



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

Ref. No.: HNBGU/FO/2026/112

Date: June 30, 2026

**CIRCULAR**

**Subject: Submission of details regarding obsolete, unserviceable, and scrap items/goods lying in various Sections, Departments, and Campuses.**

It has been observed that a considerable amount of obsolete, unserviceable, and damaged items (such as electronic waste, old IT equipment, furniture, laboratory instruments, and other office items) are lying unused across various Departments, Sections, Centers, and Campuses of the University. These items occupy valuable space and run the risk of further deterioration.

To initiate a streamlined process for the condemnation and disposal of these goods in accordance with the General Financial Rules (GFR), all Deans, Heads of Departments (HoDs), Directors of Campuses, and Section In-charges are requested to identify such unserviceable/obsolete items within their respective jurisdictions.

The consolidated details must be compiled in the prescribed proforma given below and submitted to the Assistant Registrar **Store and Purchase Section** on or before **July 20, 2026**, both in hard copy (duly signed) and soft copy via email at fo.hnbgu@gmail.com.

**Please Note:**

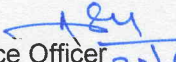
1. A local physical verification committee should be formed at the department/section level to verify the list before submission.
2. Ensure that the items listed are strictly matched with the entries in the respective Stock Registers.
3. No items should be dumped in corridors or public spaces.

Your prompt cooperation in this matter will help the University optimize space utilization and maintain a clean campus environment.

  
Finance Officer

**Copy to for information and necessary action:**

1. All Deans of Schools / Directors of Campuses (Pauri / Tehri / Chauras)
2. All Heads of Departments / Centers / Units
3. Registrar/COE/ Librarian, Director Sports/ Chief Hostel Warden/ Executive Engineer/Deputy Registrars/ Assistant Registrars
4. PS to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor
5. System Manager - with a request to upload this circular on the University website.
6. Asst. Registrar Store & Purchase to process for constitution of a Central Level Condemnation Committee and no such proposal of purchase to be processed till receiving of condemnation report.
7. Guard File

  
Finance Officer 20/6/26

**FORM GFR 10**  
[ See Rule 217 (iii) ]

**REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL**

Item No.	Particulars of stores Description of Item / Equipment	Quantity/ Weight	Date of Purchase/ Acquisition	Book Value/ Original purchase price	Present Condition / Reason for Unserviceability	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3		4	5	6	7

Signature of Physical verification committee Members of the Dept/ Section

Signature.....  
Designation.....  
Date.....

*Handwritten signature*