

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

All The DHEO's
Govt. Colleges of Haryana

Memo No.: 10/04-2024- Pro Cell
Dated, Panchkula, the 26.07.2024

Sub: Condemnation of various unserviceable items.

Kindly refer to the subject cited above.

In this regard, It is requested to all DHEO's to ensure the timely collection and submission of information regarding the condemnation of unserviceable items from Government colleges, the following steps should be followed:

- 1. Information Collection:** Each District Higher Education Officer (DHEO) is responsible for collecting data from the government colleges within their district.
- 2. Data Format:** The information must be compiled in the format in excel sheet.
- 3. Submission Deadline:** All DHEOs must ensure that the collected data is compiled and submitted by 1st August 2024.
- 4. Submission Method:** The compiled information should be sent in a soft copy, in an Excel sheet, via email to hecprocell@gmail.com.
- 5. Responsibility:** DHEOs will be held responsible for any delays. Prompt submission is crucial for the further process of condemning unserviceable, irreparable, outdated, or obsolete items.

68 SP
26/7/24

Srinidhi
26/7/2024
Dy. Superintendent Procurement Cell
for Director General Higher Education,
Haryana, Panchkula

Endst. No. Even

Date Panchkula:-

A copy of above is forwarded to Project Manager, IT Cell to Upload on the Department Website.

Srinidhi
26/7/2024
Dy. Superintendent Procurement Cell
for Director General Higher Education,
Haryana, Panchkula



Furniture

Sr. No.	Name of the College	Name of Items/Article	Quantity	Dpartment/office	Year of Purchase	Page no. in Stock Register	Book Value of Items

Handwritten notes:
Total
Page No.

IT Items

Sr. No.	Name of the College	Name of Items/Article	Quantity	Dpartment/office	Year of Purchase	Page no. in Stock Register	Book Value of Items

Vehicles

Sr. No.	Name of the College	Name of Items/Article	Quantity	Dpartment/office	Year of Purchase	Page no. in Stock Register	Book Value of Items

Sports items

Sr. No.	Name of the College	Name of Items/Article	Quantity	Dpartment/office	Year of Purchase	Page no. in Stock Register	Book Value of Items

Handwritten: 1000-1171

