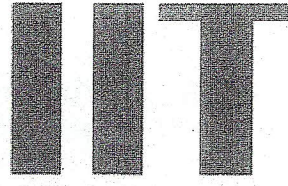


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

*Serving the nation since 1919*

☎ : 0542-6702070 - 72; FAX : 91-542-2368428; e-mail : registrar@iitbhu.ac.in

REMINDER-I

MOST URGENT

NOTIFICATION

Ref. No.: IIT (BHU)/I. P. Cell/Cond. Art./ 3927.

Dated : 5<sup>th</sup> June, 2015

*All the Deans,  
All the Prof. Incharge,  
All the Heads of the Departments / Coordinators of the Schools,  
The Coordinator, Gandhi Technology Alumni Centre,  
The Chief Councillor – Gymkhana,  
The Chairman, Senate Library Committee,  
The Chairman, Council of Wardens,  
The Chairman, - Cafeteria,  
The Chairman, Web Management & E-mail Services Committee,  
The Chairman, IWC,  
The Chairman, Green Committee (Prof. Hadi Hasan, Deptt. of Chemistry),  
The Administrative Wardens / Wardens of the Hostels,  
The Assistant Workshop Superintendent, Main Workshop,  
The P.S. to Director,  
The P.A. to the Registrar,  
The Care Taker,  
Indian Institute of Technology (BHU).*

Dear Sir / Madam,

Kindly refer to this office letter No.: IIT (BHU)/I.P.Cell/Cond.Art./1819 dated: 14<sup>th</sup> May, 2015 regarding large numbers of obsolete and condemned articles lying in almost every Department / School / Units / Offices / Hostels for want of disposal and to complete the process by 30<sup>th</sup> May, 2015.

In this connection, as per order of the Director this is again to request to all the concerned to initiate condemnation process of obsolete and condemned articles on the Form GFR – 17 (given overleaf) through a duly constituted Condemnation Committee and submit the same for approval to the competent Authority (Director). Further, after approval of the competent authority the same may be housed at the open space near IIT (BHU) Cafeteria and Main Workshop for further course of action under intimation to the office of the undersigned. The Director has desired that this process may be completed latest by 9<sup>th</sup> June, 2015 except those Departments which have already submitted the aforesaid proposal.

Yours faithfully,

  
Dy. Registrar

Encl. : As above (overleaf)

