INSTITUTE OF HUMAN RESOURCES DEVELOPMENT PRAJO'E TOWERS, VAZHUTHACAUD THIRUVANANTHAPURAM - 14

PROCEEDINGS

1HRD – Inspection – Evaluation and write off of stores items of College of Applied Science under IHRD – Re-constitution of committee – Orders issued.

No. PA4/7341/2014/HRD

Dated, Thiruvananthapuram, 24th June, 2014

Read: -1. This office proceeding no. A2/2161/07/HRD dtd 17.03.2009. 2. U.O note No. DA2/16049/2013/HRD dated 04.06.2014.

<u>ORDER</u>

In this office proceeding read 1st above, a Technical Committee was constituted for the inspection and evaluation of irreparable items available in the College of Applied Sciences under IHRD. Now it has been decided to reconstitute the committee for the inspection and evaluation of irreparable items available in the stock of College of Applied Science under IHRD as detailed below.

Zone	CAS included in the zone	Members of committee	Assistants of committee
1. North Region	All CAS under IHRD affiliated to Universities of Kozhikode and Kannur	1. Sapna Bharathan, Principal, CAS, Calicut (Convener) 2. Abdusammed. P, Principal, CAS, Vattamkulam, (Member) 3. Smt. Aysha. V, Principal, CAS, Pattuvam (Member) 4. Sri. Prakasan. K.V Principal – in – charge, CAS, Nadapuram (Member)	 Sri. Shibu. V, Technician Grade-I, CE, Attingal Sri. Kuryachan. T.D, Technician Grade –I, CE, Karunagappally Sri. Mahesh. G, Technician Grade –II, THSS, Thodupuzha Smt. Seena. B, Technician Grade – II, CAS, Mallappally Sri. Sunil Babu. K.P, Technician Grade –I, CAS, Nadapuram Sri. Sreejith. M.P, Technician Grade –II, CAS, Calicut Sri. Satheeshsan. K.K, Technician Grade –I, CAS, Koothuparamba Smt. Saina Narayanan, Technician Grade –II, THSS, Perinthalmanna
2. Southern Region	All CAS under IHRD affiliated to Universities of Kerala and MG	 Sri. Vanee Prasad. V.K, Deputy Director, incharge of Principal, CAS, Mavelikkara (Convener) Sri. Unnikrishnan Nair. K, Principal, CAS, Dhanuvachapuram (Member) Smt. Latha. P, Prinicpal, CAS, Haripad, (Member) Sri. Ajithakumar, Principal, CAS, Kaduthuruthy (Member) 	 9. Sri. Ramlal Shammi, Technician Grade –I, MPT, Vadakara 10. Smt. Veena. U, Technician Grade –II, THSS, Thiruthiyad 11. Smt. Smitha. L.K, Technician Grade –I, THSS, Vazhakkad 12. Sri. Shalumon. P.S, Technician Grade –I, CAS, Nattika 13. Sri. Biju Mathew, Technician, CAS, Thodupuzha 14. Smt. Honey Jose, Technician, CAS, Thodupuzha 15. Sri. Bijoykumar. C, Technician Grade –I, CAS, Calicut 16. Sri. Baiju. E.N, Technician Grade –II, CAS, Vadakkencherry

	17. Smt. Sunitharaj, Technician Grade –I, EKNM Polytechnic College, Kalliassery 18. Sri. Jayakumar, Technician Grade –II, MPT, Vadakara 19. Smt. Shobakumari Technician Grade –I, Regional Centre, Trivandrum
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The Principal of College of Applied Science, who wish to write off the stores shall forward the request for the same to the zonal convener along with the form No. KFC-21duly filled in. The zonal convener will depute the committee members and Assistants as per the requirement of the institutions. The committee members and assistants so deputed by the zonal convener will be the inspection committee for that particular institution to which they were deputed and they will follow the steps (1) to (7) mentioned.

- 1. The committee may conduct the inspection in CAS under their region on written request of the Principal of CAS concerned along with the duly filled column 'a' to 'g' of KFC form 21 (modified)
- 2. For inspection it should have at least two committee members and two assistants.
- 3. Committee shall prepare and submit the report as per rules in KFC form 21 (modified incorporating the provision for stock register details) to the Principal, CAS concerned with a copy to the Director, IHRD. Form KFC 21 duly modified is herewith appended.
- 4. Committee members should not participate in the inspection of their own CAS as committee members.
- 5. The Principal of the institution under which the committee members and assistants are working shall relieve them for inspection on written request of the convener of the committee.
- 6. Committee members and assistants are eligible for TA/DA as per rule and it shall be paid from benefitting CAS.
- After the completion of inspections the Principal, CAS may submit the proposal for sanction for write off to the Director, IHRD along with the survey report of the committee in KFC form 21.

Sd/-Dr. P.S. Sreejith DIRECTOR

To

- 1. All Heads of Institution
- 2. A.O.
- 3. F.O
- 4. Academic Section
- 5. Purchase Section
- 6. S.F
- 7. O.C.

Forwarded /By Order

Junior Superintendent

KFC Form 21

<u>Survey Report of Stores</u>

Details of items recommended to be written off

Name of Institution:

				•	(a)	Item No.
TOTAL					(b)	Description of articles
			; <u>-</u> -		(6)	Quantity
					(d)	Stock Reg. <u>Details</u> Stock Register Name, page, and item No.
					(e)	Purchase Value (Rs.)
	,				(n)	Date of receipt
					(9)	Completed Years
					(h)	Rate (%)
					(II)	Book Value de Amount (Rs.)
					Ø	Assessed Value (Rs.)
					(K)	Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable
					0	Remarks of the Assessing authority

Certified that the above items are irreparable

à.

Name & Dated Signature of Assessing Officers: [Committee members & assistants]

Name & Dated Signature of Principal

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Assistants

Committee Members [1] [2]

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