



F.No. 2-20/2021-NVS(SA) /5719

January 27, 2021

To

The Dy. Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

- Sub: 1. Revised procedure for condemnation and disposal of articles in JNVs-reg**  
**2. Modification in letter No. F.No. 7-2/2018-(Acad)/51; dated 13.02.2018 for weeding out of library books.**

Sir/Madam,

During visit of officers from NVS(Hqrs), NVS regional offices and VIP visits, it was noticed that JNVs are not able to condemn/dispose the unserviceable/obsolete/surplus articles timely thereby resulting in piling up of such articles in huge quantities and posing safety and security issues for the inmates.

In order to ease out the existing procedure, inputs were collected from Regional offices and JNVs and the same were studied by a committee comprising of officers from Hqrs, Regional offices and JNVs. As per the recommendations of the committee the procedure for condemnation and disposal of articles in JNVs issued vide letter F.No. 2-20/2017-NVS(SA) / 175; Dated 26.03.2018 is modified as under:-

**1: Procedure for Condemnation and Disposal of articles in JNVs**

The procedure of condemnation and disposal may be initiated in respect of

- i) Non consumable articles which are identified as unserviceable due to expiry of life span/
- ii) Non consumable articles which are identified as unserviceable before expiry of life span due to un-economical repair
- iii) Non consumable articles which are identified as fully unserviceable before expiry of life span due to negligence, fraud, theft, mischief, or missing
- iv) Obsolete articles
- v) Surplus articles

## 2: Frequency of condemnation procedure:

- (i) Condemnation procedure may be initiated every financial year during 1st week of April (i.e. after completion of Annual stock verification and recommendation thereon by the Stock Verification Committee. (GFR Rule 213)
- (ii) In addition to above whenever required stock verification may be taken up again and condemnation process may be taken up as per need in the same financial year.

## 3. Committee at JNV level for initiating the condemnation procedure)& disposal of items(GFR Rule 217(ii)):

S.N	Committee member	Designation in the Committee
1	Principal of concerned JNV	Chairman
2*	Principal of a nearby JNV, Nominated by Regional office for the proposed items having the original purchase value more than Rs 50000/- per item	Member
3	Vice Principal (Senior Most Teacher if Vice Principal is not posted/sanctioned)	Member
4	Stock holder of the respective stock	Member
5	Storekeeper	Member
6	Office Superintendent (Senior Secretariat Assistant, if Office superintendent is not posted/vacant)	Member Secretary

\* This member may be dispensed off if the proposed condemnation list of items does not contain any item whose purchase value is more than Rs 50,000/- (Rs Fifty thousand) per item.

This Committee will review (i) the status of unserviceable articles which have completed their prescribed span of life (ii) the status of unserviceable articles which have not completed their prescribed span of life but un-economical to repair (iii) Obsolete articles (iv) Surplus articles and make its recommendation for condemnation/disposal.

Based on the decision taken by the committee the Principal of the JNV (i) will approve the proposal for the items whose purchase value is up to Rs 50,000/- (Rs Fifty thousand) per item and start the procedure of disposal of such articles (ii) For articles whose purchase value is more than Rs 50,000/- (Rs Fifty thousand) per item, the proposal is to be sent to the concerned NVS Regional Office for approval.



4. **Power of Authorities for deciding condemnation and disposal/ write off articles:**

S. No.	Authority	Power
(i)	JNV	<p>i) An unserviceable article which has completed its life span, and an obsolete articles, which have the cost up to Rs. 50,000/-per article (the original purchase price of the articles) can be disposed off judiciously at Vidyalaya Level by the Principal after these are recommended for condemnation by the committee.</p> <p>ii) An unserviceable article which have not completed its life span and is beyond economic repair (a certificate shall be obtained from OEM(Original Equipment Manufacturer) or any authorized Work Shop/ Service Center to the effect that the repair etc. is not economical and the article can be considered for condemnation) which have the cost up to Rs. 50,000/-per article (the original purchase price of the articles) can be disposed off judiciously at Vidyalaya Level by the Principal after these are recommended for condemnation by the Committee</p> <p>iii) Total cost of all items under (i) and (ii) above shall not exceed Rs 15.0 Lacs per financial year.</p>
(ii)	R.O.	<p>(i) An unserviceable article which has completed its life span, and an obsolete articles, having cost more than Rs. 50,000/-per article</p> <p>(ii) An unserviceable article which have not completed its life span and is beyond economic repair having cost more than Rs. 50,000/-per article</p> <p>(iii) Disposal of surplus articles of any value, (after ensuring that same is also not required in any other JNV).</p> <p>(iv) Writing off of missing/stolen articles of any value through a disciplinary proceeding</p> <p>(v) Constitution of committee headed by Cluster In-charge AC for the disposal unserviceable items due to negligence, fraud, theft, mischief, or missing and appropriate action on the recommendation of the committee.</p> <p>(vi) To extend the annual upper limit of JNVs i.e. Rs 15.0 Lacs if requested by JNVs with proper justification.</p>
(iii)	Hqrs.	Full power



**5: Disposal of unserviceable items due to negligence, fraud, theft, mischief, or missing (GFR rule 217(iv)) :**

If an article becomes unserviceable before the life span expires due to negligence, fraud, theft, mischief, or missing, the responsibility for the same should be fixed on part of concerned Government servant (stock holder/ user/ any other) through a duly constituted committee at headed by Cluster In-charge AC. If the Committee prima-facie finds stockholder/user/any other official responsible for an article becoming unserviceable due to negligence, fraud, theft, mischief or missing, then disciplinary proceedings by Deputy Commissioner of the concerned Regional Office should be initiated resulting into penalty/recovery or both.

The responsibilities of reporting of such cases to the concerned regional offices lies with the Principals and delay will attract appropriate disciplinary action. Regional offices may ensure disposal of all such cases on priority basis, preferably within one month of the receipt of the report by the JNVs.

**6: Disposal of Surplus items:**

JNVs when shifted from temporary site to permanent site may have many surplus items viz GI sheets, GI pipes, ceiling fans, tube-light fittings, water storage tanks, water taps, students' beds (iron double beds), electrical fittings (switches, MCBs, wires & cables) etc. For disposal of surplus items which are serviceable, a proposal from Principal of the JNV should be forwarded to regional office concerned. Regional office may permit proposals for (i) the transfer of items to nearby JNVs considering the viable transportation cost or (ii) disposal of items by auction by the JNV .

While shifting of the Vidyalaya from temporary site to permanent site, fragile items which might get damaged during shifting or would not be required at the permanent site may be disposed off with the approval from the regional office prior to shifting of the Vidyalaya.

**7: Condemnation Procedure :**

- i) The Stock holder concerned shall prepare the list in the prescribed Proforma as per format below and submit the same to the Principal after annual physical verification.

*Format for articles proposed for condemnation (Table-A)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Life span	Depreciated Value	Justification by Stock holder	Remarks
	Name of the Article	Q ty	Cost per unit	Total cost						

- ii) The Office Superintendent (OS)/ Senior Secretariat Assistant (SSA) shall review and prepare a consolidated head-wise list with complete

details in the above format and put up before the Condemnation Committee after approval of the Principal.

- iii) The Condemnation Committee shall examine the consolidated head-wise 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 and submit to Chairman of the committee for approval.

*Format for recommendation of the condemnation committee (Table-B)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Life span	Depreciated Value	Justification for condemnation by the stock holder	Recommendations of the condemnation committee
	Name of the Article	Qty	Cost per unit	Total cost						

- iv) The articles which can be condemned at the level of JNV may be 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 recommendations after verification as per prescribed format without any ambiguous information in the proposal. Regional office must take decision within 15 days of the receipt of the proposal from a JNV.

*Format for recommendation of the Regional office (Table-C)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Life span	Depreciated Value	Reason of and justification condemnation by the committee	Reasons for seeking approval from Regional office	Recommendations of the Regional office
	Name of the Article	Qty	Cost per unit	Total cost							

- v) The internal audit during its inspection shall also verify that the procedure followed at Vidyalya level was in conformity with these guidelines, lapses if any shall be dealt strictly.
- vi) The articles decided for condemnation may be auctioned to dealers or disposed off, after issue of the specific Sanction Order by the Principal, (GFR-2017 Rule 217 to 222) and the value so recovered to be credited to Capital Receipts for non-consumable items in the respective head of Accounts.
- vii) The Principal of the JNV while auctioning the unserviceable non consumable articles, shall fix a reserve price/scrap value of such non-consumable items and the articles be disposed off to the highest bidder as per the procedure laid down in Rule 217 to 221 of GFR 2017.

- viii) 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.
- ix) After deciding upon the articles as condemned and getting approval of the Condemnation committee/approval of NVS regional office, the Vidyalaya may immediately start the process for their disposal as per the procedure stated in para (vi) & (vii) above.
- x) Wherever the items are found unserviceable negligence, fraud, theft, mischief, or missing, the responsibility may be fixed on part of concerned Government servant (stock holder/ user/ any other) through a duly constituted committee at headed by Cluster In-charge AC. Appropriate disciplinary proceedings by Deputy Commissioner of the concerned Regional Office should be initiated resulting into penalty/recovery or both, if required.
- xi) The Vidyalaya shall mark/ engrave the year of purchased reference number 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.
- xii) 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 GFR and the instructions of Samiti issued in this regard from time to time.
- xiii) 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 may be reflected accordingly.
- xiv) Finally, while preparing the Annual Accounts, the Vidyalaya shall make necessary entries in the appropriate schedules of the Annual Accounts Balance for writing off of the booked value and depreciated value of non-consumable assets clearly in the Balance Sheet under the concerned head of account.
- xv) 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.



- xvi) AC/Cluster in-charge shall check the entire condemnation process during his/her visit to the Vidyalaya and may provide directions in areas of concern.

### **8: Disposal of Items Issued to Students:-**

- i) The items issued to students (All uniform items (including pullover / blazer & Shoes, Bed sheets, Towels, School bag, Pillow cover, Stationary Items, Text Books) as per their entitlement should not be taken back from the students even after expiry of life span of the article. However Text books may be collected back for a brief period only in case of delay in arrival of text books for new session. As soon as the text books are made available for new session, the collected books may be returned to the students, in no case text books be auctioned/sold by the JNVs to generate revenue.
- ii) Mattresses/Blanket/ Pillows/ Mosquito Nets may be collected back from students after expiry of the life span fixed for these articles. These items either to be repaired for emergency re-use or disposed off as per these guidelines, in the same academic session these items are collected back from students, in no case such items be allowed to pile up and rot.

### **9: Direct Disposal of consumable items:-**

- (i) Consumable sports equipments viz football, volleyball, basketball, hand ball, cricket ball, shuttle cock, other such items should be disposed off as soon as become un-usable/ un-repairable may be disposed off by concerned Stock holder and Principal.
- (ii) Expired medicines, hazardous substances/waste not fit for further use may be disposed off by concerned Stock holder and Principal (Rule 217(V)). One time bulk purchases of medicines may be avoided.
- (iii) Fragile lab equipments (made of glass/ clay/plastic/ paper/ straw etc may be disposed off as soon as they become un-usable due to breakage by concerned Stock holder and Principal.
- (iv) Any other item of consumable nature as well as booking of expenditure under consumable heads and not in the nature of Assets in accordance to Annual Accounts may be disposed as soon as become un-usable/ un-repairable may be disposed off by concerned Stock holder and Principal.

### **10: Weeding out of library books:-**

Following addition / modification are made in the circular No. 7-2/2018-(Acad)/51; dated 13.02.2018 issued for weeding out of library books:-

#### ***Addition:***

**B 1.: In continuation to existing provision, following is added:**

*The list of such books may be submitted to Deputy Commissioner of concerned Regional Office for approval of weeding out of the books.*



**Modification:**

In point no. C.6 "Text books may be recommended for condemnation after 2 years" is modified as : Vide letter F.No. 26-25/2014-NVS(Acad)/19; dated 25.03.2021, Text books are to be given to the students every year therefore "life span of the text books will be 01 years and text books should not be taken back from the students after expiry of the life span. However Text books may be collected back for a brief period only in case of delay in arrival of text books for new session".

The provisions for writing off of lost / missing library books will remain same as detailed in Para 'C' of the circular No. 7-2/2018-(Acad.)/51; dated 13.02.2018.

Weeding out procedure of library books which are damaged, mutilated is annexed herewith.

These guidelines are prepared as per provisions of GFR-2017. Any subject matter not contained in these guidelines may be dealt as per provisions of current GFR.

This issues with the approval of competent authority.

Hindi version follows

  
(Gireesh Kumar)  
Assistant Commissioner (SA)

**Enclosures:**

- a) Life Span of Articles (applicable for JNVs, ROs, NLI and HQrs.) - Annexure-I
- b) Procedure for weeding out of library books- Annexure-II

**Copy to:**

- 1: DC(Admn.), NVS, HQrs. – with a request to issue instructions on similar lines for condemnation of articles of RO offices.
- 2: DC(Trg.), NVS, HQrs. . – with a request to issue instructions on similar lines for condemnation of articles of all NLIs.
- 3: AC(Audit) for information and necessary action.
- 4: AC(Fin.) for information and necessary action.
- 5: AC(IT) to upload on the NVS Hq website.



## **Procedure for weeding out of Library Books**

### **Stock Verification**

The primary aim of stock taking is to ascertain if all books that have been accessioned in the library can be accounted for stock verification should be conducted annually during the month of March-April with the help of teachers deputed for the purpose. A stock verification subcommittee will be formed and each member would be allotted a certain number of shelves.

For libraries having more than twenty thousand volumes and up to fifty thousand volumes, stock verification should be done at least once in three years. Sample physical verification should be done every year. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

### **Procedure of stock verification**

- i. Stock taking using the stock taking register
- ii. Accession number on loose sheets method
- iii. Stock verification with the help of the library software

### **Weeding out**

The process of withdrawing documents from the shelves for transferring them to storage or discarding it permanently is defined as weeding. It helps to allow space for new items, ensure easier access to the collection and maintains the currency and quality of the documents.

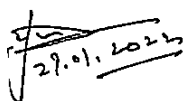
The criteria for selecting documents for weeding out are,

- i. Physical condition: mutilated, brittle, pest infected
- ii. Duplication: availability of multiple copies of the same documents, if not required
- iii. Older outdated editions: text books, study materials based on the old curriculum (one copy may be kept for reference)
- iv. Poor content and use: quality of contents and the documents not in use for a long time.
- v. Suitability of the subject: documents which are not relevant to the objectives of curriculum or NVS

Regular weeding out should be conducted along with Stock Verification every year. A list of books to be weeded out/written off shall be prepared and submitted to the Condemnation committee duly constituted as per circular No. 7-2/2018-(Acad)/51; dated 13.02.2018. It shall be convinced about the logic and economics of disposal of these books. *The list of such books is to be submitted to Deputy Commissioner of concerned Regional Office for approval of weeding out of the books as per list.* Once the approval has been obtained, necessary postings may be made in the Accession Register.

The weeded out books shall be affixed with a stamp with the wording "weeded" and dated signature of librarian on the title and secret pages. Disposal of such books may be done as per the recommendations of the Condemnation committee duly constituted as per circular No. 7-2/2018-(Acad)/51; dated 13.02.2018.

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Handwritten signature and date: 29.01.2022

## Annexure-I

NAVODAYA VIDYALAYA SAMITI  
LIFE SPAN OF ARTICLES (For JNVs/Regional Offices/NLIs)

Sl.No.	Head	Life Span	Consumable/ Non Consumable
	<b>BIOLOGY</b>		
1	Nets/Nests	3 Years	Consumable
2	Surgical Glove	1 Year	Consumable
3	Funnels	2 Years	Consumable
4	Insect Bottles	2 Years	Non consumable
5	Incubator with Thermometer	2 Years	Non consumable
6	Aquarium	10 Years	Non consumable
7	Dissecting Tray	10 Years	Non consumable
8	Ganongs Light Screen	10 Years	Non consumable
9	All articles Made of Glass such as Slides Cover slip breaker etc	1 Years	consumable
10	Apparatus for plant Physiosage Made of Glass	5 Years	Non consumable
11	Apparatus for plant Physiosage Made of metal	10 Years	Non consumable
12	Conical Flasks	2 Years	Consumable
13	Chart/Models	5 Years	Consumable
14	Compound Microscope	15 Years	Non consumable
15	Measuring Cylinder Glass	2 Years	Consumable
16	Jars and other Museum Sets	1 Years	Non consumable
17	Stethoscope	10 Years	Non consumable
18	Razors	5 Years	Non consumable
19	Projection Microscope 6" Diameter	15 Years	Non consumable
20	Spirit Lamps (Glass)	2 Years	Non consumable
21	Clinical Thermometer	2 Years	Consumable
22	Cork Borer	5 Years	Non consumable
23	Dissecting Dishes/Slides Box Wooden	5 Years	Non consumable
24	Ganongs Potometer	5 Years	Non consumable
25	Microslides Prepared/Dissecting Instruments	5 Years	Non consumable
26	Blood Pressure Apparatus	5 Years	Non consumable
27	Preserved Specimens	5 Years	Non consumable
28	Fractional Weights Below 10Gms.	2 Years	Non consumable
29	Preserved Specimens in show Case	5 Years	Non consumable
30	Haemoglobinometer	5 Years	Non consumable

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27.01.2022

31	Water Bath Copper	10 Years	Non consumable
32	Stanning Racks	5 Years	Non consumable
33	Models/Stuffed Animals	5 Years	Non consumable
34	Charts	3 Years	Non consumable
35	Skeletons (In show case)	10 Years	Non consumable
36	Dissecting Microscope/Magnifiers (Tripod) And Handlenses	10 Years	Non consumable
37	Bone Cutters	5 Years	Non consumable
38	Pestle and Mortar	5 Years	Non consumable
39	Staining Bottles Glass	2 Years	Consumable
	<b>CHEMISTRY</b>		
40	Trough Tin	2 Years	Non consumable
41	Watch Glass	2 Years	Consumable
42	Retort Stand with Ring and Clamp	10 Years	Non consumable
43	Bio Gas Plant Model	10 Years	Non consumable
44	Tongs	1 Years	Non consumable
45	Test Tube Stand (Wooden and Fibre)	12 Years	Consumable
46	Test Tube Holder Iron	5 Years	Consumable
47	Test Tube Brushes	5 Years	Consumable
48	R.B. Flasks (250ML,500ML)	1 Years	Consumable
49	Boiler(Copper)	10 Years	Non consumable
50	Spirit Lamp (Metalic)	4 Years	Non consumable
51	Beakers(100ML,250ML,500ML,1000ML,2000ML)	2 Years	Consumable
52	Cork Borer (Iron)	2 Years	Non consumable
53	Petridish	2 Years	Non consumable
54	Blow Pipe	2 Years	Non consumable
55	Drying Cones Iron	5 Years	Non consumable
56	Cork Presser	5 Years	Non consumable
57	Atomic Model Set	5 Years	Non consumable
58	Burette Stand	5 Years	Non consumable
59	Dissicator	5 Years	Non consumable
60	Balance Chemical	5 Years	Non consumable
61	China Dish	1 Years	Consumable
62	Test Tube	1 Years	Non consumable
63	Beehive Shelf Clay/Breaker	1 Years	Non consumable
64	Rubber Corks	1 Years	Consumable
65	Test Tube Wooden Stand	2 Years	Non consumable
66	Copper Plate	5 Years	Non consumable
67	Pipettes(10ML,20ML,25ML.)	2 Years	Consumable
68	Electorrdes	5 Years	Non consumable
69	Distillation Apparatus Glass	3 Years	Non consumable

70	Deflagrating Spoon(Iron)	3 Years	Non consumable
71	Conical Flask	1 Years	Consumable
72	Charcol Slab	2 Years	Non consumable
73	Triangular Claypipes Iron Wire	4 Years	Non consumable
74	Kipps Apparatus	5 Years	Non consumable
75	Glass Jar	2 Years	Consumable
76	Flasks (Fibre)	2 Years	Non Consumable
77	Funnel	2 Years	Consumable
78	Burette	3 Years	Consumable
79	Wire Gauge Iron	1 Years	Consumable
80	Weight Box	10 Years	Non consumable
81	Thistle Funnel	2 Years	Consumable
82	Weight Box (Wooden)	5 Years	Non consumable
83	Triangular(Iron)	2 Years	Non consumable
84	Periodic Table	5 Years	Non consumable
85	Reagent Bottles	5 Years	Consumable
86	Funnel Stand or Filter Stand	2 Years	Non consumable
87	Water Trough (Glass)	5 Years	Non consumable
88	Flat Bottom Flasks	2 Years	Consumable
89	Bunsen Burner	5 Years	Non consumable
90	Platinum Wire Loop	1 Year	Non consumable
91	Centrifuging Machine	10 Years	Non consumable
92	Water Condenser	2 Years	Non consumable
93	Pestle and Morter	5 Years	Non consumable
94	Glass Jar or Glass Cylinder/Glazed Tube	2 Years	Consumable
95	Tripod Stand Iron	5 Years	Non consumable
96	Separating Funnel	2 Years	Non consumable
97	Melting Point Apparatus	5 Years	Non consumable
98	Boiling Point Apparatus	5 Years	Non consumable
99	Round/Stand Bath	5 Year	Non consumable
100	Droper with Rubber Teat	1Years	Consumable
101	Thermometer (110.C)	5 Years	Consumable
102	Pinch Coke Iron	2 Years	Non consumable
	<b>BIOTECHNOLOGY LAB ITEMS</b>		
103	UV- spectro photometer	15 year	Non consumable
104	Microcentrifuge	10 year	Non consumable
105	pH meater digital	10 year	Non consumable
106	Oven	15 year	Non consumable
107	Test tube stand steel	15 year	Non consumable
108	Pipette holder plastic	8 year	Non consumable

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109	Vortex mixer	10 year	Non consumable
110	Water bath	15 year	Non consumable
111	Agarose gel system	10 year	Non consumable
112	Autoclave portable	5 year	Non consumable
113	Dry bath	15 year	Non consumable
114	Refrigerator	10 year	Non consumable
115	BOD incubator	15 year	Non consumable
116	UV transilluminator	15 year	Non consumable
117	Laminar air flow hood	15 year	Non consumable
118	Water bath incubater & shaker	10 year	Non consumable
119	Laboratory microbalance cap 120 gm	10 year	Non consumable
120	Ice bucket	5 year	Non consumable
121	Spreader	1 year	Non consumable
122	Soft loop	1 year	Non consumable
123	UV safety goggles	10 year	Non consumable
124	Digital PH meter	10 year	Non consumable
125	Laboratory tray	5year	Non consumable
126	Pneumatic trough	5year	Non consumable
127	Gel scoop	5year	Non consumable
128	Laboratory centrifuge	8 year	Non consumable
129	Staining tray	8 year	Non consumable
130	Variable auto pipette	8 year	Non consumable
131	Auto pipette stand	8 year	Non consumable
132	Tips stand	8 year	Non consumable
133	Centrifuge marking tube	8 year	Non consumable
134	Cuvette	5 year	Non consumable
135	Magnetic stirrer with hot plate	10 year	Non consumable
136	Magnet for magnetic stirrer 1.5 in	10 year	Non consumable
137	Magnet for magnetic stirrer 2 inch	10 year	Non consumable
138	Power supply 500v-100ma variable	10 year	Non consumable
139	Microwave oven	15 year	Non consumable
	<b>BEDDING ITEMS</b>		
140	Cotton Gadda	04 years	Non Consumable
141	One Qulit with 3 kg cotton with cover or two blankets depending on area	07 years	Non Consumable
142	Bedsheets	01 year	Consumable
143	Pillow	07 years	Non Consumable
144	Pillow Cover	01 year	Consumable
145	Khes for summer season	04 years	Non Consumable

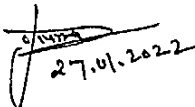
146	Mosquito net	07 years	Non Consumable
147	Towel	01 Year	Consumable
148	Coir mattresses	07 years	Non Consumable
	<b>PHYSICS</b>		
149	Newton's Disc/Disc/Pin Hold Camera	10 Years	Non consumable
150	Post Office Box	10 Years	Non consumable
151	Zener Diode Appartus	10 Years	Non consumable
152	Nor and Gate Apparatus	10 Years	Non consumable
153	Nor and Nand Gate Apparatus	10 Years	Non consumable
154	N-P-N Transister or P-N-P Transister App.	10 Years	Non consumable
155	Siren	07 Years	Non consumable
156	Battery Clamps	03 Years	Non consumable
157	Thermometer	02 Years	Consumable
158	Barometer	02 Years	Non Consumable
159	Sextant	25 Years	Non consumable
160	Beam Compass/engineer chain	10 Years	Non consumable
161	Cunned mirror/screen glass/lens stand wooden/optical bench	02 Years	Non consumable
162	Meter Rods (Wooden)	01 Years	Non consumable
163	Galvanometers	07 Years	Non consumable
164	Slove Oil/Binoculars	10 Years	Non consumable
165	Stop watches	10 Years	Non consumable
166	Pilers/soldering rods (fire)	05 Years	Non consumable
167	Tripod stand/retort stand clamps resonance apparatus	05 Years	Non consumable
168	Spirit label / glass plates machine.	05 Years	Non consumable
169	Spirit lamps (Metalic)	04 Years	Non consumable
170	Torch Lamps Holders	04 Years	Non consumable
171	Tunning Forks	04 Years	Non consumable
172	Solder (Electric) Graduat ED Cylinder-Drawing	04 Years	Non consumable
173	Tangent Galvanometer	07 Years	Non consumable
174	Electrophone Gold Leaf Electroscope Slide Wire Bridge /Res. Box/Rheostate/Res. Coil	05 Years	Non consumable
175	Potentiometer	05 Years	Non consumable
176	One Way and Two Way Keys	05 Years	Non consumable
177	Copper Calori Meter	05 Years	Non consumable
178	Hypsometer (Copper)	05 Years	Non consumable
179	Thermometers	05 Years	Consumable
180	Magnets (Bar) Compasses	05 Years	Non consumable
181	Traveling Microscope	10 Years	Non consumable

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182	Compass Nepoles	03 Years	Non consumable
183	Ammetre/Laclanche Cell	02 Years	Non Consumable
184	Ammeter	02 Years	Non Consumable
185	Ammetr/Valtometer	10 Years	Non Consumable
186	Switches/Cutout Fuses	03 Years	Non consumable
187	Convex Lenses/Glass Prisms Glass Slavs/Spectrometer	10 Years	Consumable
188	Spectrometer	10 Years	Non Consumable
189	screw gauge	10 Years	Non consumable
190	S.G. Bottles	05 Years	Non consumable
191	Spherometers	05 Years	Non consumable
192	Screen Guage Inclined Plane/Graves	05 Years	Non consumable
193	Multimeter	10 Years	Non consumable
194	Metal Speres	07 Years	Non consumable
195	Balance Spring/Weight Box	02 Years	Non consumable
196	Vernier Callipers/Boyle's Forting	20 Years	Non consumable
197	Telescope	20 Years	Non consumable
198	Epidiascope	20 Years	Non consumable
199	Danniel Cell	02 Years	Non consumable
200	Remote control projector	02 Years	Non consumable
201	Resistance Box (1000 H)	05 Years	Non consumable
202	Iron Stand	05 Years	Non consumable
203	Prism Stand Adjustble	05 Years	Non consumable
204	Joules Calorimeter	05 Years	Non consumable
205	Wave Demonstration Spring	05 Years	Non consumable
206	Magnetic Needle	05 Years	Non consumable
207	Bar Magnet	05 Years	Non consumable
208	Meter Bridge	05 Years	Non consumable
209	Mixed Metal plate	05 Years	Non consumable
210	Pendulum Set	05 Years	Non consumable
211	Graphite Rod	05 Years	Non consumable
212	Physical Balance	10 Years	Non consumable
213	Potentiometer	05 Years	Non consumable
214	Vernier Callipers	05 Years	Non consumable
215	Spirit Level	05 Years	Non consumable
216	Resonance Tuve App.	05 Years	Non consumable
217	Hookes Law App.	05 Years	Non consumable
218	Z Pulley & Weight	05 Years	Non consumable
219	Rubber Pad	05 Years	Non consumable
220	Ball & Ring	05 Years	Non consumable



221	Slotted Weight	07 Years	Non consumable
222	Wooden Slit Box	05 Years	Non consumable
223	Hackson Wooden Cutter	05 Years	Non consumable
224	Hackson Iron Cutter	05 Years	Non consumable
225	Monochromatic Lamp	10 Years	Non consumable
226	Double Inclind Plane	05 Years	Non consumable
227	Frictionless Board	05 Years	Non consumable
228	Acid Accumalater	03 Years	Non consumable
229	Bar Magnet/ U Magnet	05 Years	Non consumable
230	Vibration Magnetometer	05 Years	Non consumable
231	250u A.D.C. Meter	05 Years	Non consumable
232	10m A.D.C. Meter	05 Years	Non consumable
233	10 V.D.C. Meter	05 Years	Non consumable
234	Projection Slide	05 Years	Non consumable
235	OHMS Law Appartus	05 Years	Non consumable
236	Crucible	05 Years	Non consumable
237	Zinc Rode	01 years	Consumable
238	searles young modulus apparatus	10 Years	Non Consumable
239	inclined plane with rolley and pan	7 Years	Non Consumable
240	sonometer	7 Years	Non Consumable
241	crocodile clips	2 Years	Non Consumable
242	jockey pencil type	5 Years	Non Consumable
243	Cubes set of 6 metals	7 Years	Non Consumable
244	cylinders of 6metal	7 Years	Non Consumable
245	Spectro meter	10 Years	Non Consumable
246	transformer one	10 Year	Non Consumable
247	Plane mirror	2 Years	Non Consumable
248	Mirror strip holder	2 Years	Non Consumable
249	Step down transformer	10 Years	Non Consumable
250	Semi conductor diode on board	10 Years	Non Consumable
251	Deflection magnetometer with compass	10 Years	Non Consumable
252	Measuring jar	10 Years	Non Consumable
253	Viscosity apparatus	7 Years	Non Consumable
254	Multi plugs	1 Year	Consumable
255	2 pin top	1 year	Consumable
256	High resistance	5 Years	Non Consumable
257	Commutator 4 way pluge key	5 Years	Non Consumable
258	Parallelogram apparatus	7 Years	Non Consumable
259	Byles law apparatus	10 Years	Non Consumable

  
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260	Solar plywood box	5 Years	Non Consumable
261	Stop watch (digital)	5 Years	Non Consumable
262	Dip circle	10 years	Non Consumable
263	Demonstration model of dc generator	5 Years	Non Consumable
264	Davy's safety lamp	7 years	Non Consumable
265	Helical spring with scale pointer	5 Years	Non Consumable
266	P.N junction diode characteristics	10 years	Non Consumable
267	Portraits of personalities with well framed	10 Years	Non Consumable
268	Polaroid	3 Years	Non Consumable
269	Steeled spiral spring	5 Years	Non Consumable
270	Bread board for electric experiment	5 years	Non Consumable
271	Tapping key	5 years	Non Consumable
272	Monometer U tube	5 years	Non Consumable
273	Ripple stand	7 years	Non Consumable
274	Wooden block	5 Years	Non Consumable
275	Resolving power slit	5 Years	Non Consumable
276	Battery hydrometer	5 years	Non Consumable
277	Capillary tubes	2 years	Consumable
278	Newtons law of cooling apparatus	5 years	Non Consumable
279	Daniell Cell electronic	5 Years	Non Consumable
280	Leclanche cell electronic	5 Years	Non Consumable
281	Solar Lunar eclips	5 years	Non Consumable
282	Solar Bulb	5 Years	Non Consumable
283	Wind vane	5 years	Non Consumable
284	Rain Gauge	5 years	Non Consumable
285	Aluminium hollow cylinder	7 years	Non Consumable
286	Baro Metre	7 years	Non Consumable
287	Drawing Board	7 years	Non Consumable
288	Induced current Apparatus	5 years	Non Consumable
289	Porcupus pot	2 years	Non Consumable
290	Sonometer	7 years	Non Consumable
291	Ticker Timer	5 years	Non Consumable
292	U tube with stand	5 years	Non Consumable
293	Water level apparatus	3 Years	Non Consumable
294	Pascal's Law apparatus	3 Years	Non Consumable
295	Standard resistance coil- bakelite	5 Years	Non Consumable
296	Standard resistance coil- wooden	5 Years	Non Consumable
297	Battery eliminator	5 Years	Non Consumable
298	Measuring tape- 10 m Or 1 m	2 Years	Non Consumable

299	Copper Voltameter	5 Years	Non Consumable
300	Periscope - model	5 Years	Non Consumable
301	Kalaidoscope - model	5 Years	Non Consumable
302	Post office Box	10 Years	Non Consumable
303	Mirror-plane, convex, concave	5 Years	Non Consumable
304	Overflow tin/plastic	3 Years	Non Consumable
305	Diffraction Grating	3 Years	Non Consumable
306	Kettle element	1 year	Non Consumable
307	vibration magnetometer	5 Years	Non Consumable
308	DPDT switch	5 Years	Non Consumable
309	Battery Charger-3A	3 Years	Non Consumable
310	Improvised Inertial balance	5 Years	Non Consumable
311	Anemometer	3 Years	Non Consumable
312	Lens- convex, concave	5 Years	Non Consumable
313	Glass- prism, slab	5 Years	Non Consumable
314	Pulley- single, series, parallel	5 Years	Non Consumable
315	Screw Jack Model	7 years	Non Consumable
316	Light ray Box Wooden	10 Years	Non Consumable
317	Light ray Box Metal	10 Years	Non Consumable
318	Weighing scale-Electronic	5 Years	Non Consumable
319	Screen with glass	5 Years	Non Consumable
320	White screen to get image	5 years	Non Consumable
321	Lens/mirror Stand	5 years	Non Consumable
322	Flim strip and slide projector	5 years	Non Consumable
323	Optical bench-wooden	7 years	Non Consumable
324	Optical bench - Metal	10 Years	Non Consumable
325	Vande Graff Generator	10 Years	Non Consumable
326	Induction coil	7 years	Non Consumable
327	Model Telephone system	7 years	Non Consumable
328	Omh's law Apparatus	5 years	Non Consumable
329	Charle's law Apparatus	5 Years	Non Consumable
330	Model Microscope	5 Years	Non Consumable
331	Current applification Apparatus	10 Years	Non Consumable
332	CRO	10 Years	Non Consumable
333	Half Wave and Full Wave Rectifier	10 Years	Non Consumable
334	Plastic can - 5 litre, 10 litre	5 years	Non Consumable
335	PVC Box - Different size	3 Years	Non Consumable
336	Steam engine model	5 years	Non Consumable
337	Thermostat	5 years	Non Consumable

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338	Electronic Standard cell	3 Years	Non Consumable
	<b>MATHEMATICS</b>		
339	All Demonstrative models (plastic/fiber/wooden)	05 Years	Non Consumable
340	CLINOMETER (Fibre)	05 years	Non Consumable
341	All 2D Shapes' Models (plastic/fiber/wooden)	05 years	Non Consumable
342	All 3D Shapes' Models (plastic/fiber/wooden)	05 years	Non Consumable
343	Geo Board (plastic/fiber/wooden)	05 years	Non Consumable
344	All Demonstrative Charts (Flax)	05 Years	Non Consumable
345	All type of BALANCES	05 Years	Non Consumable
346	GEOMETRY BOX (Plastic/fibre/wooden)	05 Years	Non Consumable
347	Scales/Measuring Tapes (plastic/fiber)	05 Years	Non Consumable
348	Tiles (Plastic/ fiber)	05 Years	Non Consumable
349	All KIT(Plastic/Fibre)	03 years	Non Consumable
350	Paper/Fiber Net of shapes	Use and through	Consumable
351	POTRIAT(GREAT MATHEMATICIANS)(Plastic/Fibre)	05 Years	Non Consumable
352	ROLLING GRAPH BOARDS (Flexi)	05 years	Non Consumable
353	SPINNER(Plastic/Fibre)	05 Years	Non Consumable
354	STOP WATCH (DIGITAL)(Plastic/Fibre)	05 Years	Non Consumable
355	All COUNTER (Plastic/Fibre)	03 Years	Non Consumable
356	LABORATERY STAND WITH CLAMP (Iron)	15 years	Non Consumable
357	MARBLES (plastic/fibre/glass)	03 Years	Non Consumable
358	Measuring Flask (Plastic/fiber)	05 Years	Non Consumable
359	MEASURING TAPE	05 Years	Non Consumable
360	MIRROR (Glass)	03 years	Non Consumable
361	DRAWING BOARDS(Wooden)	05 Years	Non Consumable
362	PLAYING CARDS PLASTIC (plastic)	03 Years	Non Consumable
	<b>CONSUMBLES</b>		
363	Text Books	1 Year	Consumable
	<b>UNIFORMS</b>		
364	Salwar Kameej	02 Years	Consumable
365	Skirt	02 Years	Consumable
366	Canvas shoes	01Year	Consumable
367	Pullover	02 Years	Consumable
368	Leather Shoes	02 Years	Consumable
369	Hawai Chappal	01 Years	Consumable
370	Shirt (Tericot/Cotton)	01 Years	Consumable
371	Full/Half Pant (Tericot)	02 Years	Consumable
372	Ribbon	01 Years	Consumable
373	Phatka	03 Years	Consumable
374	Woolen Coat/pant/shirt	03 Years	Consumable

375	T.Shirt (Tericotton)	02 Years	Consumable
376	Stocking	01 Years	Consumable
377	Socks (Nylone)	01 Years	Consumable
378	Belt	02 Years	Consumable
379	Track Suit	03 Years	Consumable
380	Tie	03 Years	Consumable
381	Blazer	03 Years	Consumable
382	School Bag	03 years	Consumable
383	Towel	01 Years	Consumable
	EQUIPMENT		
384	Call Bell	05 Years	Consumable
385	Wall Clock	05 Years	Consumable
386	Electircal Press	03 Years	Non Consumable
387	Show Case/Hangers/Iron	05 Years	Non Consumable
388	Gas Burner	07 Years	Non Consumable
389	Refrigerator	10 Years	Non Consumable
390	Electric Heaters	05 Years	Non Consumable
391	Sewing Maching	15 Years	Non Consumable
392	Weighing Machine/Cabinate above 10KG	15 Years	Non Consumable
393	Weighing Machine up to 10 KG	10 years	Non Consumable
394	Table Clock	05 Years	Non Consumable
395	Water Tank (Iron)	10 Years	Non Consumable
396	Convector	05 Years	Non Consumable
397	Ceiling Fan	10 Years	Non Consumable
398	Camera	10 Years	Non Consumable
399	Remote Bell	02 Years	Non Consumable
400	Table Lamp	05 Years	Non Consumable
401	Automatic Telephone Memory Dialer	05 Years	Non Consumable
402	Electronic Typewriter	05 Years	Non Consumable
403	Generator	10 Years	Non Consumable
404	Foot Mat	01 Years	Consumable
405	Call Bell Electric	05 Years	Consumable
406	Duplicating Machine	10 Years	Non Consumable
407	Floor Fans(Pedestal Fan)	7 Years	Non Consumable
408	Fire Extinguisher	3 Years	Non Consumable
409	Pocket Calculator	02 Years	Consumable
410	Mayur/Quality Jug	02 Years	Non Consumable
411	Desert Cooler	05 Years	Non Consumable
412	Coir/Jute/Matting	02 Years	Consumable

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413	Desk Calculator	03 Years	Non Consumable
414	Woolen Carpet	05 Years	Non Consumable
415	Addressing System	07 Years	Non Consumable
416	Tube Light Fittings	03 Years	Consumable
417	Door Closer	01 Years	Consumable
418	Emergency Light	03 Years	Non Consumable
419	Calculator (Printer)	05 Years	Non Consumable
420	Chair Cover (Conference Room)	03 Years	Consumable
421	Inter Com	04 Years	Non Consumable
422	Dictation System	05 Years	Non Consumable
423	Room Heater	05 Years	Non Consumable
424	Voltage Stabilizer	10 Years	Non Consumable
425	Document Binder	10 Years	Non Consumable
426	Curtain	04 Years	Consumable
427	Telephone Instrument	05 Years	Non Consumable
428	Air Conditioner	10 Years	Non Consumable
429	Water Cooler	10 Years	Non Consumable
430	Exhaust Fan	10 Years	Non Consumable
431	Typewriter Manual	15 Years	Non Consumable
432	Map (India/World/Geographical)	5 Years	Consumable
433	Sofa Cover(Cloth)	03 Years	Non Consumable
434	Coir Pile Carpet	05 Years	Non Consumable
435	Table Cover (Small)	02 Years	Consumable
436	Table Cover (Conference Room)	03 Years	Consumable
437	Plain Paper Copier	07 Years	Non Consumable
438	Reverse Osmosys System	10 Years	Non Consumable
439	Vaccum Cleaner	05 Years	Non Consumable
440	Locks	10 Years	Non Consumable
441	Tap Brass	10 Years	Non Consumable
442	Pint Measure	10 Years	Non Consumable
443	Tea Mug	02 Years	Consumable
444	Battery Charger	5 Years	Non Consumable
445	Name Plate (Brass/Plastic)	Brass 06 years / Plastic 03 years	Consumable
446	Cooler Stand	05 Years	Non Consumable
447	Battery Eliminator	05 Years	Non Consumable
448	Iron Chain	05 Years	Non Consumable
449	Grass Cutter	01 Years	Non Consumable
450	DDT Spray Machine	04 Years	Non Consumable
451	Ladder Wooden	04 Years	Non Consumable

452	Ladder Iron/Aluminum	8 Years	Non Consumable
453	Green Board	10 Years	Non Consumable
454	Torch	03 Years	Consumable
455	Immersion Rod	05 Years	Non Consumable
456	T.V. Antena (All Size)	10 Years	Non Consumable
457	T.V. Lead (Antena)	03 Years	Non Consumable
458	Booster Pump	10 Years	Non Consumable
459	Extension Cord	5 Years	Consumable
460	Cassettes	02 Years	Consumable
461	Mike (Microphone)	05 Years	Non Consumable
462	Mike Stand	10 Years	Non Consumable
463	Horn Sound	05 Years	Non Consumable
464	Amplifer	05 Years	Non Consumable
465	Radio/Transistor	05 Years	Non Consumable
466	CD/DVD Player	10 Years	Non Consumable
467	C.D.	02 Years	Non Consumable
468	Cassette (Audio)	02 Years	Consumable
469	TV Stand/Case	05 Years	Non Consumable
470	Badges Of NCC/BS&G	06 Months	Consumable
471	White Board	10 Years	Non Consumable
472	Fax Machine	05 Years	Non Consumable
473	Vaccum Cleaner	04 Years	Non Consumable
474	Cordless Phone	04 Years	Non Consumable
475	Samiyana (Tent)	04 Years	Non Consumable
476	Samiyana Side Walls	05 Years	Non Consumable
477	Multimedia Projector	05 Years	Non Consumable
478	Tata Sky LMV	01 years	consumable
479	Tata Sky Dish Antenna	10 years	Non Consumable
480	Tata Sky/Dish TV	05 Years	Non Consumable
481	Washing Machine	05 Years	Non Consumable
482	Sealing Machine For Packing	05 Years	Non Consumable
483	Electric Adaptor	07 Years	Non Consumable
484	Barbed Wire	05 Years	Consumable
485	G.I. Sheet	05 Years	Consumable
486	Postal Weighting Machine	02 Years	Non Consumable
487	Big Size Book Binding Stapler	03 Years	Consumable
488	Pipe Wrench – Any Size	02 Years	consumable
489	Spanners – any size	02 Years	Consumable
490	Hammer – Any Size	02 Years	Consumable

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491	Starters – Any Size	01 Years	Consumable
492	Wire Coil	01 Years	Consumable
493	Halogen Lamp With Accessories	01 Years	Consumable
494	Single Phase Electrical Meter	01 Years	Consumable
495	Panel Box	05 Years	Consumable
496	Wall Mount Fans	05 Years	Non Consumable
497	Street Light Fitting Frame	04 Years	Consumable
498	Change over switch	03 Years	Consumable
499	G.I.Bend	01 Years	Consumable
500	Anti vibration Mounts with friction pads-for Generator	02 Years	Consumable
501	Bore Well Clamps	01 Years	Consumable
502	HDPE Pipes (underground fixed)	05 Years	Consumable
503	5 HP Submersible / pumps	08 Years	Non Consumable
504	1 HP Submersible pumps	08 Years	Non Consumable
505	Cash Box Iron	15 Years	Non Consumable
506	Bicycle	07 Years	Non Consumable
507	Fixograph Boards	10 Years	Non Consumable
508	Durries	05 Years	Non Consumable
509	Synthetic Carpet	05 Years	Non Consumable
510	Refrigerator (wooden stand)	05 Years	Non Consumable
511	Cash Safe	20 Years	Consumable
512	Table Cloth	02 Years	Consumable
513	Palta	03 Years	Non Consumable
514	Phawda	03 Years	Non Consumable
515	Khurpi	02 Years	Consumable
516	Tagari	02 Years	Consumable
517	Sabbal	05 Years	Non Consumable
518	Gethi	05 Years	Non Consumable
519	Suwa	02 Years	Consumable
520	Screw Driver	01 Years	Consumable
521	Photo Frame Irons	03 Years	Non Consumable
522	Swing Machine Stand	04 Years	Non Consumable
523	Rope Plastic/ Jute/Coconut	01 Years	Consumable
524	Candle Moulder	02 Years	Consumable
525	Adjustable Ranch	05 Years	Consumable
526	Chalk Moulder (Sancha)	05 Years	Consumable
527	Drill Machine	05 Years	Non Consumable
528	Pipe rinch	05 Years	Non Consumable
529	Tester	01 Years	Consumable



530	Axe	05 Years	Non Consumable
531	Automatic press	02 Years	Non Consumable
532	Pressure Valve	06 Months	Consumable
533	CCTV Camera	04 Years	Non Consumable
534	CCTV DVR/NVR/Smart Box	05 Years	Non Consumable
535	Inverter	05 Years	Non Consumable
536	Inverter Battery	03 Years	Non Consumable
537	Insect Killer	03 Years	Non Consumable
538	Incinerator	01 Years	Non Consumable
539	Electric Kettle	01 Years	Non Consumable
540	Spiral binding machine	03 Years	Non Consumable
541	Welding Machine	05 Years	Non Consumable
542	Electric Geyser/Gas Geyser	10 Years	Non Consumable
543	Solar Geyser	15 Years	Non Consumable
544	Solar Panel	05 Years	Non Consumable
545	Air Conditioner (Split /Non split)	10 Years	Non Consumable
546	Electric Grass Cutter Machine	10 years	Non Consumable
547	LAWN Cutter	10 years	Non Consumable
548	Petrol operated grass cutter	10 years	Non Consumable
549	Asbestos Sheet	05 years	Non Consumable
	<b>FURNITURE</b>		
550	Notice Boards	10 Years	Non Consumable
551	Racks Wooden	05 Years	Non Consumable
552	Racks Wooden	05 Years	Non Consumable
553	Sofa Set	10 Years	Non Consumable
554	Takhat/Desk Single & Double Desk	10 Years	Non Consumable
555	Folding Bed	05 Years	Non Consumable
556	Stool	05 Years	Non Consumable
557	Study Table	10 Years	Non Consumable
558	Settei (Bar Type)	10 Years	Non Consumable
559	Typing Table	10 Years	Non Consumable
560	Rack (Computer)	10 Years	Non Consumable
561	Table for Office Wooden	10 Years	Non Consumable
562	Chair (PVC/PU Writing Pad)	05 Years	Non Consumable
563	Study Chair Wooden	05 Years	Non Consumable
564	Looking Mirror (Wooden/PVC/Pu Base)	05 Years	Non Consumable
565	Honour Board	10 Years	Non Consumable
566	Chari (PVC Double Seater)	10 Years	Non Consumable
567	Science table Wooden	10 Years	Non Consumable

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568	Office Steel Chair	10 Years	Non Consumable
569	Chair Wooden (Conference Room)	07 Years	Non Consumable
570	Student Chair Wooden	07 Years	Non Consumable
571	Chair (Steel Armless Canned)	10 Years	Non Consumable
572	Gang Bell	20 Years	Non Consumable
573	Chair (steel, Armed Canned)	10 Years	Non Consumable
574	Single Cot/Dining Table/Bench, Hostel	07 Years	Non Consumable
575	Dining Table for students (used in Mess)	07 Years	Non Consumable
576	Dining Bench for students (used in Mess)	07 Years	Non Consumable
577	Chair (Revolving Canned)	10 Years	Non Consumable
578	Almirah Wooden	20 Years	Non Consumable
579	Chair (Steel Armless)	10 Years	Non Consumable
580	Chair (Revolving/Executive)	10 Years	Non Consumable
581	Almirah (Iron)	20 Years	Non Consumable
582	Chair Wooden (with Arms Cushioned)	07 Years	Non Consumable
583	Steel Official Table	15 Years	Non Consumable
584	Wooden Chair (Cushioned with Writing Pads)	07 Years	Non Consumable
585	Black Board Stand	03 Years	Non Consumable
586	Pelmet	10 Years	Non Consumable
587	Benches Wooden	10 Years	Non Consumable
588	Rack Steel Full Size covered/Open	20 Years	Non Consumable
589	Computer Chair	07 Years	Non Consumable
590	Teacher Table	10 Years	Non Consumable
591	Computer Table	10 Years	Non Consumable
592	Executive Table (Wooden)	15 Years	Non Consumable
593	Lecture Stand	10 Years	Non Consumable
594	Steel Bench	10Years	Non Consumable
595	Filing Cabinet (4 drawer)	20 Years	Non Consumable
596	Writing Top (Wooden)	15 Years	Non Consumable
597	Dining Chair	10 Years	Non Consumable
598	Display/Notice Board	10 Years	Non Consumable
599	Map Stand	10 Years	Non Consumable
600	Conference Table	15 Years	Non Consumable
601	Chair wooden seat/cane seat	07 Years	Non Consumable
602	Chair with armed Rexined	07 Years	Non Consumable
603	Waster paper Basket	02 Years	Non Consumable
604	Foot Rest (Wooden)	10 Years	Non Consumable
605	Biology Table	10 Years	Non Consumable
606	S Board/Box (Wooden)	10 Years	Non Consumable

607	Newspaper stand	10 Years	Non Consumable
608	Telephone rack (wooden)	10 Years	Non Consumable
609	Centre Table	10 Years	Non Consumable
610	Wooden Partition	10 Years	Non Consumable
611	Steel Stool	10 Years	Non Consumable
612	Wall Painting (wooden frame)	10 Years	Non Consumable
613	Attendance Board (Notice)	05 Years	Non Consumable
614	Writing Desk (Wooden)/Dual Desk	10 Years	Non Consumable
615	Dining Table teacher residence	10 Years	Non Consumable
616	Tray wooden/iron	05 Years	Non Consumable
617	Black Board	05 Years	Non Consumable
618	Screens	10 Years	Non Consumable
619	Chemistry/Demonstration Table	10 Years	Non Consumable
620	Trunk	10 Years	Non Consumable
621	Bench four seated wooden	10Years	Non Consumable
622	Steel square pipe chair	10 Years	Non Consumable
623	Office lib/physics/table	08 Years	Non Consumable
624	Table	10 Years	Non Consumable
625	Whistle Plastic	1 Year	Consumable
626	Two Tier Iron Cot		Non Consumable
627	Dining Table (Plastic)		Non Consumable
	<b>GEOGRAPHY</b>		
628	Wooden & Plastic scale/set setquite (Plastic)	02 Years	Consumable
629	Globes and Charts	03 Years	Non Consumable
630	Geo. App./Metal Scale/Instr. Bosdrawing Board & Tee/Plane tavlerain Gauge/French curves (Wooden) Measure Tape Steel/Optical SO	05 Years	Non Consumable
	<b>MUSIC</b>		
631	String Type	05 years	Non Consumable
632	Percussion (non metallic)	05 years	Non Consumable
633	Percussion (Metalic)	10 Years	Non Consumable
634	Wind type (Non Metalic)	05 Years	Non Consumable
635	Wind type ( Metalic)	10 years	Non Consumable
636	Electroninc Instruments	05 years	Non Consumable
637	Flute	02 years	Non Consumable
638	Cymbal Brass 12"	20 Years	Non Consumable
639	Trumpet Brass	15 Years	Non Consumable
640	Clarinet	05 years	Non Consumable
641	Duff Jes Body 18"	05 Years	Non Consumable
642	Bag pipe	05 Years	Non Consumable

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643	Band Master Major Stick Double Chain	05 Years	Non Consumable
644	Clabers/Ghungaroo/Mouth Organ	05 Years	Non Consumable
	<b>SPORTS ITEMS</b>		
645	Chess Board/Scable board( Wooden)	07 Years	Non Consumable
646	Cussion Based	10 Years	Non Consumable
647	Hockey Stick	02 Years	Non Consumable
648	Cricket Bat	02 Years	Non Consumable
649	Rackets (All)	03 Years	Non Consumable
650	Table T.T.	10 Years	Non Consumable
651	Carrom Board	03 Years	Non Consumable
652	Iron Bar	20 Years	Non Consumable
653	Net (For All sports)	03 Years	Non Consumable
654	Skipping Rope	01 Years	Consumable
655	Discuss (Iron)	03 Years	Non Consumable
656	Discuss (Wooden)	03 Years	Non Consumable
657	Wickets	02 Years	Non Consumable
658	Soft Ball Bat	02 Years	Non Consumable
659	Measuring Tape	05 Years	Non Consumable
660	Take Off Board	05 Years	Non Consumable
661	Starting Block	05 Years	Non Consumable
662	Flag Ordinary	01 Years	Non Consumable
663	Cross Bar (High Jump)	03 Years	Non Consumable
664	Clapper	03 Years	Non Consumable
665	Soft Ball	02 Years	Non Consumable
666	Medical Box (Metal)	03 Years	Non Consumable
667	Medical Box (Plastic)	01 Years	Consumable
668	Relay Baton	03 Years	Non Consumable
669	Inflammatory Pump	03 Years	Non Consumable
670	Kho-Kho pole	05 Years	Non Consumable
671	Basket Ball Ring	04 Years	Non Consumable
672	Volley Boll Pole Iron	10 Years	Non Consumable
673	Football Pole Iron	10 Years	Non Consumable
674	Shoe Spikes	02 Years	Consumable
675	Abdomen Guard	03 Years	Consumable
676	Stocking Nylon	02 Years	Consumable
677	Chest Expander	02 Years	Non Consumable
678	Cycle Pump	02 Years	Non Consumable
679	Shot Put	10 Years	Non Consumable
680	Leg Guard-Batting/keeping pad	03 Years	Consumable
681	Hand Gloves (all sports)	02Years	Consumable
682	Parallel Bar	02 Years	Non Consumable

683	Jevillin Alluminum	05 Years	Non Consumable
684	Jevillin Wooden	03Year	Non Consumable
685	Dumbles	05 Years	Non Consumable
686	Shoes (All sports)	02 Years	Consumable
687	Carrom Board	03 Years	Non Consumable
688	Iron Bar	20 Years	Non Consumable
689	Badminton Shuttle Cock	1 Years	Consumable
690	Ball(All games)	1 Years	Consumable
691	Lazium	7 Years	Non Consumable
692	Sport innerwear	1 Years	Consumable
693	Arobic Cycle	10 years	Non consumable
694	Mini Stepper	10 years	Non consumable
695	Spring stand for jumping	10 years	Non consumable
696	Line Marker Box	10 years	Non consumable
697	Twister	10 years	Non consumable
698	Gym Peck Deck	10 years	Non consumable
699	Rowing machine	10 years	Non consumable
700	Hurdles	10 years	Non consumable
701	Hammer throw	05 years	Non consumable
702	Archary Bow & Arrow	05 Years	Non consumable
703	Chest Guard for Archary/Tykando	03 Years	Non consumable
704	Boxing Punching Bag	03 Years	Non consumable
705	helmet/protected head gear	05 years	Non consumable
706	Judo/Taekwondo/Wrestling Mattress	07 years	Non Consumable
707	Dresses (All sports)	02 years	Consumable
708	Wrestling Mattress Cover	03 years	Non Consumable
709	Cricket Mat/Kabaddi Mat/Yoga Mat	05 years	Non Consumable
710	Monkey Lader	05 years	Non Consumable
711	Sea-Saw	05 years	Non Consumable
712	Swing (Jhula)	05 years	Non Consumable
713	Slider	05 years	Non Consumable
714	Charkhi	05 years	Non Consumable
	<b>MESS EQUIPMENTS/UTENSILS</b>		
715	Chimata/Sandasi/Containers Tube	03 Years	Non consumable
716	Saucer/Cup Clay/steel	Clay 1 Year/Steel 03 years	consumable
717	Karchhi/Spoon	10 Years	Non consumable
718	Belons Wooden	01 Years	consumable
719	Tawa	05 Years	Non consumable
720	Parat	05 Years	Non consumable
721	Other Steel Utensils	03 Years	Non consumable

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27.01.2022

722	Brass Untensils	05 Years	Non consumable
723	Crockery Items (clay )	01 Years	Consumable
724	Earthern wares	01 Years	Non consumable
725	Plastic/synthetic/Break Resistant Utensils	03 Years	Non consumable
726	Other Aluminum Utensils	07 Years	Non consumable
727	Knife/Chhoper/Grater	03 Years	Non consumable
728	Water Purifier	07 Years	Non consumable
729	Electrical Water Purifier	07 Years	Non consumable
730	Wheat Flour mixing Machine	10 Years	Non consumable
731	Potato Peeler	07 Years	Non consumable
732	Poori making machine	05 Years	Non consumable
733	Frypan	03 Years	Non consumable
734	Tea Container Steel	04 Years	Non consumable
735	Container Plastic	03 Years	Non consumable
736	Dinner Set( fiber/metal)	Fiber 03 years/Metal 05 years	Non consumable
737	Coffee Set Metal	03 Years	Non consumable
738	Tray Metal	03 Years	Non consumable
739	Tea Mug Plastic	01 Years	consumable
740	Cool Pot	05 Years	Non consumable
741	Gas regulator	02 Years	Non consumable
742	Palta	02 Years	Non consumable
743	Vegetable cutter machine	07 Years	Non consumable
744	Steel jugs	02 Years	Non consumable
745	Steel rice spoons	07 Years	Non consumable
746	Steel serving plates	03 Years	Non consumable
747	Ceramic Plates	02 Years	Non consumable
748	Steel basins	05 Years	Non consumable
749	Steel curry spoons	05 Years	Non consumable
750	Steel dongas	05Years	Non consumable
751	Steel bucket	05Years	Non consumable
752	Steel drums	05 Years	Non consumable
753	Steel tiffin carrier	10 Years	Non consumable
754	Iron Kadai	05 Years	Non consumable
755	Aluminum idly vassel	07 Years	Non consumable
756	Iron drums	05 Years	Non consumable
757	Iron Tava	05 Years	Non consumable
758	Aluminum Strainer	02 Years	Non consumable
759	Barrel pump	05Years	Non consumable
760	Electric Miny	05Years	Non consumable

761	Iron Casi java	03 Years	Non consumable
762	Iron Dust bin	03 Years	Non consumable
763	Stainless steel tins	05 Years	Non consumable
764	Iron gas stoves	05 Years	Non consumable
765	Steel gangalam	05 Years	Non consumable
766	Aluminum rice strainers	10 Years	Non consumable
767	Stainless Steel dishes	05 Years	Non consumable
768	Stainless Steel small bowls	05 Years	Non consumable
769	Dough kneeder	10 Years	Non consumable
770	Pest-o-flash (Flies killer)	05 Years	Non consumable
771	Poori/chapatti pressing machine	01 Years	Non consumable
772	Juicer	02 Years	Non consumable
773	Potato peeler (knife)	01 Years	consumable
774	Iron Storage bins	10 Years	Non consumable
775	Petromax lights-gas	05 years	Non consumable
776	Charging lights	02 Years	Non consumable
777	Bhatti(All)	05 Years	Non consumable
778	Steam Cooking system	10 Years	Non Consumable
779	Chapatti making machine	10 years	Non Consumable
780	Deep Freezer	06 years	Non Consumable
781	Pressure cooker	06 years	Non Consumable
782	Oven	10 years	Non consumable
783	Water tank (Fiber)	05 years	Non Consumable
784	Grinding machine	08 years	Non Consumable
785	Steel utensils (Items of dinner set)	08 years	Non Consumable
	<b>COMPUTER ITEMS</b>		
786	Key Board	01 Years	Non consumable
787	Mouse	01 Years	Non consumable
788	Optical Mouse	01 Years	Non consumable
789	CPU	07 Years	Non consumable
790	Network Inter face	03 years	Non consumable
791	Video Card	02 Years	Non consumable
792	Sound Card	02 Years	Non consumable
793	Hard Disk	05 Years	Non consumable
794	CD Rom Drive	05 Years	Non consumable
795	CD Writer	05 Years	Non consumable
796	Application Software	02 Years	Non consumable
797	Lan Cable	05 Years	consumable
798	Network Card	05 Years	consumable
799	Power Cable	05 Years	consumable
800	Ribbon For Fax	06 months	consumable

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27.01.2022

801	Any spare part of computer	01 Years	consumable
802	Speakers	05 Years	Non consumable
803	Printer Dot Matrix	05 Years	Non consumable
804	Computer Chasis	07 Years	Non consumable
805	Personal Computer	07 Years	Non consumable
806	Computer Printer	05 Years	Non consumable
807	Computer Transformer	05 Years	Non consumable
808	UPS	05 Years	Non consumable
809	Server	07 years	Non consumable
810	Dumb terminals	05 Years	Non consumable
811	Laptop/PDA/Note Pad	07 years	Non consumable
812	Original packaged soft ware	02 Years	consumable
813	Technical books/mannuals pertaining to Hardware and Software	02 Years	Non consumable
814	Data communication Equipments such as switches, Hubs, LAN equipments	03 Years	consumable
815	LCD/LED/LFD interative board/ projector and other projection devices	07 Years	Non consumable
816	Any hard ware	02 years	Non consumable
817	COMPAQ System	02 Years	Non consumable
818	Spikes/extension board	02 years	Non consumable
819	Scanner	07 Years	Non consumable
820	Web Camera	07 Years	Non consumable
821	Computer stand/rack/other Computer accessories	05 years	Non consumable
822	Pen Drive		consumable
823	LCD/LED/LFD/ INTER ACTIVE BOARDS/PROJECTOR and other projection devicesMonitor	07 years	Non Consumable
	<b>MEDICAL ITEMS</b>	10 Years	Non consumable
824	Hot Water Bag	05 years	Non consumable
825	B.P. Bladder including Digital.	10 Year	Non consumable
826	Height Measuring Instrument	10 Years	Non consumable
827	Nubulizer	05 Years	Non consumable
828	Patient Table	05 Years	Non consumable
829	Wheel Chair	02 Years	Non consumable
830	Step Stool	01 Years	Non consumable
831	I.V. Stand	05 Years	Non consumable
832	B.P. Apparatus	05 Years	Non consumable
833	Sterilizer	01 Years	Non consumable
834	Screen – Patient	02 Years	Non consumable
835	Knifes	05 Years	Non consumable
836	Scissors	15 Years	Non consumable



837	Foreceps	07 Years	Non consumable
838	Medicine Trey	05 Years	Non consumable
839	Oxygen Cylinder	05 Years	Non consumable
840	Stretcher	02 Years	Non consumable
841	Thermal Scanner	02 Years	Non consumable
842	Sanitizer dispenser	05 Years	Non consumable
843	Artery forcep	05 Years	Non consumable
844	Niddle holder	05 Years	Non consumable
845	Tray	10 Years	Non consumable
846	Digital Thermometer	02 years	Non consumable
847	Glucometer	05 Years	Non consumable
848	Stethoscope	10 years	Non consumable
849	Pulse Oxy meter	02 years	consumable
850	Inhaler	05 YEARS	NON CONSUMABLE

#### MUSEUM CORNER

851	ALL PLASTIC ITEMS	05 YEARS	CONSUMABLE
852	ALL METALIC ITEMS	03 YEARS	NON CONSUMABLE
853	TERRAKOTA	01 YEARS	CONSUMABLE
854	POP ITEMS	10 YEARS	NON CONSUMABLE
855	CLOTH ITEMS	03 YEARS	CONSUMABLE
856	GLASS WARES	01 YEARS	CONSUMABLE
857	WOODEN ITEMS	10 YEARS	NON CONSUMABLE

This list contains life span of 857 items.

  
 (Gireesh Kumar)  
 Assistant Commissioner (SA)

फैक्स: 0120-2405182  
दूरभाष: 0120-2405180, 84,  
2405949

नवोदय विद्यालय समिति  
(मानव संसाधन विकास मंत्रालय  
का स्वायत्त संस्थान  
स्कूल शिक्षा एवं साक्षरता विभाग, भारत  
सरकार)  
बी -15, इंस्टीट्यूशनल एरिया,  
सेक्टर 62, नोएडा  
जनपद गौतम बुद्ध नगर  
उ०प्र०-201309

F.No. 2-20/2017-NVS(SA.) 175  
To,



Fax: 0120-2405182  
Tel: 0120-2405180, 84, 2405949  
NAVODAYA VIDYALAYA SAMITI  
(An Autonomous Organization under  
Ministry of Human Resource  
Development, Department of School  
Education & Literacy)  
Govt. of India  
B-15, Institutional Area,  
Sector-62, NOIDA  
G. R. Nagar, Uttar Pradesh-201309

March, 26, 2018

1. The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices.

2. The Principal  
All Jawahar Navodaya Vidyalayas

**Sub:1) Revised procedure for condemnation and disposal of articles  
in JNVs**

**2) Procedure for weeding out of Library Books in JNVs**

Sir/Madam,

Samiti has received requests from Principals and Regional offices for a) revising the procedure for condemnation and disposal of articles in JNVs and b) Guidelines for weeding out of Library Books

**A) Revised procedure for condemnation and disposal of articles in JNVs**

In the view of the above, the existing guidelines were reviewed by a Committee at NVS HQrs. with a view to simplifying the procedure for condemnation and prescribing life span of various articles. The proposed revised guidelines were put up to the Finance Committee in its 60<sup>th</sup> meeting held on 9<sup>th</sup> August 2017. On the recommendation of NVS Finance Committee the proposal was referred to the Ministry for approval.

Now the Ministry of HRD Dept of SE & Literacy Govt of India vide its letter F.No17-7/2017-UT-3 dated Aug,2017 has conveyed that the guidelines for the procedure for condemnation of articles can suitably be dealt with under the provisions of GFR. Accordingly revised guidelines prepared in the light of GFR 2017 giving detailed procedure for condemnation and disposal of articles by JNVs along with a list of computer items indicating their respective life span are enclosed for strict compliance.(Annexure-I)

## **B) Guidelines for weeding out of Library Books**

A proposal with respect to weeding out of the library books was examined in detail in the academic Advisory Committee of NVS in its 19th meeting. The minutes of the said meeting has been adopted by the Executive Committee of NVS in its 35<sup>th</sup> Meeting. It has been decided the weeding out of library books shall be carried out as per the provisions already available in GFR. Detailed guidelines regarding procedure of weeding out of Library Books has already been circulated by this office vide circular F.No 7-2/2018-NVS(Acad)/51 Dated 13-2-18 (Annexure-II)

This issues with the approval of the competent authority.

Yours faithfully,

  
(G.Chandramouli)

Asst.Commissioner(SA)

**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.

**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). GFR Rule 213(i)

**3. COMMITTEE AT JNV LEVEL FOR INITIATING THE CONDEMNATION PROCEDURE (Rule 217(ii))**

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

- |    |  |                    |
|----|--|--------------------|
| 1. | Principal  | Chairperson        |
| 2. | Nominee of District Magistrate/Chairman VMC              | Member ✓           |
| 3. | Technical Expert from Govt Institution.                  | Member -           |
| 4. | Vice Principal   |                    |
|    | (Senior Most PGT if VP post is not filled up/sanctioned) | Member -           |
| 5. | Stock holder of the respective stock                     | Member ✓           |
| 6. | Store Keeper   | Member ✓           |
| 7. | Office Superintendent /Upper Division Clerk              |                    |
|    | (in case post of OS not filled up /sanctioned)           | Member Secretary ✓ |

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.

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#### 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) 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.
- vii) The proposal for condemnation shall contain justification for each and every item proposed for condemnation. Following format is suggested:-  
(Rule 217(i))

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

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- viii) 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. and date for such recoveries is to be mentioned in the stock Register at appropriate place to avoid duplication in the Accounts.(Rule 217(iv))

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		Revised Powers
(i)	<b>Vidyalaya</b>	Upto Rs.10 Lacs per annum on the recommendation of duly constituted Condemnation Committee.
(ii)	<b>Regional Office</b>	Full powers
(iii)	<b>Hqrs.</b>	Full Powers.

#### 6. PROCEDURE (Rule 213 to 214)

- i) The Stock holder concerned shall prepare the list in the prescribed proforma as per Sl. No. 5 (vii) 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.

*ASB*

- 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 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.
- vii) The articles decided for condemnation may be disposed off as detailed below, after issue of the specific Sanction Order by the competent authority:((GFR-2017 Rule 217 to 222)

(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 laid down in <b>Rule 217 to 223 of GFR 2017</b> 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.as per the procedure laid down in <b>Rule 217 to 223 of GFR 2017</b> and the value so received be credited to Revenue Receipts (for consumable items) and Capital Receipts (for non-consumable items) in the Accounts.

- viii) The Competent Authority while auctioning the unserviceable non-consumable articles, shall fix a reserve price/srap value of such non-consumable items and the articles be disposed off to the highest bidder as per the procedure laid down in Rule 217 to 223 of GFR 2017.

*AD Bani*

- ix) 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 vidyalaya 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.
- x) 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.
- xi) The JNV shall maintain a Register for the condemned articles so decided at Vidyalaya level and / or Regional Office level.
- xii) 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 above.
- xiii) 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.
- xiv) Wherever the items are found unserviceable due to negligence and unwarranted use of items, the responsibility may be fixed on the in charge of stores under use after conducting due enquiry followed by recovery of the cost of items so found unserviceable.
- xv) 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.
- xvi) 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 GFR and the instructions of Samiti issued in this regard from time to time.
- xvii) 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'.

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- xviii) 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-consumable assets clearly in the Balance Sheet under the concerned head of account.
- xix) 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.
- xx) AC/Cluster In charge will check the process during his/her visit to the Vidyalaya

## 7) Life span of computer items

Life span of computer items has been fixed as follows

Item	Life span
Server	7years
Dumb terminals	05 years
Laptop/PDA/Note pad	07 years
Original packaged soft ware	02 years
Technical books/Manuals pertaining to Hard ware and Software	02 years
Data Communication Equipments such as Switches, Hubs, LAN equipments	03 years
LCD /LED/LFD interactive board/projector and other projection devices	07 years
Any Hard ware	02 years
COMPAQ System	02 years
Spikes/extension board	02 years
Scanner	07years
Web Camera	07 years
Computer stand/rack/other computer accessories	05 Year ml

### 8) Refixing of Life span

Life span following items has been re fixed

COMPUTER ITEMS	Existing life	Revised Life span
Key Board	07 Years	01 Year
Mouse	05 Years	01Year
Optical Mouse	05 Years	01 Year
CPU	07 Years	07 Years
UPS	07 Years	07 Years

*G. Chandramouli*  
(G.Chandramouli) 26/3/18

Asst.Commissioner(SA)

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)  
बी-15, इन्स्टीटुषनल एरिया, सेक्टर 62, नोइडा  
गौतम बुद्ध नगर, उत्तर प्रदेश -201309  
दूर भाष: 0120-2405195-6



Navodaya Vidyalaya Samiti  
Ministry of Human Resource Development  
Government of India  
(Department of School Education &  
Literacy)  
B-15, Institutional Area, Sector-62, Noida,  
Gautam Budh Nagar, Uttar Pradesh -201309  
URL: [www.navodaya.gov.in](http://www.navodaya.gov.in)  
Tele: 0120-2405195-6

F.No. 7-2/2018-NVS(Acad) 151

Date: 13.02.2018

### CIRCULAR

#### **Sub:- Weeding out of Library Books – reg.**

Reference is invited to weeding out of Library books and maintenance of Library books in Jawahar Navodaya Vidyalayas. The proposal of NVS with respect to weeding out of the library books was examined in detail in the Academic Advisory Committee of NVS in its 19<sup>th</sup> meeting. Accordingly the minutes of the said meeting has been adopted by the Executive Committee of NVS in its 35<sup>th</sup> Meeting. It has been decided that Weeding out of Library books shall be carried out as per the provisions already available in GFR.

The provisions related to the above subject are contained in Rule 215, 217, 218 and 223 of GFR -2017. Extract of the rules are enclosed. Further enabling guidelines as approved by the Academic Advisory Committee and adopted by the Executive Committee of the Samiti are given hereunder:

#### **A. Constitution of the Committee for write-off books:-**

1. Vice Principal,
2. One PGT,
3. One TGT,
4. Librarian,
5. Office Superintendent

#### **B. Role of the Committee**

1. Inspection of the books proposed to be declared as damaged mutilated absolute by the librarian and decide whether the books are damaged/mutilated/ absolute as the case may be. The Committee will also certify that the books are not fit for use of circulation to the students/staff.
2. In case of lost of books the Committee has to ensure that all possible efforts to locate the books, not found during stock verification have been taken by the librarian and finalize the write off list.
3. Committee will decide the mode of disposal of the damaged/written of books. Committee will fix the reserve price for the disposal of the items by auction and also arrange to ensure the items are disposed off as per the list.

**C. Procedure to be followed to write off :**

1. Prepare final list.
2. Ensure that the total loss will not exceed the loss of five volumes per one thousand volumes of books issued in a year.
3. Ensure that there is no rare book amongst the proposed written off books and the value of each volume does not exceed Rs.1000/-
4. The Committee has to certify the books are not fit for further use.
5. Necessary entries in the Accession Register should be recorded. All written books should be disposed off by the Committee.
6. Text books may be recommended for condemnation after 2 years.

**D. Delegation of powers for writing off library books:-**


Authority to power is delegated	Limit of Financial Power
Principal, JNV	As per General Financial Rules
Dy. Commissioner, Regional Office	As per General Financial Rules
NVS Hqrs. – Joint Commissioner	As per General Financial Rules

Complete physical verification of books should be done every year. If verification reveals unusual or unreasonable shortages, complete verification shall be done. Loss of five volumes per one thousand volumes of books issued /consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. The same may be considered for compliance.

This issues with the approval of the Competent Authority.



(A.N. Ramachandra)  
Joint Commissioner (Acad)



To

1. The Deputy Commissioner, NVS, All Regional Offices
2. Principal All JNVs
3. Officers at NVS , Hqrs.
4. The Director, All NLIs

**Rule 215 Physical verification of Library books.**

- (i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

**Rule 217 Disposal of Goods.**

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR - 10.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- (v) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ preprocessor agency.

**Rule 218 Modes of Disposal.**

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :
  - (a) obtaining bids through advertised tender or
  - (b) public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should

be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

**Rule 223 (1) Powers to write off.**

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

**Rule 223 (2) Losses due to depreciation :**

Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable :-

- (I) normal fluctuation of market prices;
- (II) normal wear and tear;
- (III) lack of foresight in regulating purchases; and
- (IV) negligence after purchase.

**Rule 223 (3) Losses not due to depreciation :**

Losses not due to depreciation shall be grouped under the following heads :-

- (I) losses due to theft or fraud;
- (II) losses due to neglect;
- (III) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (IV) losses due to damage, and
- (V) losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.

नवोदय विद्यालय समिति  
मानव संसाधन विकास  
मंत्रालय का स्वायत्त संस्थान  
स्कूल शिक्षा एवं साक्षरता विभाग,  
(भारत सरकार)  
बी-15, संस्थानिक क्षेत्र सैक्टर-62,  
नोएडा - 201309 (उ.प्र.)



**NAVODAYA VIDYALAYA SAMITI**  
(An Autonomous Organization under  
Ministry of HRD)  
Dept. of School Education & Literacy,  
Govt. of India,  
B-15, Sector - 62, Institutional Area,  
Noida - 201309 (UP)

3.2021

जीकृत

F.No.3-9(6)/2018-19/NVS(F&A)/Vol.IV / 176

Dated: 11/01/2019

**CIRCULAR**

**Sub: Revision of the Purchase Procedure of NVS – regarding.**

Detailed procedure for purchase of guidance of Principals and Officers responsible for making purchases on behalf of the Samiti was circulated vide No.24(1)/87/NVS/F&A dated 8<sup>th</sup> July, 1988 and F.No.3-9(6)/92&3/NVS(F&A)/Vol.III, dated 05.01.2007. Recently some modification in the procedures for procurement of goods and services has been made in the General Financial Rules of the Govt. of India. Therefore, irrespective of the limitation priority for purchase procedure may be given to GeM portal for any purchase irrespective of type of items, except items which are required on emergent need.

Keeping in view the functional requirements of JNVs and the revised procedure under GFR 2017, it has been decided to enhance the powers of Principals to incur expenditure on procurement of goods and services for the vidyalaya as under:

S. No.	Type of purchase/services	Existing Limits	Revised Limit
1.	Purchase of goods without calling quotations	Upto Rs.5,000/-	upto Rs.15000
2.	Spot purchase of goods by local purchase committee (after survey of market) to be constituted by the Principal	Upto Rs.15,000/-	Upto Rs.50,000/-
3.	Limited tender by inviting quotations from minimum three number of firms	Above Rs.15,000/- and upto Rs.50,000/-	Upto Rs.1.00 Lac
4.	Open tender by advertising in news papers	Above Rs.50,000/-	Above Rs.1.00 Lac

GFRS 2017 also provide certain certificates for the purchases made through mode other than GeM. The Certificates under GFRS 154, 155 and 162 may adopt while making purchases at Sl.No.1,2 & 3 above.

The above ceilings are for purchases/services of each item on each occasion and not for a financial year. Purchase Committee, for Sl.No.2 above, should be same as for the PAC (excluding the nominee of DM). Committee members may be changed every month on rotation basis.

These revised ceilings for purchase are also applicable to ROs/NLIs of the NVS.

(Dr. Honnareddy N.)  
Joint Commissioner(Admn.)

Copy to:

1. Principal, All Jawahar Navodaya Vidyalayas
2. All Regional Offices of NVS
3. All NLIs
4. All Officers at NVS HQrs.
5. PS to Commissioner, NVS
6. AC(IT), NVS HQrs – with a request to upload on the web-site of NVS HQrs.Office

दूरभाष: 040-29700551  
फैक्स- 040-29700561

## नवोदय विद्यालय समिति

हैदराबाद संभाग  
मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान  
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार )  
नल्लगंडला रोड, गोपनपल्ली, रंगारेड्डी जिला  
हैदराबाद पिन -500 107 (तेलंगाणा)



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**NAVODAYA VIDYALAYA SAMITI**  
**(HYDERABAD REGION)**  
An Autonomous Organization under Ministry of  
HRD  
Dept. of School Education & Literacy, Govt. of India)  
**Gopanapally, Nallagandla Road**  
Ranga Reddy (Dist)  
**Hyderabad- 500 107**

11-31/SA/NVS(HR)/2017-18/

Dated: 09.04.2018.

To

The Principal  
All Jawahar Navodaya Vidyalayas of  
**Hyderabad Region**

Sub: 1) Revised procedure for Condemnation and disposal of Articles in JNVs .  
2) Procedure for weeding out of Library Books in JNVs  
Ref: NVS Hqr. letter No.2-20/2017-NVS(SA)/175 dated 26.03.2018

Sir/madam,

Please find enclosed herewith a copy of NVS Hqrs. letter under reference on the subject cited above. It is intimated that **the guidelines for the procedure for condemnation of articles can suitably be dealt with under the provisions of GFR**. Accordingly revised guidelines prepared in the light of GFR 2017 giving detailed procedure for condemnation and disposal of articles by JNVs along with Computer items indicating their respective life span for strict compliance. Condemnation procedure may be initiated every year during 1<sup>st</sup> week of April (i.e. after completion of annual stock verification and recommendation thereon by the Stock Verification Committee) – GFR Rule 213(i).

The changes are made in the latest circular are as under:

Seral No. of the condemnation Procedure	Previous letter No.2-20/2011-NVS(SA)/16 DATED 12 <sup>TH</sup> February 2012(OLD)	Revised letter NO.2-20/2017-NVS(SA)/175 DATED 26 <sup>th</sup> March 2018 (NEW)
3 (2).	Member of Condemnation Committee, District Magistrate or his representative not below the rank of Assistant District Magistrate	Condition of not below the rank of Assistant District Magistrate removed and only nominee of VMC is made as member
3(3)	One member of VMC	One member of VMC removed and Technical expert from Govt. institution added.
4 (vi)	Certificate shall be obtained from the authorized Work Shop to the effect that the repair etc is not economical for the items like Machinery / Equipment such as Typewriter, Duplicating Machine, Fridge, TV etc.	This clause deleted.
6 (vi)	Obtain approval of VMC for condemnation of articles declared un-serviceable/condemned.	This clause deleted.
6(ix)	Unserviceable non-consumable articles, shall fix a reserve price of such non-	(vii) Unserviceable non-consumable articles, shall fix a reserve price/scrap



	consumable items to the extent of 10% of book value/or the residual/net value worked out after providing depreciation thereon, whichever is more.	value of such non-consumable items and articles be disposed off to the highest bidder as per procedure laid down in Rule 217 to 223 of GFR 2017.
7	Some specific items not available in this circular.	Life span of some computer items not included earlier now included.
8		Life span of some computer items are revised.

The guidelines circulated by the NVS Hqr. may be followed scrupulously by all the JNVs.

This issues with the approval of Deputy Commissioner.

Yours faithfully,

(MATHEW THOMAS)

ASSTT. COMMISSIONER(ADMN.)

Encl: As above

Copy to:

1. The Assistant Commissioner-cum-Cluster Incharge, NVS, RO, Hyderabad for information and necessary instruction to their Cluster JNVs for implementation of the same.
2. The Assistant Commissioner(SA), NVS Hqrs., B-15, Sector-62, Noida with reference to his letter No.2-20/2017-NVS(SA)/175 dated 26.03.2018.
3. The Section Officer(Fin.), NVS, RO, Hyderabad – for information.

फैक्स: 0120-2405182  
दूरभाष: 0120-2405180, 84,  
2405949

नवोदय विद्यालय समिति  
(मानव संसाधन विकास मंत्रालय  
का स्वायत्त संस्थान

स्कूल शिक्षा एवं साक्षरता विभाग, भारत  
सरकार)  
बी -15, इंस्टीट्यूशनल एरिया,  
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जनपद गौतम बुद्ध नगर  
उप्र-201309  
F.No. 2-20/2017-NVS(SA.) 175  
To,



Fax: 0120-2405182  
Tel: 0120-2405180, 84, 2405949  
NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under  
Ministry of Human Resource  
Development, Department of School  
Education & Literacy)  
Govt. of India  
B-15, Institutional Area,  
Sector-62, NOIDA  
G. A. Nagar, Uttar Pradesh-201309

1. The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices.

2. The Principal  
All Jawahar Navodaya Vidyalayas

**Sub:1) Revised procedure for condemnation and disposal of articles  
in JNVs**

**2) Procedure for weeding out of Library Books in JNVs**

Sir/Madam,

Samiti has received requests from Principals and Regional offices for a) revising the procedure for condemnation and disposal of articles in JNVs and b) Guidelines for weeding out of Library Books

**A) Revised procedure for condemnation and disposal of articles in JNVs**

In the view of the above, the existing guidelines were reviewed by a Committee at NVS HQrs. with a view to simplifying the procedure for condemnation and prescribing life span of various articles. The proposed revised guidelines were put up to the Finance Committee in its 60<sup>th</sup> meeting held on 9<sup>th</sup> August 2017. On the recommendation of NVS Finance Committee the proposal was referred to the Ministry for approval.

Now the Ministry of HRD Dept of SE & Literacy Govt of India vide its letter F.No17-7/2017-UT-3 dated Aug,2017 has conveyed that the guidelines for the procedure for condemnation of articles can suitably be dealt with under the provisions of GFR. Accordingly revised guidelines prepared in the light of GFR 2017 giving detailed procedure for condemnation and disposal of articles by JNVs along with a list of computer items indicating their respective life span are enclosed for strict compliance.(Annexure-I)

Zmpo RTA  
AC Adus

175. May be circulated to  
all JNVs with clarity  
maintaining important points  
in the coverip letter for  
strict compliance!

March, 26, 2018

50/04/18  
KVL  
W  
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7486  
04/04/18

## **B) Guidelines for weeding out of Library Books**

A proposal with respect to weeding out of the library books was examined in detail in the academic Advisory Committee of NVS in its 19th meeting. The minutes of the said meeting has been adopted by the Executive Committee of NVS in its 35<sup>th</sup> Meeting. It has been decided the weeding out of library books shall be carried out as per the provisions already available in GFR. Detailed guidelines regarding procedure of weeding out of Library Books has already been circulated by this office vide circular F.No 7-2/2018-NVS(Acad)/51 Dated 13-2-18 (Annexure-II)

This issues with the approval of the competent authority.

Yours faithfully,

  
(G.Chandramouli)

Asst.Commissioner(SA)

**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.

**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). GFR Rule 213(i)

**3. COMMITTEE AT JNV LEVEL FOR INITIATING THE CONDEMNATION PROCEDURE (Rule 217(ii))**

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

- |    |  |                    |
|----|--|--------------------|
| 1. | Principal  | Chairperson        |
| 2. | Nominee of District Magistrate/Chairman VMC              | Member ✓           |
| 3. | Technical Expert from Govt Institution.                  | Member -           |
| 4. | Vice Principal   |                    |
|    | (Senior Most PGT if VP post is not filled up/sanctioned) | Member -           |
| 5. | Stock holder of the respective stock                     | Member ✓           |
| 6. | Store Keeper   | Member ✓           |
| 7. | Office Superintendent /Upper Division Clerk              |                    |
|    | (in case post of OS not filled up /sanctioned)           | Member Secretary ✓ |

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.

*AD Bunk*

#### 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) 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.
- vii) The proposal for condemnation shall contain justification for each and every item proposed for condemnation. Following format is suggested:-  
(Rule 217(i))

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

*AB Suri*

- viii) 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. and date for such recoveries is to be mentioned in the stock Register at appropriate place to avoid duplication in the Accounts.(Rule 217(iv))

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		Revised Powers
(i)	<b>Vidyalaya</b>	Upto Rs.10 Lacs per annum on the recommendation of duly constituted Condemnation Committee.
(ii)	<b>Regional Office</b>	Full powers
(iii)	<b>Hqrs.</b>	Full Powers.

#### 6. PROCEDURE (Rule 213 to 214)

- i) The Stock holder concerned shall prepare the list in the prescribed proforma as per Sl. No. 5 (vii) 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.

*ASB*

- 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 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.
- vii) The articles decided for condemnation may be disposed off as detailed below, after issue of the specific Sanction Order by the competent authority:((GFR-2017 Rule 217 to 222)

(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 laid down in <b>Rule 217 to 223 of GFR 2017</b> 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.as per the procedure laid down in <b>Rule 217 to 223 of GFR 2017</b> and the value so received be credited to Revenue Receipts (for consumable items) and Capital Receipts (for non-consumable items) in the Accounts.

- viii) The Competent Authority while auctioning the unserviceable non-consumable articles, shall fix a reserve price/srap value of such non-consumable items and the articles be disposed off to the highest bidder as per the procedure laid down in Rule 217 to 223 of GFR 2017.

*AD Bani*

- ix) 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 vidyalaya 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.
- x) 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.
- xi) The JNV shall maintain a Register for the condemned articles so decided at Vidyalaya level and / or Regional Office level.
- xii) 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 above.
- xiii) 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.
- xiv) Wherever the items are found unserviceable due to negligence and unwarranted use of items, the responsibility may be fixed on the in charge of stores under use after conducting due enquiry followed by recovery of the cost of items so found unserviceable.
- xv) 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.
- xvi) 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 GFR and the instructions of Samiti issued in this regard from time to time.
- xvii) 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'.

*aslanli*



- xviii) 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-consumable assets clearly in the Balance Sheet under the concerned head of account.
- xix) 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.
- xx) AC/Cluster In charge will check the process during his/her visit to the Vidyalaya

## 7) Life span of computer items

Life span of computer items has been fixed as follows

Item	Life span
Server	7years
Dumb terminals	05 years
Laptop/PDA/Note pad	07 years
Original packaged soft ware	02 years
Technical books/Manuals pertaining to Hard ware and Software	02 years
Data Communication Equipments such as Switches, Hubs, LAN equipments	03 years
LCD /LED/LFD interactive board/projector and other projection devices	07 years
Any Hard ware	02 years
COMPAQ System	02 years
Spikes/extension board	02 years
Scanner	07years
Web Camera	07 years
Computer stand/rack/other computer accessories	05 Year ml

### 8) Refixing of Life span

Life span following items has been re fixed

COMPUTER ITEMS	Existing life	Revised Life span
Key Board	07 Years	01 Year
Mouse	05 Years	01Year
Optical Mouse	05 Years	01 Year
CPU	07 Years	07 Years
UPS	07 Years	07 Years

*G. Chandramouli*  
(G.Chandramouli) 26/3/18

Asst.Commissioner(SA)

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)  
बी-15, इन्स्टीटुषनल एरिया, सेक्टर 62, नोइडा  
गौतम बुद्ध नगर, उत्तर प्रदेश -201309  
दूर भाष: 0120-2405195-6



Navodaya Vidyalaya Samiti  
Ministry of Human Resource Development  
Government of India  
(Department of School Education &  
Literacy)  
B-15, Institutional Area, Sector-62, Noida,  
Gautam Budh Nagar, Uttar Pradesh -201309  
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Tele: 0120-2405195-6

F.No. 7-2/2018-NVS(Acad) 151

Date: 13.02.2018

### CIRCULAR

#### **Sub:- Weeding out of Library Books – reg.**

Reference is invited to weeding out of Library books and maintenance of Library books in Jawahar Navodaya Vidyalayas. The proposal of NVS with respect to weeding out of the library books was examined in detail in the Academic Advisory Committee of NVS in its 19<sup>th</sup> meeting. Accordingly the minutes of the said meeting has been adopted by the Executive Committee of NVS in its 35<sup>th</sup> Meeting. It has been decided that Weeding out of Library books shall be carried out as per the provisions already available in GFR.

The provisions related to the above subject are contained in Rule 215, 217, 218 and 223 of GFR -2017. Extract of the rules are enclosed. Further enabling guidelines as approved by the Academic Advisory Committee and adopted by the Executive Committee of the Samiti are given hereunder:

#### **A. Constitution of the Committee for write-off books:-**

1. Vice Principal,
2. One PGT,
3. One TGT,
4. Librarian,
5. Office Superintendent

#### **B. Role of the Committee**

1. Inspection of the books proposed to be declared as damaged mutilated absolute by the librarian and decide whether the books are damaged/mutilated/ absolute as the case may be. The Committee will also certify that the books are not fit for use of circulation to the students/staff.
2. In case of lost of books the Committee has to ensure that all possible efforts to locate the books, not found during stock verification have been taken by the librarian and finalize the write off list.
3. Committee will decide the mode of disposal of the damaged/written of books. Committee will fix the reserve price for the disposal of the items by auction and also arrange to ensure the items are disposed off as per the list.

**C. Procedure to be followed to write off :**

1. Prepare final list.
2. Ensure that the total loss will not exceed the loss of five volumes per one thousand volumes of books issued in a year.
3. Ensure that there is no rare book amongst the proposed written off books and the value of each volume does not exceed Rs. 1000/-
4. The Committee has to certify the books are not fit for further use.
5. Necessary entries in the Accession Register should be recorded. All written books should be disposed off by the Committee.
6. Text books may be recommended for condemnation after 2 years.

**D. Delegation of powers for writing off library books:-**


Authority to power is delegated	Limit of Financial Power
Principal, JNV	As per General Financial Rules
Dy. Commissioner, Regional Office	As per General Financial Rules
NVS Hqrs. – Joint Commissioner	As per General Financial Rules

Complete physical verification of books should be done every year. If verification reveals unusual or unreasonable shortages, complete verification shall be done. Loss of five volumes per one thousand volumes of books issued /consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. The same may be considered for compliance.

This issues with the approval of the Competent Authority.



(A.N. Ramachandra)  
Joint Commissioner (Acad)



To

1. The Deputy Commissioner, NVS, All Regional Offices
2. Principal All JNVs
3. Officers at NVS , Hqrs.
4. The Director, All NLIs

**Rule 215 Physical verification of Library books.**

- (i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

**Rule 217 Disposal of Goods.**

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR - 10.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- (v) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ preprocessor agency.

**Rule 218 Modes of Disposal.**

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :
  - (a) obtaining bids through advertised tender or
  - (b) public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should

be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

**Rule 223 (1) Powers to write off.**

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

**Rule 223 (2) Losses due to depreciation :**

Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable :-

- (I) normal fluctuation of market prices;
- (II) normal wear and tear;
- (III) lack of foresight in regulating purchases; and
- (IV) negligence after purchase.

**Rule 223 (3) Losses not due to depreciation :**

Losses not due to depreciation shall be grouped under the following heads :-

- (I) losses due to theft or fraud;
- (II) losses due to neglect;
- (III) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (IV) losses due to damage, and
- (V) losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.



F.No. 2-20/2021-NVS(SA) /5719

January 27, 2021

To

The Dy. Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

- Sub: 1. Revised procedure for condemnation and disposal of articles in JNVs-reg**  
**2. Modification in letter No. F.No. 7-2/2018-(Acad)/51; dated 13.02.2018 for weeding out of library books.**

Sir/Madam,

During visit of officers from NVS(Hqrs), NVS regional offices and VIP visits, it was noticed that JNVs are not able to condemn/dispose the unserviceable/obsolete/surplus articles timely thereby resulting in piling up of such articles in huge quantities and posing safety and security issues for the inmates.

In order to ease out the existing procedure, inputs were collected from Regional offices and JNVs and the same were studied by a committee comprising of officers from Hqrs, Regional offices and JNVs. As per the recommendations of the committee the procedure for condemnation and disposal of articles in JNVs issued vide letter F.No. 2-20/2017-NVS(SA) / 175; Dated 26.03.2018 is modified as under:-

**1: Procedure for Condemnation and Disposal of articles in JNVs**

The procedure of condemnation and disposal may be initiated in respect of

- i) Non consumable articles which are identified as unserviceable due to expiry of life span/
- ii) Non consumable articles which are identified as unserviceable before expiry of life span due to un-economical repair
- iii) Non consumable articles which are identified as fully unserviceable before expiry of life span due to negligence, fraud, theft, mischief, or missing
- iv) Obsolete articles
- v) Surplus articles

## 2: Frequency of condemnation procedure:

- (i) Condemnation procedure may be initiated every financial year during 1st week of April (i.e. after completion of Annual stock verification and recommendation thereon by the Stock Verification Committee. (GFR Rule 213)
- (ii) In addition to above whenever required stock verification may be taken up again and condemnation process may be taken up as per need in the same financial year.

## 3. Committee at JNV level for initiating the condemnation procedure)& disposal of items(GFR Rule 217(ii)):

S.N	Committee member	Designation in the Committee
1	Principal of concerned JNV	Chairman
2*	Principal of a nearby JNV, Nominated by Regional office for the proposed items having the original purchase value more than Rs 50000/- per item	Member
3	Vice Principal (Senior Most Teacher if Vice Principal is not posted/sanctioned)	Member
4	Stock holder of the respective stock	Member
5	Storekeeper	Member
6	Office Superintendent (Senior Secretariat Assistant, if Office superintendent is not posted/vacant)	Member Secretary

\* This member may be dispensed off if the proposed condemnation list of items does not contain any item whose purchase value is more than Rs 50,000/- (Rs Fifty thousand) per item.

This Committee will review (i) the status of unserviceable articles which have completed their prescribed span of life (ii) the status of unserviceable articles which have not completed their prescribed span of life but un-economical to repair (iii) Obsolete articles (iv) Surplus articles and make its recommendation for condemnation/disposal.

Based on the decision taken by the committee the Principal of the JNV (i) will approve the proposal for the items whose purchase value is up to Rs 50,000/- (Rs Fifty thousand) per item and start the procedure of disposal of such articles (ii) For articles whose purchase value is more than Rs 50,000/- (Rs Fifty thousand) per item, the proposal is to be sent to the concerned NVS Regional Office for approval.





4. **Power of Authorities for deciding condemnation and disposal/ write off articles:**

S. No.	Authority	Power
(i)	JNV	<p>i) An unserviceable article which has completed its life span, and an obsolete articles, which have the cost up to Rs. 50,000/-per article (the original purchase price of the articles) can be disposed off judiciously at Vidyalaya Level by the Principal after these are recommended for condemnation by the committee.</p> <p>ii) An unserviceable article which have not completed its life span and is beyond economic repair (a certificate shall be obtained from OEM(Original Equipment Manufacturer) or any authorized Work Shop/ Service Center to the effect that the repair etc. is not economical and the article can be considered for condemnation) which have the cost up to Rs. 50,000/-per article (the original purchase price of the articles) can be disposed off judiciously at Vidyalaya Level by the Principal after these are recommended for condemnation by the Committee</p> <p>iii) Total cost of all items under (i) and (ii) above shall not exceed Rs 15.0 Lacs per financial year.</p>
(ii)	R.O.	<p>(i) An unserviceable article which has completed its life span, and an obsolete articles, having cost more than Rs. 50,000/-per article</p> <p>(ii) An unserviceable article which have not completed its life span and is beyond economic repair having cost more than Rs. 50,000/-per article</p> <p>(iii) Disposal of surplus articles of any value, (after ensuring that same is also not required in any other JNV).</p> <p>(iv) Writing off of missing/stolen articles of any value through a disciplinary proceeding</p> <p>(v) Constitution of committee headed by Cluster In-charge AC for the disposal unserviceable items due to negligence, fraud, theft, mischief, or missing and appropriate action on the recommendation of the committee.</p> <p>(vi) To extend the annual upper limit of JNVs i.e. Rs 15.0 Lacs if requested by JNVs with proper justification.</p>
(iii)	Hqrs.	Full power



**5: Disposal of unserviceable items due to negligence, fraud, theft, mischief, or missing (GFR rule 217(iv)) :**

If an article becomes unserviceable before the life span expires due to negligence, fraud, theft, mischief, or missing, the responsibility for the same should be fixed on part of concerned Government servant (stock holder/ user/ any other) through a duly constituted committee at headed by Cluster In-charge AC. If the Committee prima-facie finds stockholder/user/any other official responsible for an article becoming unserviceable due to negligence, fraud, theft, mischief or missing, then disciplinary proceedings by Deputy Commissioner of the concerned Regional Office should be initiated resulting into penalty/recovery or both.

The responsibilities of reporting of such cases to the concerned regional offices lies with the Principals and delay will attract appropriate disciplinary action. Regional offices may ensure disposal of all such cases on priority basis, preferably within one month of the receipt of the report by the JNVs.

**6: Disposal of Surplus items:**

JNVs when shifted from temporary site to permanent site may have many surplus items viz GI sheets, GI pipes, ceiling fans, tube-light fittings, water storage tanks, water taps, students' beds (iron double beds), electrical fittings (switches, MCBs, wires & cables) etc. For disposal of surplus items which are serviceable, a proposal from Principal of the JNV should be forwarded to regional office concerned. Regional office may permit proposals for (i) the transfer of items to nearby JNVs considering the viable transportation cost or (ii) disposal of items by auction by the JNV .

While shifting of the Vidyalaya from temporary site to permanent site, fragile items which might get damaged during shifting or would not be required at the permanent site may be disposed off with the approval from the regional office prior to shifting of the Vidyalaya.

**7: Condemnation Procedure :**

- i) The Stock holder concerned shall prepare the list in the prescribed Proforma as per format below and submit the same to the Principal after annual physical verification.

*Format for articles proposed for condemnation (Table-A)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Life span	Depreciated Value	Justification by Stock holder	Remarks
	Name of the Article	Qty	Cost per unit	Total cost						

- ii) The Office Superintendent (OS)/ Senior Secretariat Assistant (SSA) shall review and prepare a consolidated head-wise list with complete

details in the above format and put up before the Condemnation Committee after approval of the Principal.

- iii) The Condemnation Committee shall examine the consolidated head-wise 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 and submit to Chairman of the committee for approval.

*Format for recommendation of the condemnation committee (Table-B)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Lif e span	Dep reciated Val ue	Justificati on for condemna tion by the stock holder	Recommendati ons of the condemnation committee
	Name of the Article	Qt y	Cost per unit	Tota l cost						

- iv) The articles which can be condemned at the level of JNV may be 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 recommendations after verification as per prescribed format without any ambiguous information in the proposal. Regional office must take decision within 15 days of the receipt of the proposal from a JNV.

*Format for recommendation of the Regional office (Table-C)*

S l. N o	Details of Articles				Date of purchase	Stock Register page No.	Life span	Depreciated Value	Reason of and justification condemnation by the committee	Reasons for seeking approval from Regional office	Recommendati ons of the Regional office
	Name of the Article	Qty	Cost per unit	Total cost							

- v) The internal audit during its inspection shall also verify that the procedure followed at Vidyalya level was in conformity with these guidelines, lapses if any shall be dealt strictly.
- vi) The articles decided for condemnation may be auctioned to dealers or disposed off, after issue of the specific Sanction Order by the Principal, (GFR-2017 Rule 217 to 222) and the value so recovered to be credited to Capital Receipts for non-consumable items in the respective head of Accounts.
- vii) The Principal of the JNV while auctioning the unserviceable non consumable articles, shall fix a reserve price/scrap value of such non-consumable items and the articles be disposed off to the highest bidder as per the procedure laid down in Rule 217 to 221 of GFR 2017.



- viii) 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.
- ix) After deciding upon the articles as condemned and getting approval of the Condemnation committee/approval of NVS regional office, the Vidyalaya may immediately start the process for their disposal as per the procedure stated in para (vi) & (vii) above.
- x) Wherever the items are found unserviceable negligence, fraud, theft, mischief, or missing, the responsibility may be fixed on part of concerned Government servant (stock holder/ user/ any other) through a duly constituted committee at headed by Cluster In-charge AC. Appropriate disciplinary proceedings by Deputy Commissioner of the concerned Regional Office should be initiated resulting into penalty/recovery or both, if required.
- xi) The Vidyalaya shall mark/ engrave the year of purchased reference number 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.
- xii) 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 GFR and the instructions of Samiti issued in this regard from time to time.
- xiii) 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 may be reflected accordingly.
- xiv) Finally, while preparing the Annual Accounts, the Vidyalaya shall make necessary entries in the appropriate schedules of the Annual Accounts Balance for writing off of the booked value and depreciated value of non-consumable assets clearly in the Balance Sheet under the concerned head of account.
- xv) 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.



- xvi) AC/Cluster in-charge shall check the entire condemnation process during his/her visit to the Vidyalaya and may provide directions in areas of concern.

#### **8: Disposal of Items Issued to Students:-**

- i) The items issued to students (All uniform items (including pullover / blazer & Shoes, Bed sheets, Towels, School bag, Pillow cover, Stationary Items, Text Books) as per their entitlement should not be taken back from the students even after expiry of life span of the article. However Text books may be collected back for a brief period only in case of delay in arrival of text books for new session. As soon as the text books are made available for new session, the collected books may be returned to the students, in no case text books be auctioned/sold by the JNVs to generate revenue.
- ii) Mattresses/Blanket/ Pillows/ Mosquito Nets may be collected back from students after expiry of the life span fixed for these articles. These items either to be repaired for emergency re-use or disposed off as per these guidelines, in the same academic session these items are collected back from students, in no case such items be allowed to pile up and rot.

#### **9: Direct Disposal of consumable items:-**

- (i) Consumable sports equipments viz football, volleyball, basketball, hand ball, cricket ball, shuttle cock, other such items should be disposed off as soon as become un-usable/ un-repairable may be disposed off by concerned Stock holder and Principal.
- (ii) Expired medicines, hazardous substances/waste not fit for further use may be disposed off by concerned Stock holder and Principal (Rule 217(V)). One time bulk purchases of medicines may be avoided.
- (iii) Fragile lab equipments (made of glass/ clay/plastic/ paper/ straw etc may be disposed off as soon as they become un-usable due to breakage by concerned Stock holder and Principal.
- (iv) Any other item of consumable nature as well as booking of expenditure under consumable heads and not in the nature of Assets in accordance to Annual Accounts may be disposed as soon as become un-usable/ un-repairable may be disposed off by concerned Stock holder and Principal.

#### **10: Weeding out of library books:-**

Following addition / modification are made in the circular No. 7-2/2018-(Acad)/51; dated 13.02.2018 issued for weeding out of library books:-

##### ***Addition:***

**B 1.: In continuation to existing provision, following is added:**

*The list of such books may be submitted to Deputy Commissioner of concerned Regional Office for approval of weeding out of the books.*



**Modification:**

In point no. C.6 "Text books may be recommended for condemnation after 2 years" is modified as : Vide letter F.No. 26-25/2014-NVS(Acad)/19; dated 25.03.2021, Text books are to be given to the students every year therefore "life span of the text books will be 01 years and text books should not be taken back from the students after expiry of the life span. However Text books may be collected back for a brief period only in case of delay in arrival of text books for new session".

The provisions for writing off of lost / missing library books will remain same as detailed in Para 'C' of the circular No. 7-2/2018-(Acad.)/51; dated 13.02.2018.

Weeding out procedure of library books which are damaged, mutilated is annexed herewith.

These guidelines are prepared as per provisions of GFR-2017. Any subject matter not contained in these guidelines may be dealt as per provisions of current GFR.

This issues with the approval of competent authority.

Hindi version follows

  
27/01/2022  
(Gireesh Kumar)  
Assistant Commissioner (SA)

**Enclosures:**

- a) Life Span of Articles (applicable for JNVs, ROs, NLI and HQrs.) - Annexure-I
- b) Procedure for weeding out of library books- Annexure-II

**Copy to:**

- 1: DC(Admn.), NVS, HQrs. – with a request to issue instructions on similar lines for condemnation of articles of RO offices.
- 2: DC(Trg.), NVS, HQrs. . – with a request to issue instructions on similar lines for condemnation of articles of all NLIs.
- 3: AC(Audit) for information and necessary action.
- 4: AC(Fin.) for information and necessary action.
- 5: AC(IT) to upload on the NVS Hq website.

## Procedure for weeding out of Library Books

### **Stock Verification**

The primary aim of stock taking is to ascertain if all books that have been accessioned in the library can be accounted for stock verification should be conducted annually during the month of March-April with the help of teachers deputed for the purpose. A stock verification subcommittee will be formed and each member would be allotted a certain number of shelves.

For libraries having more than twenty thousand volumes and up to fifty thousand volumes, stock verification should be done at least once in three years. Sample physical verification should be done every year. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

### **Procedure of stock verification**

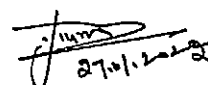
- i. Stock taking using the stock taking register
- ii. Accession number on loose sheets method
- iii. Stock verification with the help of the library software

### **Weeding out**

The process of withdrawing documents from the shelves for transferring them to storage or discarding it permanently is defined as weeding. It helps to allow space for new items, ensure easier access to the collection and maintains the currency and quality of the documents.

The criteria for selecting documents for weeding out are,

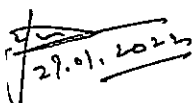
- i. Physical condition: mutilated, brittle, pest infected
- ii. Duplication: availability of multiple copies of the same documents, if not required
- iii. Older outdated editions: text books, study materials based on the old curriculum (one copy may be kept for reference)
- iv. Poor content and use: quality of contents and the documents not in use for a long time.
- v. Suitability of the subject: documents which are not relevant to the objectives of curriculum or NVS

  
27.01.2022

Regular weeding out should be conducted along with Stock Verification every year. A list of books to be weeded out/written off shall be prepared and submitted to the Condemnation committee duly constituted as per circular No. 7-2/2018-(Acad)/51; dated 13.02.2018. It shall be convinced about the logic and economics of disposal of these books. *The list of such books is to be submitted to Deputy Commissioner of concerned Regional Office for approval of weeding out of the books as per list.* Once the approval has been obtained, necessary postings may be made in the Accession Register.

The weeded out books shall be affixed with a stamp with the wording "weeded" and dated signature of librarian on the title and secret pages. Disposal of such books may be done as per the recommendations of the Condemnation committee duly constituted as per circular No. 7-2/2018-(Acad)/51; dated 13.02.2018.

XXXXXX

  
29.01.2025



## Annexure-I

**NAVODAYA VIDYALAYA SAMITI**  
**LIFE SPAN OF ARTICLES (For JNVs/Regional Offices/NLIs)**

Sl.No.	Head	Life Span	Consumable/ Non Consumable
	<b>BIOLOGY</b>		
1	Nets/Nests	3 Years	Consumable
2	Surgical Glove	1 Year	Consumable
3	Funnels	2 Years	Consumable
4	Insect Bottles	2 Years	Non consumable
5	Incubator with Thermometer	2 Years	Non consumable
6	Aquarium	10 Years	Non consumable
7	Dissecting Tray	10 Years	Non consumable
8	Ganongs Light Screen	10 Years	Non consumable
9	All articles Made of Glass such as Slides Cover slip breaker etc	1 Years	consumable
10	Apparatus for plant Physiosage Made of Glass	5 Years	Non consumable
11	Apparatus for plant Physiosage Made of metal	10 Years	Non consumable
12	Conical Flasks	2 Years	Consumable
13	Chart/Models	5 Years	Consumable
14	Compound Microscope	15 Years	Non consumable
15	Measuring Cylinder Glass	2 Years	Consumable
16	Jars and other Museum Sets	1 Years	Non consumable
17	Stethoscope	10 Years	Non consumable
18	Razors	5 Years	Non consumable
19	Projection Microscope 6" Diameter	15 Years	Non consumable
20	Spirit Lamps (Glass)	2 Years	Non consumable
21	Clinical Thermometer	2 Years	Consumable
22	Cork Borer	5 Years	Non consumable
23	Dissecting Dishes/Slides Box Wooden	5 Years	Non consumable
24	Ganongs Potometer	5 Years	Non consumable
25	Microslides Prepared/Dissecting Instruments	5 Years	Non consumable
26	Blood Pressure Apparatus	5 Years	Non consumable
27	Preserved Specimens	5 Years	Non consumable
28	Fractional Weights Below 10Gms.	2 Years	Non consumable
29	Preserved Specimens in show Case	5 Years	Non consumable
30	Haemoglobinometer	5 Years	Non consumable

31	Water Bath Copper	10 Years	Non consumable
32	Stanning Racks	5 Years	Non consumable
33	Models/Stuffed Animals	5 Years	Non consumable
34	Charts	3 Years	Non consumable
35	Skeletons (In show case)	10 Years	Non consumable
36	Dissecting Microscope/Magnifiers (Tripod) And Handlenses	10 Years	Non consumable
37	Bone Cutters	5 Years	Non consumable
38	Pestle and Mortar	5 Years	Non consumable
39	Staining Bottles Glass	2 Years	Consumable
	<b>CHEMISTRY</b>		
40	Trough Tin	2 Years	Non consumable
41	Watch Glass	2 Years	Consumable
42	Retort Stand with Ring and Clamp	10 Years	Non consumable
43	Bio Gas Plant Model	10 Years	Non consumable
44	Tongs	1 Years	Non consumable
45	Test Tube Stand (Wooden and Fibre)	12 Years	Consumable
46	Test Tube Holder Iron	5 Years	Consumable
47	Test Tube Brushes	5 Years	Consumable
48	R.B. Flasks (250ML,500ML)	1 Years	Consumable
49	Boiler(Copper)	10 Years	Non consumable
50	Spirit Lamp (Metalic)	4 Years	Non consumable
51	Beakers(100ML,250ML,500ML,1000ML,2000ML)	2 Years	Consumable
52	Cork Borer (Iron)	2 Years	Non consumable
53	Petridish	2 Years	Non consumable
54	Blow Pipe	2 Years	Non consumable
55	Drying Cones Iron	5 Years	Non consumable
56	Cork Presser	5 Years	Non consumable
57	Atomic Model Set	5 Years	Non consumable
58	Burette Stand	5 Years	Non consumable
59	Dissicator	5 Years	Non consumable
60	Balance Chemical	5 Years	Non consumable
61	China Dish	1 Years	Consumable
62	Test Tube	1 Years	Non consumable
63	Beehive Shelf Clay/Breaker	1 Years	Non consumable
64	Rubber Corks	1 Years	Consumable
65	Test Tube Wooden Stand	2 Years	Non consumable
66	Copper Plate	5 Years	Non consumable
67	Pipettes(10ML,20ML,25ML.)	2 Years	Consumable
68	Electorrdes	5 Years	Non consumable
69	Distillation Apparatus Glass	3 Years	Non consumable

70	Deflagrating Spoon(Iron)	3 Years	Non consumable
71	Conical Flask	1 Years	Consumable
72	Charcol Slab	2 Years	Non consumable
73	Triangular Claypipes Iron Wire	4 Years	Non consumable
74	Kipps Apparatus	5 Years	Non consumable
75	Glass Jar	2 Years	Consumable
76	Flasks (Fibre)	2 Years	Non Consumable
77	Funnel	2 Years	Consumable
78	Burette	3 Years	Consumable
79	Wire Gauge Iron	1 Years	Consumable
80	Weight Box	10 Years	Non consumable
81	Thistle Funnel	2 Years	Consumable
82	Weight Box (Wooden)	5 Years	Non consumable
83	Triangular(Iron)	2 Years	Non consumable
84	Periodic Table	5 Years	Non consumable
85	Reagent Bottles	5 Years	Consumable
86	Funnel Stand or Filter Stand	2 Years	Non consumable
87	Water Trough (Glass)	5 Years	Non consumable
88	Flat Bottom Flasks	2 Years	Consumable
89	Bunsen Burner	5 Years	Non consumable
90	Platinum Wire Loop	1 Year	Non consumable
91	Centrifuging Machine	10 Years	Non consumable
92	Water Condenser	2 Years	Non consumable
93	Pestle and Morter	5 Years	Non consumable
94	Glass Jar or Glass Cylinder/Glazed Tube	2 Years	Consumable
95	Tripod Stand Iron	5 Years	Non consumable
96	Separating Funnel	2 Years	Non consumable
97	Melting Point Apparatus	5 Years	Non consumable
98	Boiling Point Apparatus	5 Years	Non consumable
99	Round/Stand Bath	5 Year	Non consumable
100	Droper with Rubber Teat	1Years	Consumable
101	Thermometer (110.C)	5 Years	Consumable
102	Pinch Coke Iron	2 Years	Non consumable
<b>BIOTECHNOLOGY LAB ITEMS</b>			
103	UV- spectro photometer	15 year	Non consumable
104	Microcentrifuge	10 year	Non consumable
105	pH meater digital	10 year	Non consumable
106	Oven	15 year	Non consumable
107	Test tube stand steel	15 year	Non consumable
108	Pipette holder plastic	8 year	Non consumable

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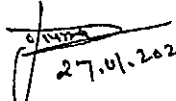
109	Vortex mixer	10 year	Non consumable
110	Water bath	15 year	Non consumable
111	Agarose gel system	10 year	Non consumable
112	Autoclave portable	5 year	Non consumable
113	Dry bath	15 year	Non consumable
114	Refrigerator	10 year	Non consumable
115	BOD incubator	15 year	Non consumable
116	UV transilluminator	15 year	Non consumable
117	Laminar air flow hood	15 year	Non consumable
118	Water bath incubater & shaker	10 year	Non consumable
119	Laboratory microbalance cap 120 gm	10 year	Non consumable
120	Ice bucket	5 year	Non consumable
121	Spreader	1 year	Non consumable
122	Soft loop	1 year	Non consumable
123	UV safety gogals	10 year	Non consumable
124	Digital PH meter	10 year	Non consumable
125	Laboratory tray	5year	Non consumable
126	Pneumatic trough	5year	Non consumable
127	Gel scoop	5year	Non consumable
128	Laboratory centrifuge	8 year	Non consumable
129	Staining tray	8 year	Non consumable
130	Variable auto pipette	8 year	Non consumable
131	Auto pipette stand	8 year	Non consumable
132	Tips stand	8 year	Non consumable
133	Centrifuge marking tube	8 year	Non consumable
134	Cuvette	5 year	Non consumable
135	Magnetic stirrer with hot plate	10 year	Non consumable
136	Magnet for magnetic stirrer 1.5 in	10 year	Non consumable
137	Magnet for magnetic stirrer 2 inch	10 year	Non consumable
138	Power supply 500v-100ma variable	10 year	Non consumable
139	Microwave oven	15 year	Non consumable
	<b>BEDDING ITEMS</b>		
140	Cotton Gadda	04 years	Non Consumable
141	One Qulit with 3 kg cotton with cover or two blankets depending on area	07 years	Non Consumable
142	Bedsheets	01 year	Consumable
143	Pillow	07 years	Non Consumable
144	Pillow Cover	01 year	Consumable
145	Khes for summer season	04 years	Non Consumable

146	Mosquito net	07 years	Non Consumable
147	Towel	01 Year	Consumable
148	Coir mattresses	07 years	Non Consumable
	<b>PHYSICS</b>		
149	Newton's Disc/Disc/Pin Hold Camera	10 Years	Non consumable
150	Post Office Box	10 Years	Non consumable
151	Zener Diode Appartus	10 Years	Non consumable
152	Nor and Gate Apparatus	10 Years	Non consumable
153	Nor and Nand Gate Apparatus	10 Years	Non consumable
154	N-P-N Transister or P-N-P Transister App.	10 Years	Non consumable
155	Siren	07 Years	Non consumable
156	Battery Clamps	03 Years	Non consumable
157	Thermometer	02 Years	Consumable
158	Barometer	02 Years	Non Consumable
159	Sextant	25 Years	Non consumable
160	Beam Compass/engineer chain	10 Years	Non consumable
161	Cunned mirror/screen glass/lens stand wooden/optical bench	02 Years	Non consumable
162	Meter Rods (Wooden)	01 Years	Non consumable
163	Galvanometers	07 Years	Non consumable
164	Slove Oil/Binoculars	10 Years	Non consumable
165	Stop watches	10 Years	Non consumable
166	Pilers/soldering rods (fire)	05 Years	Non consumable
167	Tripod stand/retort stand clamps resonance apparatus	05 Years	Non consumable
168	Spirit label / glass plates machine.	05 Years	Non consumable
169	Spirit lamps (Metalic)	04 Years	Non consumable
170	Torch Lamps Holders	04 Years	Non consumable
171	Tunning Forks	04 Years	Non consumable
172	Solder (Electric) Graduat ED Cylinder-Drawing	04 Years	Non consumable
173	Tangent Galvanometer	07 Years	Non consumable
174	Electrophone Gold Leaf Electroscope Slide Wire Bridge /Res. Box/Rheostate/Res. Coil	05 Years	Non consumable
175	Potentiometer	05 Years	Non consumable
176	One Way and Two Way Keys	05 Years	Non consumable
177	Copper Calori Meter	05 Years	Non consumable
178	Hypsometer (Copper)	05 Years	Non consumable
179	Thermometers	05 Years	Consumable
180	Magnets (Bar) Compasses	05 Years	Non consumable
181	Traveling Microscope	10 Years	Non consumable

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182	Compass Nepoles	03 Years	Non consumable
183	Ammetrre/Laclanche Cell	02 Years	Non Consumable
184	Ammeter	02 Years	Non Consumable
185	Ammetr/Valtameter	10 Years	Non Consumable
186	Switches/Cutout Fuses	03 Years	Non consumable
187	Convex Lenses/Glass Prisms Glass Slavs/Spectrometer	10 Years	Consumable
188	Spectrometer	10 Years	Non Consumable
189	screw gauge	10 Years	Non consumable
190	S.G. Bottles	05 Years	Non consumable
191	Spherometers	05 Years	Non consumable
192	Screen Guage Inclined Plane/Graves	05 Years	Non consumable
193	Multimeter	10 Years	Non consumable
194	Metal Speres	07 Years	Non consumable
195	Balance Spring/Weight Box	02 Years	Non consumable
196	Vernier Callipers/Boyle's Forting	20 Years	Non consumable
197	Telescope	20 Years	Non consumable
198	Epidiascope	20 Years	Non consumable
199	Danniel Cell	02 Years	Non consumable
200	Remote control projector	02 Years	Non consumable
201	Resistance Box (1000 H)	05 Years	Non consumable
202	Iron Stand	05 Years	Non consumable
203	Prism Stand Adjustable	05 Years	Non consumable
204	Joules Calorimeter	05 Years	Non consumable
205	Wave Demonstration Spring	05 Years	Non consumable
206	Magnetic Needle	05 Years	Non consumable
207	Bar Magnet	05 Years	Non consumable
208	Meter Bridge	05 Years	Non consumable
209	Mixed Metal plate	05 Years	Non consumable
210	Pendulum Set	05 Years	Non consumable
211	Graphite Rod	05 Years	Non consumable
212	Physical Balance	10 Years	Non consumable
213	Potentiometer	05 Years	Non consumable
214	Vernier Callipers	05 Years	Non consumable
215	Spirit Level	05 Years	Non consumable
216	Resonance Tuve App.	05 Years	Non consumable
217	Hookes Law App.	05 Years	Non consumable
218	Z Pulley & Weight	05 Years	Non consumable
219	Rubber Pad	05 Years	Non consumable
220	Ball & Ring	05 Years	Non consumable

221	Slotted Weight	07 Years	Non consumable
222	Wooden Slit Box	05 Years	Non consumable
223	Hackson Wooden Cutter	05 Years	Non consumable
224	Hackson Iron Cutter	05 Years	Non consumable
225	Monochromatic Lamp	10 Years	Non consumable
226	Double Inclind Plane	05 Years	Non consumable
227	Frictionless Board	05 Years	Non consumable
228	Acid Accumulater	03 Years	Non consumable
229	Bar Magnet/ U Magnet	05 Years	Non consumable
230	Vibration Magnetometer	05 Years	Non consumable
231	250u A.D.C. Meter	05 Years	Non consumable
232	10m A.D.C. Meter	05 Years	Non consumable
233	10 V.D.C. Meter	05 Years	Non consumable
234	Projection Slide	05 Years	Non consumable
235	OHMS Law Appartus	05 Years	Non consumable
236	Crucible	05 Years	Non consumable
237	Zinc Rode	01 years	Consumable
238	searles young modulus apparatus	10 Years	Non Consumable
239	inclined plane with rolley and pan	7 Years	Non Consumable
240	sonometer	7 Years	Non Consumable
241	crocodile clips	2 Years	Non Consumable
242	jockey pencil type	5 Years	Non Consumable
243	Cubes set of 6 metals	7 Years	Non Consumable
244	cylinders of 6metal	7 Years	Non Consumable
245	Spectro meter	10 Years	Non Consumable
246	transformer one	10 Year	Non Consumable
247	Plane mirror	2 Years	Non Consumable
248	Mirror strip holder	2 Years	Non Consumable
249	Step down transformer	10 Years	Non Consumable
250	Semi conductor diode on board	10 Years	Non Consumable
251	Deflection magnetometer with compass	10 Years	Non Consumable
252	Measuring jar	10 Years	Non Consumable
253	Viscosity apparatus	7 Years	Non Consumable
254	Multi plugs	1 Year	Consumable
255	2 pin top	1 year	Consumable
256	High resistance	5 Years	Non Consumable
257	Commutator 4 way pluge key	5 Years	Non Consumable
258	Parallelogram apparatus	7 Years	Non Consumable
259	Byles law apparatus	10 Years	Non Consumable

  
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260	Solar plywood box	5 Years	Non Consumable
261	Stop watch (digital)	5 Years	Non Consumable
262	Dip circle	10 years	Non Consumable
263	Demonstration model of dc generator	5 Years	Non Consumable
264	Davy's safety lamp	7 years	Non Consumable
265	Helical spring with scale pointer	5 Years	Non Consumable
266	P.N junction diode characteristics	10 years	Non Consumable
267	Portraits of personalities with well framed	10 Years	Non Consumable
268	Polaroid	3 Years	Non Consumable
269	Steched spiral spring	5 Years	Non Consumable
270	Bread board for electric experiment	5 years	Non Consumable
271	Tapping key	5 years	Non Consumable
272	Monometer U tube	5 years	Non Consumable
273	Ripple stand	7 years	Non Consumable
274	Wodden block	5 Years	Non Consumable
275	Resolving power slit	5 Years	Non Consumable
276	Battery hydrometer	5 years	Non Consumable
277	Capillary tubes	2 years	Consumable
278	Newtons law of cooling apparatus	5 years	Non Consumable
279	Daniel Cell electronic	5 Years	Non Consumable
280	Lechelanche cell electronic	5 Years	Non Consumable
281	Solar Lunar eclips	5 years	Non Consumable
282	Solar Bulb	5 Years	Non Consumable
283	Wind wane	5 years	Non Consumable
284	Rain Guage	5 years	Non Consumable
285	Aluminium Hallow cylinder	7 years	Non Consumable
286	Baro Metre	7 years	Non Consumable
287	Drawing Board	7 years	Non Consumable
288	Induced current Apparatus	5 years	Non Consumable
289	Porpus pot	2 years	Non Consumable
290	Sono Metre	7 years	Non Consumable
291	Ticker Timer	5 years	Non Consumable
292	U tube with stand	5 years	Non Consumable
293	Water level apparatus	3 Years	Non Consumable
294	Pascal's Law apparatus	3 Years	Non Consumable
295	Standard resistance coil- bakelite	5 Years	Non Consumable
296	Standard resistance coil- wooden	5 Years	Non Consumable
297	Battery eliminator	5 Years	Non Consumable
298	Measuring tape- 10 m Or 1 m	2 Years	Non Consumable



299	Copper Voltameter	5 Years	Non Consumable
300	Periscope - model	5 Years	Non Consumable
301	Kalaidoscope - model	5 Years	Non Consumable
302	Post office Box	10 Years	Non Consumable
303	Mirror-plane, convex, concave	5 Years	Non Consumable
304	Overflow tin/plastic	3 Years	Non Consumable
305	Diffraction Grating	3 Years	Non Consumable
306	Kettle element	1 year	Non Consumable
307	vibration magnetometer	5 Years	Non Consumable
308	DPDT switch	5 Years	Non Consumable
309	Battery Charger-3A	3 Years	Non Consumable
310	Improvised Inertial balance	5 Years	Non Consumable
311	Anemometer	3 Years	Non Consumable
312	Lens- convex, concave	5 Years	Non Consumable
313	Glass- prism, slab	5 Years	Non Consumable
314	Pulley- single, series, parallel	5 Years	Non Consumable
315	Screw Jack Model	7 years	Non Consumable
316	Light ray Box Wooden	10 Years	Non Consumable
317	Light ray Box Metal	10 Years	Non Consumable
318	Weighing scale-Electronic	5 Years	Non Consumable
319	Screen with glass	5 Years	Non Consumable
320	White screen to get image	5 years	Non Consumable
321	Lens/mirror Stand	5 years	Non Consumable
322	Flim strip and slide projector	5 years	Non Consumable
323	Optical bench-wooden	7 years	Non Consumable
324	Optical bench - Metal	10 Years	Non Consumable
325	Vande Graff Generator	10 Years	Non Consumable
326	Induction coil	7 years	Non Consumable
327	Model Telephone system	7 years	Non Consumable
328	Omh's law Apparatus	5 years	Non Consumable
329	Charle's law Apparatus	5 Years	Non Consumable
330	Model Microscope	5 Years	Non Consumable
331	Current applification Apparatus	10 Years	Non Consumable
332	CRO	10 Years	Non Consumable
333	Half Wave and Full Wave Rectifier	10 Years	Non Consumable
334	Plastic can - 5 litre, 10 litre	5 years	Non Consumable
335	PVC Box - Different size	3 Years	Non Consumable
336	Steam engine model	5 years	Non Consumable
337	Thermostat	5 years	Non Consumable

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338	Electronic Standard cell	3 Years	Non Consumable
	<b>MATHEMATICS</b>		
339	All Demonstrative models (plastic/fiber/wooden)	05 Years	Non Consumable
340	CLINOMETER (Fibre)	05 years	Non Consumable
341	All 2D Shapes' Models (plastic/fiber/wooden)	05 years	Non Consumable
342	All 3D Shapes' Models (plastic/fiber/wooden)	05 years	Non Consumable
343	Geo Board (plastic/fiber/wooden)	05 years	Non Consumable
344	All Demonstrative Charts (Flax)	05 Years	Non Consumable
345	All type of BALANCES	05 Years	Non Consumable
346	GEOMETRY BOX (Plastic/fibre/wooden)	05 Years	Non Consumable
347	Scales/Measuring Tapes (plastic/fiber)	05 Years	Non Consumable
348	Tiles (Plastic/ fiber)	05 Years	Non Consumable
349	All KIT(Plastic/Fibre)	03 years	Non Consumable
350	Paper/Fiber Net of shapes	Use and through	Consumable
351	POTRIAT(GREAT MATHEMATICIANS)(Plastic/Fibre)	05 Years	Non Consumable
352	ROLLING GRAPH BOARDS (Flexi)	05 years	Non Consumable
353	SPINNER(Plastic/Fibre)	05 Years	Non Consumable
354	STOP WATCH (DIGITAL)(Plastic/Fibre)	05 Years	Non Consumable
355	All COUNTER (Plastic/Fibre)	03 Years	Non Consumable
356	LABORATORY STAND WITH CLAMP (Iron)	15 years	Non Consumable
357	MARBLES (plastic/fibre/glass)	03 Years	Non Consumable
358	Measuring Flask (Plastic/fiber)	05 Years	Non Consumable
359	MEASURING TAPE	05 Years	Non Consumable
360	MIRROR (Glass)	03 years	Non Consumable
361	DRAWING BOARDS(Wooden)	05 Years	Non Consumable
362	PLAYING CARDS PLASTIC (plastic)	03 Years	Non Consumable
	<b>CONSUMIBLES</b>		
363	Text Books	1 Year	Consumable
	<b>UNIFORMS</b>		
364	Salwar Kameej	02 Years	Consumable
365	Skirt	02 Years	Consumable
366	Canvas shoes	01Year	Consumable
367	Pullover	02 Years	Consumable
368	Leather Shoes	02 Years	Consumable
369	Hawai Chappal	01 Years	Consumable
370	Shirt (Tericot/Cotton)	01 Years	Consumable
371	Full/Half Pant (Tericot)	02 Years	Consumable
372	Ribbon	01 Years	Consumable
373	Phatka	03 Years	Consumable
374	Woolen Coat/pant/shirt	03 Years	Consumable

375	T.Shirt (Tericotton)	02 Years	Consumable
376	Stocking	01 Years	Consumable
377	Socks (Nylone)	01 Years	Consumable
378	Belt	02 Years	Consumable
379	Track Suit	03 Years	Consumable
380	Tie	03 Years	Consumable
381	Blazer	03 Years	Consumable
382	School Bag	03 years	Consumable
383	Towel	01 Years	Consumable
	EQUIPMENT		
384	Call Bell	05 Years	Consumable
385	Wall Clock	05 Years	Consumable
386	Electircal Press	03 Years	Non Consumable
387	Show Case/Hangers/Iron	05 Years	Non Consumable
388	Gas Burner	07 Years	Non Consumable
389	Refrigerator	10 Years	Non Consumable
390	Electric Heaters	05 Years	Non Consumable
391	Sewing Maching	15 Years	Non Consumable
392	Weighing Machine/Cabinate above 10KG	15 Years	Non Consumable
393	Weighing Machine up to 10 KG	10 years	Non Consumable
394	Table Clock	05 Years	Non Consumable
395	Water Tank (Iron)	10 Years	Non Consumable
396	Convector	05 Years	Non Consumable
397	Ceiling Fan	10 Years	Non Consumable
398	Camera	10 Years	Non Consumable
399	Remote Bell	02 Years	Non Consumable
400	Table Lamp	05 Years	Non Consumable
401	Automatic Telephone Memory Dialer	05 Years	Non Consumable
402	Electronic Typewriter	05 Years	Non Consumable
403	Generator	10 Years	Non Consumable
404	Foot Mat	01 Years	Consumable
405	Call Bell Electric	05 Years	Consumable
406	Duplicating Machine	10 Years	Non Consumable
407	Floor Fans(Pedestal Fan)	7 Years	Non Consumable
408	Fire Extinguisher	3 Years	Non Consumable
409	Pocket Calculator	02 Years	Consumable
410	Mayur/Quality Jug	02 Years	Non Consumable
411	Desert Cooler	05 Years	Non Consumable
412	Coir/Jute/Matting	02 Years	Consumable

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413	Desk Calculator	03 Years	Non Consumable
414	Woolen Carpet	05 Years	Non Consumable
415	Addressing System	07 Years	Non Consumable
416	Tube Light Fittings	03 Years	Consumable
417	Door Closer	01 Years	Consumable
418	Emergency Light	03 Years	Non Consumable
419	Calculator (Printer)	05 Years	Non Consumable
420	Chair Cover (Conference Room)	03 Years	Consumable
421	Inter Com	04 Years	Non Consumable
422	Dictation System	05 Years	Non Consumable
423	Room Heater	05 Years	Non Consumable
424	Voltage Stabilizer	10 Years	Non Consumable
425	Document Binder	10 Years	Non Consumable
426	Curtain	04 Years	Consumable
427	Telephone Instrument	05 Years	Non Consumable
428	Air Conditioner	10 Years	Non Consumable
429	Water Cooler	10 Years	Non Consumable
430	Exhaust Fan	10 Years	Non Consumable
431	Typewriter Manual	15 Years	Non Consumable
432	Map (India/World/Geographical)	5 Years	Consumable
433	Sofa Cover(Cloth)	03 Years	Non Consumable
434	Coir Pile Carpet	05 Years	Non Consumable
435	Table Cover (Small)	02 Years	Consumable
436	Table Cover (Conference Room)	03 Years	Consumable
437	Plain Paper Copier	07 Years	Non Consumable
438	Reverse Osmosys System	10 Years	Non Consumable
439	Vaccum Cleaner	05 Years	Non Consumable
440	Locks	10 Years	Non Consumable
441	Tap Brass	10 Years	Non Consumable
442	Pint Measure	10 Years	Non Consumable
443	Tea Mug	02 Years	Consumable
444	Battery Charger	5 Years	Non Consumable
445	Name Plate (Brass/Plastic)	Brass 06 years / Plastic 03 years	Consumable
446	Cooler Stand	05 Years	Non Consumable
447	Battery Eliminator	05 Years	Non Consumable
448	Iron Chain	05 Years	Non Consumable
449	Grass Cutter	01 Years	Non Consumable
450	DDT Spray Machine	04 Years	Non Consumable
451	Ladder Wooden	04 Years	Non Consumable

452	Ladder Iron/Aluminum	8 Years	Non Consumable
453	Green Board	10 Years	Non Consumable
454	Torch	03 Years	Consumable
455	Immersion Rod	05 Years	Non Consumable
456	T.V. Antena (All Size)	10 Years	Non Consumable
457	T.V. Lead (Antena)	03 Years	Non Consumable
458	Booster Pump	10 Years	Non Consumable
459	Extension Cord	5 Years	Consumable
460	Cassettes	02 Years	Consumable
461	Mike (Microphone)	05 Years	Non Consumable
462	Mike Stand	10 Years	Non Consumable
463	Horn Sound	05 Years	Non Consumable
464	Amplifer	05 Years	Non Consumable
465	Radio/Transistor	05 Years	Non Consumable
466	CD/DVD Player	10 Years	Non Consumable
467	C.D.	02 Years	Non Consumable
468	Cassette (Audio)	02 Years	Consumable
469	TV Stand/Case	05 Years	Non Consumable
470	Badges Of NCC/BS&G	06 Months	Consumable
471	White Board	10 Years	Non Consumable
472	Fax Machine	05 Years	Non Consumable
473	Vaccum Cleaner	04 Years	Non Consumable
474	Cordless Phone	04 Years	Non Consumable
475	Samiyana (Tent)	04 Years	Non Consumable
476	Samiyana Side Walls	05 Years	Non Consumable
477	Multimedia Projector	05 Years	Non Consumable
478	Tata Sky LMV	01 years	consumable
479	Tata Sky Dish Antenna	10 years	Non Consumable
480	Tata Sky/Dish TV	05 Years	Non Consumable
481	Washing Machine	05 Years	Non Consumable
482	Sealing Machine For Packing	05 Years	Non Consumable
483	Electric Adaptor	07 Years	Non Consumable
484	Barbed Wire	05 Years	Consumable
485	G.I. Sheet	05 Years	Consumable
486	Postal Weighting Machine	02 Years	Non Consumable
487	Big Size Book Binding Stapler	03 Years	Consumable
488	Pipe Wrench – Any Size	02 Years	consumable
489	Spanners – any size	02 Years	Consumable
490	Hammer – Any Size	02 Years	Consumable

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491	Starters – Any Size	01 Years	Consumable
492	Wire Coil	01 Years	Consumable
493	Halogen Lamp With Accessories	01 Years	Consumable
494	Single Phase Electrical Meter	01 Years	Consumable
495	Panel Box	05 Years	Consumable
496	Wall Mount Fans	05 Years	Non Consumable
497	Street Light Fitting Frame	04 Years	Consumable
498	Change over switch	03 Years	Consumable
499	G.I.Bend	01 Years	Consumable
500	Anti vibration Mounts with friction pads-for Generator	02 Years	Consumable
501	Bore Well Clamps	01 Years	Consumable
502	HDPE Pipes (underground fixed)	05 Years	Consumable
503	5 HP Submersible / pumps	08 Years	Non Consumable
504	1 HP Submersible pumps	08 Years	Non Consumable
505	Cash Box Iron	15 Years	Non Consumable
506	Bicycle	07 Years	Non Consumable
507	Fixograph Boards	10 Years	Non Consumable
508	Durries	05 Years	Non Consumable
509	Synthetic Carpet	05 Years	Non Consumable
510	Refrigerator (wooden stand)	05 Years	Non Consumable
511	Cash Safe	20 Years	Consumable
512	Table Cloth	02 Years	Consumable
513	Palta	03 Years	Non Consumable
514	Phawda	03 Years	Non Consumable
515	Khurpi	02 Years	Consumable
516	Tagari	02 Years	Consumable
517	Sabbal	05 Years	Non Consumable
518	Gethi	05 Years	Non Consumable
519	Suwa	02 Years	Consumable
520	Screw Driver	01 Years	Consumable
521	Photo Frame Irons	03 Years	Non Consumable
522	Swing Machine Stand	04 Years	Non Consumable
523	Rope Plastic/ Jute/Coconut	01 Years	Consumable
524	Candle Moulder	02 Years	Consumable
525	Adjustable Ranch	05 Years	Consumable
526	Chalk Moulder (Sancha)	05 Years	Consumable
527	Drill Machine	05 Years	Non Consumable
528	Pipe rinch	05 Years	Non Consumable
529	Tester	01 Years	Consumable

530	Axe	05 Years	Non Consumable
531	Automatic press	02 Years	Non Consumable
532	Pressure Valve	06 Months	Consumable
533	CCTV Camera	04 Years	Non Consumable
534	CCTV DVR/NVR/Smart Box	05 Years	Non Consumable
535	Inverter	05 Years	Non Consumable
536	Inverter Battery	03 Years	Non Consumable
537	Insect Killer	03 Years	Non Consumable
538	Incinerator	01 Years	Non Consumable
539	Electric Kettle	01 Years	Non Consumable
540	Spiral binding machine	03 Years	Non Consumable
541	Welding Machine	05 Years	Non Consumable
542	Electric Geyser/Gas Geyser	10 Years	Non Consumable
543	Solar Geyser	15 Years	Non Consumable
544	Solar Panel	05 Years	Non Consumable
545	Air Conditioner (Split /Non split)	10 Years	Non Consumable
546	Electric Grass Cutter Machine	10 years	Non Consumable
547	LAWN Cutter	10 years	Non Consumable
548	Petrol operated grass cutter	10 years	Non Consumable
549	Asbestos Sheet	05 years	Non Consumable
	<b>FURNITURE</b>		
550	Notice Boards	10 Years	Non Consumable
551	Racks Wooden	05 Years	Non Consumable
552	Racks Wooden	05 Years	Non Consumable
553	Sofa Set	10 Years	Non Consumable
554	Takhat/Desk Single & Double Desk	10 Years	Non Consumable
555	Folding Bed	05 Years	Non Consumable
556	Stool	05 Years	Non Consumable
557	Study Table	10 Years	Non Consumable
558	Settei (Bar Type)	10 Years	Non Consumable
559	Typing Table	10 Years	Non Consumable
560	Rack (Computer)	10 Years	Non Consumable
561	Table for Office Wooden	10 Years	Non Consumable
562	Chair (PVC/PU Writing Pad)	05 Years	Non Consumable
563	Study Chair Wooden	05 Years	Non Consumable
564	Looking Mirror (Wooden/PVC/Pu Base)	05 Years	Non Consumable
565	Honour Board	10 Years	Non Consumable
566	Chari (PVC Double Seater)	10 Years	Non Consumable
567	Science table Wooden	10 Years	Non Consumable

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568	Office Steel Chair	10 Years	Non Consumable
569	Chair Wooden (Conference Room)	07 Years	Non Consumable
570	Student Chair Wooden	07 Years	Non Consumable
571	Chair (Steel Armless Canned)	10 Years	Non Consumable
572	Gang Bell	20 Years	Non Consumable
573	Chair (steel, Armed Canned)	10 Years	Non Consumable
574	Single Cot/Dining Table/Bench, Hostel	07 Years	Non Consumable
575	Dining Table for students (used in Mess)	07 Years	Non Consumable
576	Dining Bench for students (used in Mess)	07 Years	Non Consumable
577	Chair (Revolving Canned)	10 Years	Non Consumable
578	Almirah Wooden	20 Years	Non Consumable
579	Chair (Steel Armless)	10 Years	Non Consumable
580	Chair (Revolving/Executive)	10 Years	Non Consumable
581	Almirah (Iron)	20 Years	Non Consumable
582	Chair Wooden (with Arms Cushioned)	07 Years	Non Consumable
583	Steel Official Table	15 Years	Non Consumable
584	Wooden Chair (Cushioned with Writing Pads)	07 Years	Non Consumable
585	Black Board Stand	03 Years	Non Consumable
586	Pelmet	10 Years	Non Consumable
587	Benches Wooden	10 Years	Non Consumable
588	Rack Steel Full Size covered/Open	20 Years	Non Consumable
589	Computer Chair	07 Years	Non Consumable
590	Teacher Table	10 Years	Non Consumable
591	Computer Table	10 Years	Non Consumable
592	Executive Table (Wooden)	15 Years	Non Consumable
593	Lecture Stand	10 Years	Non Consumable
594	Steel Bench	10Years	Non Consumable
595	Filing Cabinet (4 drawer)	20 Years	Non Consumable
596	Writing Top (Wooden)	15 Years	Non Consumable
597	Dining Chair	10 Years	Non Consumable
598	Display/Notice Board	10 Years	Non Consumable
599	Map Stand	10 Years	Non Consumable
600	Conference Table	15 Years	Non Consumable
601	Chair wooden seat/cane seat	07 Years	Non Consumable
602	Chair with armed Rexined	07 Years	Non Consumable
603	Waster paper Basket	02 Years	Non Consumable
604	Foot Rest (Wooden)	10 Years	Non Consumable
605	Biology Table	10 Years	Non Consumable
606	S Board/Box (Wooden)	10 Years	Non Consumable



607	Newspaper stand	10 Years	Non Consumable
608	Telephone rack (wooden)	10 Years	Non Consumable
609	Centre Table	10 Years	Non Consumable
610	Wooden Partition	10 Years	Non Consumable
611	Steel Stool	10 Years	Non Consumable
612	Wall Painting (wooden frame)	10 Years	Non Consumable
613	Attendance Board (Notice)	05 Years	Non Consumable
614	Writing Desk (Wooden)/Dual Desk	10 Years	Non Consumable
615	Dining Table teacher residence	10 Years	Non Consumable
616	Tray wooden/iron	05 Years	Non Consumable
617	Black Board	05 Years	Non Consumable
618	Screens	10 Years	Non Consumable
619	Chemistry/Demonstration Table	10 Years	Non Consumable
620	Trunk	10 Years	Non Consumable
621	Bench four seated wooden	10Years	Non Consumable
622	Steel square pipe chair	10 Years	Non Consumable
623	Office lib/physics/table	08 Years	Non Consumable
624	Table	10 Years	Non Consumable
625	Whistle Plastic	1 Year	Consumable
626	Two Tier Iron Cot		Non Consumable
627	Dining Table (Plastic)		Non Consumable
	<b>GEOGRAPHY</b>		
628	Wooden & Plastic scale/set setquite (Plastic)	02 Years	Consumable
629	Globes and Charts	03 Years	Non Consumable
630	Geo. App./Metal Scale/Instr. Bosdrawing Board & Tee/Plane tavlerain Gauge/French curves (Wooden) Measure Tape Steel/Optical SO	05 Years	Non Consumable
	<b>MUSIC</b>		
631	String Type	05 years	Non Consumable
632	Percussion (non metallic)	05 years	Non Consumable
633	Percussion (Metalic)	10 Years	Non Consumable
634	Wind type (Non Metalic)	05 Years	Non Consumable
635	Wind type ( Metalic)	10 years	Non Consumable
636	Electroninc Instruments	05 years	Non Consumable
637	Flute	02 years	Non Consumable
638	Cymbal Brass 12"	20 Years	Non Consumable
639	Trumpet Brass	15 Years	Non Consumable
640	Clarinet	05 years	Non Consumable
641	Duff Jes Body 18"	05 Years	Non Consumable
642	Bag pipe	05 Years	Non Consumable

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643	Band Master Major Stick Double Chain	05 Years	Non Consumable
644	Clabers/Ghungaroo/Mouth Organ	05 Years	Non Consumable
	<b>SPORTS ITEMS</b>		
645	Chess Board/Scable board( Wooden)	07 Years	Non Consumable
646	Cussion Based	10 Years	Non Consumable
647	Hockey Stick	02 Years	Non Consumable
648	Cricket Bat	02 Years	Non Consumable
649	Rackets (All)	03 Years	Non Consumable
650	Table T.T.	10 Years	Non Consumable
651	Carrom Board	03 Years	Non Consumable
652	Iron Bar	20 Years	Non Consumable
653	Net (For All sports)	03 Years	Non Consumable
654	Skipping Rope	01 Years	Consumable
655	Discuss (Iron)	03 Years	Non Consumable
656	Discuss (Wooden)	03 Years	Non Consumable
657	Wickets	02 Years	Non Consumable
658	Soft Ball Bat	02 Years	Non Consumable
659	Measuring Tape	05 Years	Non Consumable
660	Take Off Board	05 Years	Non Consumable
661	Starting Block	05 Years	Non Consumable
662	Flag Ordinary	01 Years	Non Consumable
663	Cross Bar (High Jump)	03 Years	Non Consumable
664	Clapper	03 Years	Non Consumable
665	Soft Ball	02 Years	Non Consumable
666	Medical Box (Metal)	03 Years	Non Consumable
667	Medical Box (Plastic)	01 Years	Consumable
668	Relay Baton	03 Years	Non Consumable
669	Inflammatory Pump	03 Years	Non Consumable
670	Kho-Kho pole	05 Years	Non Consumable
671	Basket Ball Ring	04 Years	Non Consumable
672	Volley Boll Pole Iron	10 Years	Non Consumable
673	Football Pole Iron	10 Years	Non Consumable
674	Shoe Spikes	02 Years	Consumable
675	Abdomen Guard	03 Years	Consumable
676	Stocking Nylon	02 Years	Consumable
677	Chest Expander	02 Years	Non Consumable
678	Cycle Pump	02 Years	Non Consumable
679	Shot Put	10 Years	Non Consumable
680	Leg Guard-Batting/keeping pad	03 Years	Consumable
681	Hand Gloves (all sports)	02Years	Consumable
682	Parallel Bar	02 Years	Non Consumable

683	Jevillin Alluminum	05 Years	Non Consumable
684	Jevillin Wooden	03Year	Non Consumable
685	Dumbles	05 Years	Non Consumable
686	Shoes (All sports)	02 Years	Consumable
687	Carrom Board	03 Years	Non Consumable
688	Iron Bar	20 Years	Non Consumable
689	Badminton Shuttle Cock	1 Years	Consumable
690	Ball(All games)	1 Years	Consumable
691	Lazium	7 Years	Non Consumable
692	Sport innerwear	1 Years	Consumable
693	Arobic Cycle	10 years	Non consumable
694	Mini Stepper	10 years	Non consumable
695	Spring stand for jumping	10 years	Non consumable
696	Line Marker Box	10 years	Non consumable
697	Twister	10 years	Non consumable
698	Gym Peck Deck	10 years	Non consumable
699	Rowing machine	10 years	Non consumable
700	Hurdles	10 years	Non consumable
701	Hammer throw	05 years	Non consumable
702	Archary Bow & Arrow	05 Years	Non consumable
703	Chest Guard for Archary/Tykando	03 Years	Non consumable
704	Boxing Punching Bag	03 Years	Non consumable
705	helmet/protected head gear	05 years	Non consumable
706	Judo/Taekwondo/Wrestling Mattress	07 years	Non Consumable
707	Dresses (All sports)	02 years	Consumable
708	Wrestling Mattress Cover	03 years	Non Consumable
709	Cricket Mat/Kabaddi Mat/Yoga Mat	05 years	Non Consumable
710	Monkey Lader	05 years	Non Consumable
711	Sea-Saw	05 years	Non Consumable
712	Swing (Jhula)	05 years	Non Consumable
713	Slider	05 years	Non Consumable
714	Charkhi	05 years	Non Consumable
	<b>MESS EQUIPMENTS/UTENSILS</b>		
715	Chimata/Sandasi/Containers Tube	03 Years	Non consumable
716	Saucer/Cup Clay/steel	Clay 1 Year/Steel 03 years	consumable
717	Karchhi/Spoon	10 Years	Non consumable
718	Belons Wooden	01 Years	consumable
719	Tawa	05 Years	Non consumable
720	Parat	05 Years	Non consumable
721	Other Steel Utensils	03 Years	Non consumable

722	Brass Utensils	05 Years	Non consumable
723	Crockery Items (clay )	01 Years	Consumable
724	Earthern wares	01 Years	Non consumable
725	Plastic/synthetic/Break Resistant Utensils	03 Years	Non consumable
726	Other Aluminum Utensils	07 Years	Non consumable
727	Knife/Chhoper/Grater	03 Years	Non consumable
728	Water Purifier	07 Years	Non consumable
729	Electrical Water Purifier	07 Years	Non consumable
730	Wheat Flour mixing Machine	10 Years	Non consumable
731	Potato Peeler	07 Years	Non consumable
732	Poori making machine	05 Years	Non consumable
733	Frypan	03 Years	Non consumable
734	Tea Container Steel	04 Years	Non consumable
735	Container Plastic	03 Years	Non consumable
736	Dinner Set( fiber/metal)	Fiber 03 years/Metal 05 years	Non consumable
737	Coffee Set Metal	03 Years	Non consumable
738	Tray Metal	03 Years	Non consumable
739	Tea Mug Plastic	01 Years	consumable
740	Cool Pot	05 Years	Non consumable
741	Gas regulator	02 Years	Non consumable
742	Palta	02 Years	Non consumable
743	Vegetable cutter machine	07 Years	Non consumable
744	Steel jugs	02 Years	Non consumable
745	Steel rice spoons	07 Years	Non consumable
746	Steel serving plates	03 Years	Non consumable
747	Ceramic Plates	02 Years	Non consumable
748	Steel basins	05 Years	Non consumable
749	Steel curry spoons	05 Years	Non consumable
750	Steel dongas	05Years	Non consumable
751	Steel bucket	05Years	Non consumable
752	Steel drums	05 Years	Non consumable
753	Steel tiffin carrier	10 Years	Non consumable
754	Iron Kadai	05 Years	Non consumable
755	Aluminum idly vassel	07 Years	Non consumable
756	Iron drums	05 Years	Non consumable
757	Iron Tava	05 Years	Non consumable
758	Aluminum Strainer	02 Years	Non consumable
759	Barrel pump	05Years	Non consumable
760	Electric Miny	05Years	Non consumable

761	Iron Casi java	03 Years	Non consumable
762	Iron Dust bin	03 Years	Non consumable
763	Stainless steel tins	05 Years	Non consumable
764	Iron gas stoves	05 Years	Non consumable
765	Steel gangalam	05 Years	Non consumable
766	Aluminum rice strainers	10 Years	Non consumable
767	Stainless Steel dishes	05 Years	Non consumable
768	Stainless Steel small bowls	05 Years	Non consumable
769	Dough kneeder	10 Years	Non consumable
770	Pest-o-flash (Flies killer)	05 Years	Non consumable
771	Poori/chapatti pressing machine	01 Years	Non consumable
772	Juicer	02 Years	Non consumable
773	Potato peeler (knife)	01 Years	consumable
774	Iron Storage bins	10 Years	Non consumable
775	Petromax lights-gas	05 years	Non consumable
776	Charging lights	02 Years	Non consumable
777	Bhatti(All)	05 Years	Non consumable
778	Steam Cooking system	10 Years	Non Consumable
779	Chapatti making machine	10 years	Non Consumable
780	Deep Freezer	06 years	Non Consumable
781	Pressure cooker	06 years	Non Consumable
782	Oven	10 years	Non consumable
783	Water tank (Fiber)	05 years	Non Consumable
784	Grinding machine	08 years	Non Consumable
785	Steel utensils (Items of dinner set)	08 years	Non Consumable
	<b>COMPUTER ITEMS</b>		
786	Key Board	01 Years	Non consumable
787	Mouse	01 Years	Non consumable
788	Optical Mouse	01 Years	Non consumable
789	CPU	07 Years	Non consumable
790	Network Inter face	03 years	Non consumable
791	Video Card	02 Years	Non consumable
792	Sound Card	02 Years	Non consumable
793	Hard Disk	05 Years	Non consumable
794	CD Rom Drive	05 Years	Non consumable
795	CD Writer	05 Years	Non consumable
796	Application Software	02 Years	Non consumable
797	Lan Cable	05 Years	consumable
798	Network Card	05 Years	consumable
799	Power Cable	05 Years	consumable
800	Ribbon For Fax	06 months	consumable

801	Any spare part of computer	01 Years	consumable
802	Speakers	05 Years	Non consumable
803	Printer Dot Matrix	05 Years	Non consumable
804	Computer Chasis	07 Years	Non consumable
805	Personal Computer	07 Years	Non consumable
806	Computer Printer	05 Years	Non consumable
807	Computer Transformer	05 Years	Non consumable
808	UPS	05 Years	Non consumable
809	Server	07 years	Non consumable
810	Dumb terminals	05 Years	Non consumable
811	Laptop/PDA/Note Pad	07 years	Non consumable
812	Original packaged soft ware	02 Years	consumable
813	Technical books/mannuals pertaining to Hardware and Software	02 Years	Non consumable
814	Data communication Equipments such as switches, Hubs, LAN equipments	03 Years	consumable
815	LCD/LED/LFD interative board/ projector and other projection devices	07 Years	Non consumable
816	Any hard ware	02 years	Non consumable
817	COMPAQ System	02 Years	Non consumable
818	Spikes/extension board	02 years	Non consumable
819	Scanner	07 Years	Non consumable
820	Web Camera	07 Years	Non consumable
821	Computer stand/rack/other Computer accessories	05 years	Non consumable
822	Pen Drive		consumable
823	LCD/LED/LFD/ INTER ACTIVE BOARDS/PROJECTOR and other projection devicesMonitor	07 years	Non Consumable
	<b>MEDICAL ITEMS</b>	10 Years	Non consumable
824	Hot Water Bag	05 years	Non consumable
825	B.P. Bladder including Digital.	10 Year	Non consumable
826	Height Measuring Instrument	10 Years	Non consumable
827	Nubulizer	05 Years	Non consumable
828	Patient Table	05 Years	Non consumable
829	Wheel Chair	02 Years	Non consumable
830	Step Stool	01 Years	Non consumable
831	I.V. Stand	05 Years	Non consumable
832	B.P. Apparatus	05 Years	Non consumable
833	Sterilizer	01 Years	Non consumable
834	Screen – Patient	02 Years	Non consumable
835	Knifes	05 Years	Non consumable
836	Scissors	15 Years	Non consumable

837	Foreceps	07 Years	Non consumable
838	Medicine Trey	05 Years	Non consumable
839	Oxygen Cylinder	05 Years	Non consumable
840	Stretcher	02 Years	Non consumable
841	Thermal Scanner	02 Years	Non consumable
842	Sanitizer dispenser	05 Years	Non consumable
843	Artery forcep	05 Years	Non consumable
844	Niddle holder	05 Years	Non consumable
845	Tray	10 Years	Non consumable
846	Digital Thermometer	02 years	Non consumable
847	Glucometer	05 Years	Non consumable
848	Stethoscope	10 years	Non consumable
849	Pulse Oxy meter	02 years	consumable
850	Inhaler	05 YEARS	NON CONSUMABLE

#### MUSEUM CORNER

851	ALL PLASTIC ITEMS	05 YEARS	CONSUMABLE
852	ALL METALIC ITEMS	03 YEARS	NON CONSUMABLE
853	TERRAKOTA	01 YEARS	CONSUMABLE
854	POP ITEMS	10 YEARS	NON CONSUMABLE
855	CLOTH ITEMS	03 YEARS	CONSUMABLE
856	GLASS WARES	01 YEARS	CONSUMABLE
857	WOODEN ITEMS	10 YEARS	NON CONSUMABLE

This list contains life span of 857 items.

  
 (Gireesh Kumar)  
 Assistant Commissioner (SA)