



UNIVERSITY OF JAMMU
OFFICE OF DEAN, PLANNING & DEVELOPMENT

Prof. Meena Sharma

Dev/2023-24/1030/2172-2272
Dated: 12/03/2024.

Dean

All Deans /HODs/ Directors/Administrators/Provost Hostels/
Wardens/Branch/Controlling Officers/Executive Engineer (UWD)
University of Jammu
Jammu.

Subject: Disposal of Scrap material lying in and around various buildings of the University of Jammu.

Sir/Madam,

The University of Jammu vide notification no. Estab/23/18044-63 dated 23.11.2023, has constituted a committee for disposal and auction of the scrap material lying in and around the various Departments / Sections of the University of Jammu for which a one-time consolidated tender is being prepared.

In this context, all the Heads of the Departments/Directors of various Centres/Director, DDE/Controlling Officers of various administrative sections/officers/Administrator, University Auditoriums/Officer Incharge, University Guest House, Transit House, Works Deptt (UWD) and Wardens of University Hostels, are requested to kindly provide information as per performa enclosed (**Annexure-I**). In light of the upcoming NAAC visit, the requisite information on prescribed format should reach the Office of the Dean planning and Development, University of Jammu **on or before 18.03.2024**.

Keeping in view the paucity of time, your goodself is further requested to send the requisite information in soft form (excel sheet) aswell on email id developmentju@rediffmail.com.

It is pertinent to note that:

1. Information received after **18.03.2024** shall not be entertained by the Committee for inclusion in the consolidated auction. Thereafter, Departments / Sections shall be responsible for disposal of the same on their own.
2. The concerned HODs / Controlling Officers / Branch Officers etc., shall ensure that the information provided is duly verified and vetted by the concerned Departmental Affairs Committee / Local Purchase Committee / Services Section etc.
3. The HODs / Controlling Officers / Branch Officers etc., shall ensure that the scrap is segregated as per performa and placed at a convenient spot for inspection by the committee / prospective bidders.
4. The onus for writing-off of the auctioned Scrap material from their respective stock registers, after its removal from the Departments / Sections, shall lie solely with the concerned HODs / Controlling Officers / Branch Officers etc.

In case of any query/clarification, please contact Dr.Saranpreet Broca (9419193745) , Sh Irfan Goni (8493881576), Dr.Sushma (8492099479), Dr Satakshi (95415124810

Thanking you,

Yours sincerely,

MNS
Prof. Meena Sharma
Dean, Planning & Development,
University of Jammu

Copy to:

1. Special Secretary to Vice- Chancellor.
2. Sr. P.A to Registrar

Cell : 94191-84645

Email: deanpndju@gmail.com



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ANNEXURE -I

S.No	Item	Type of Material Iron/steel/Plastic/Brass/Wood/Car dboard/Paper/Building Material Any other (Please Specify)	Approximate weight in KG	Whether Stock Entry Available	
				If Yes (please provide details)	If No (Please provide Reasons/Justification)

Yes