Parat	10 Years
545.	Other Steel Utensils	10 Years
546.	Brass Untensils	15 Years
547.	Crockery Items	03 Years
548.	Earthern wares	01 Years
549.	Plastic/synthetic/Break Resistant Utensils	05 Years
550.	Other Aluminum Utensils	05 Years
551.	Knife/Chhoper/Grater	03 Years
552.	Water Purifier	03 Years
553.	Electrical Water Purifier	07 Years
554.	Wheat Flour mixing Machine	07 Years
555.	Potato Peeler	07 Years
556.	Poori making machine	07 Years
557.	Frypan	05 Years
558.	Tea Container Steel	05 Years
559.	Container Plastic	05 Years
560.	Dinner Set Plastic	03 Years
561.	Coffee Set Metal	04 Years
562.	Tray Metal	04 Years
563.	Tea Mug Plastic	01 Years
564.	Cool Pot	03 Years
565.	Gas regulator	03 Years

566.	Palta	03 Years
567.	Vegetable cutter	05 Years
568.	Steel jugs	05 Years
569.	Steel rice spoons	02 Years
570.	Steel serving plates	05 Years
571.	Ceramic Plates	02 Years
572.	Steel basins	07 Years
573.	Steel curry spoons	03 Years
574.	Steel dongas	05Years
575.	Steel bucket	05 Years
576.	Steel drums	05 Years
577.	Steel coffee tins	05Years
578.	Steel tiffin carrage	05Years
579.	Iron Kadai	05 Years
580.	Aluminum idly vassel	07 Years
581.	Iron drums	10 Years
582.	Iron Java	05 Years
583.	Aluminum Strainer	02 Years
584.	Barrel pump	05 Years
585.	Electric Miny	05 Years
586.	Iron Casi java	02 Years
587.	Iron Just bin	01Years
588.	Stainless steel tins	05Years
589.	Iron gas stoves	03 Years
590.	Steel gangalam	03 Years
591.	Aluminum rice strainers	05 Years
592.	Stainless Steel dishes	05 Years
593.	Stainless Steel small bowls	05 Years
594.	Dough kneeder	10 Years
595.	Pest-o-flash (Flies killer)	05 Years
596.	Poori/chapatti pressing machine	01 Years
597.	Steel juicer	02 Years
598.	Steel peeler	02 Years
599.	Iron Storage bins	10 Years
600.	Petromax lights-gas	05 Years
601.	Charging lights	02 Years
602.	Coal batti	05 Years
	<b>COMPUTER ITEMS</b>	
603.	Key Board	07 Years
604.	Mouse	05 Years
605.	Optical Mouse	05 Years
606.	CPU	07 Years
607.	Network Inter face	03 Years
608.	Video Card	02 Years
609.	Sound Card	02 Years
610.	Hard Disk	05 Years

611.	CD Rom Drive	05 Years
612.	CD Writer	05 Years
613.	System Software	05 Years
614.	Application Software	03 Years
615.	Lan Cable	05 Years
616.	Network Card	05 Years
617.	Power Cable	05 Years
618.	Ribbon For Fax	06 Months
619.	Any spare part of computer	01 Years
620.	Speakers	05 Years
621.	Printer Dot Matrix	05 Years
622.	Computer Chasis	07 Years
623.	Personal Computer	07 Years
624.	Computer Printer	05 Years
625.	Computer Transformer	05 Years
626.	UPS	07 Years
	<b>MESS EQUIPMENTS/UNTESILS</b>	
627.	Steam Cooking System	20 Years
628.	Solar Water Heater	10 Years
629.	Chapatti Making Machine	20 Years
630.	Hot Plate (Gas Range)	10 Years
631.	Weights	15 Years
632.	Saucepan Alum.	05 Years
633.	Petromax Kerosene	05 Years
634.	Lantern	05 Years
635.	Deep Freezer	10 Years
636.	Pressure Cooker	10 Years
637.	Baking Owen	10 Years
638.	Mercury Light	06 Months
639.	Water Tank Plastic	02 years
640.	PVC Water Pipe (All Die)	01 year
641.	Iron Dustbin	04 Years
642.	Bucket GI	05 Years
643.	G.I.Box (storage)	15 Years
644.	Grinding Machines/Ice Box	08 Years
645.	Steel Glass/lotas/plates/ Katory/Steel Stoves	07 Years
646.	Angithies/Oven Steel	05 Years
647.	Double Gas Stove	08 Years
648.	Multiple Gas Stoves	08 Years
649.	Electric engraving machine	08 Years
650.	Iron diesel batti	05 Years
651.	Gas Stoves (Canteen burners)	03 Years
652.	Hot Air oven (iron)	10 Years
653.	Steam cooker idly	10 Years
654.	Steam Cooker rice/dal	10 Years
655.	Gas installation	10 Years
	<b>MEDICAL ITEMS</b>	

656.	Hot Water Bag	05 Years
657.	B.P. Bladder	02 Years
658.	Height Measuring Instrument	10 Years
659.	Nubulizer	05 years
660.	Patient Table	10 Year
661.	Wheel Chair	10 Years
662.	Step Stool	05 Years
663.	I.V. Stand	05 Years
664.	B.P. Apparatus	02 Years
665.	Sterilizer	01 Years
666.	Screen – Patient	05 Years
667.	Knifes	05 Years
668.	Scissors	01 Years
669.	Foreceps	02 Years
670.	Medicine Trey	05 Years

**(R.K. Kaushal)**  
**Assistant Commissioner (SA)**