



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
Hemvati Nandan Bahuguna Garhwal University  
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174  
Srinagar Garhwal (Uttarakhand) - 246174  
(केन्द्रीय विश्वविद्यालय)  
(A Central University)

पत्रांक : ग.वि.वि./ RO /2024/165

दिनांक : 14 /05 /2024

## CIRCULAR

With reference to office order No. HNBGU/RO/2024/159, dated 09-05-2024, regarding disposal of scrap, weeded-out items, irreparable/non-usable furniture, etc., this is further to inform to all concerned that the departments/sections willing to dispose-off such items through an Internal Departmental Committee(s) shall invariably include the DSW/Campus Directors/Assistant Registrar (Store & Purchase) and Security Officer (or his nominee) of the university in such committee(s). Further, it shall also be ensured that during transportation of such items from the departments/university premises, at least one member of the such committee shall be present at the truck loading spot to ascertain that only such items are being transported for which process, as per rules, has been carried out by such departments/sections.

This is being issued with the approval of the competent authority.

  
14.05.2024  
Registrar

### Copy for information to:-

1. All Deans/HoDs/DSW/Proctor/Chief Hostel Warden/Librarian.
2. Campus Director (Tehri/Pauri/Chauras)/Director IQAC/MMTTC/RDC.
3. Finance Officer/ Controller of Examination.
4. All Deputy Registrar/Assistant Registrars/Security Officer/PRO.
5. EE/AEs/JEs.
6. All Section Heads/In-charge Heads.
7. I/c System Manager for uploading on the university website.
8. PS to PVC, for kind information of Pro-Vice Chancellor.
9. PS to VC, for kind information of Hon'ble Vice Chancellor.
10. Guard file.

  
Registrar