

**Netaji Subhas Institute of Technology, Sector-3, Dwarka, New Delhi-110078**

**FORM GFR-17**

[See Rule 196 (iii)]

*Report of Surplus, Obsolete and Unserviceable Stores for Disposal*

Name of the Lab/ Office/ Cell.....

Room No. of Lab/ Office/ Cell-----

S.No.	Particulars of Stores (Make, Model, Sr.No. of the goods is mandatory to mention)	Quantity / Weight	Book Value/ Original Purchase Price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks

Signature of Lab/ Office/ Section Incharge \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Sign. of Head of the Department