

## Buyback Request Form

1. This form should be filled for buyback request of **mobile, laptop, PC, AC** & other asset items.
2. Separate form should be filled for each buyback asset item and submitted by-
  - a. Employee (through storekeeper) in case of Reimbursement of mobile/ handset buyback
  - b. Storekeeper, in case of buyback of all other items
3. Except for buyback of mobiles, **Survey Committee report is mandatory for writing off assets.**

Buyback by employee  
 Buyback of mobile

Buyback by vendor against fresh purchase  
 Buyback of other asset items

Please attach survey committee report if any of above boxes are checked

Employee/Storekeeper Name	
SAP Personal number of person filling form	
Department Name holding the asset	
Description of Asset:	

### Dead Stock Register entry Details

Register No.		Page No	
Equipment Serial no.(If available)		Asset no.(If available)	
Quantity		Cost	

Fill only one option from A – C (Not to be filled if separate sheet is attached)

<b>A.</b>	PO purchase	PO number	
		PO Date	
		Item No.	
		Acquisition cost	

<b>B.</b>	Non PO purchase	OPPS Ref No.	
		Invoice/Receipt Date	
		Invoice/Receipt No.	
		Acquisition cost	

<b>C.</b>	Not Known	<b>Acquisition Cost &amp; Date</b> (As recommended by survey committee)	
		Depreciated asset value	
		As of Date	

To,  
 Buyback processing desk  
 Encl.: Survey Committee report (If applicable)  
 More details may be seen at:  
<http://internal.iitb.ac.in/imcwork/csinfo/writeoff.html>

\_\_\_\_\_  
 (Head of Department/Section)

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

**Survey Committee Report for Buyback of assets**

This report should be submitted for buyback of Computer, Laptop, AC and other asset items by i) an employee or ii) supplier against procurement of new asset.

Department/Section: \_\_\_\_\_

No. \_\_\_\_\_/Stores/Disp/

Date: \_\_\_\_\_

Following members of the "Departmental Survey Committee"

	Name		Name
1.		4.	
2.		5.	
3.		6.	

inspected the materials listed in the buyback form/Annexure-1 of this form, located in

\_\_\_\_\_ on(date) \_\_\_\_\_

Following are the recommendations /remarks made by the committee:

1. The listed items are found to be (Check one or more):

Obsolete

Working

Unrepairable

Unserviceable.

Not working

2. These items may be written off and are recommended for immediate disposal as -

Buyback by Institute employee

Selling back to the vendor against purchase of new asset.

3. Items for which acquisition date and cost is not available, the survey committee upon investigation has estimated that sale items are more than 10 years old and present written down value is INR1.0 or less.

Remarks:

(Head of Department/Section)

To: Director

To be submitted for sale of items other than buyback of mobile handset by an employee.

For more details, see <http://internal.iitb.ac.in/imcwork/csinfo/writeoff.html>

## INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Name of Department / Section : \_\_\_\_\_  
 Survey Committee Meeting No. \_\_\_\_\_ date \_\_\_\_\_

Sr. No.	Particulars	P.O. No. & Date	Date of Acquisition	L/F No.	Quantity / Weight	Original acquisition price	Written down value (Book value)	Current value (estimated) *	Remarks regarding physical status viz. Available / untraceable/ lost in theft/etc.
A	B	C	D	E	F	G	H	I	J
1.									
2.									
3.									
4.									
5.									

**Notes:**

(1) Mandatory to enter a reasonable value in column "I"

(2) Fill "NA" for details which are not available.

- This Annexure-1 to the Survey Committee Report needs to be prepared in duplicate with one copy having "Current (estimated) Value" and the 2<sup>nd</sup> copy not having the estimated values. The copy with the estimated values should be sealed and kept in the safe custody of the committee Convenor whereas the other copy would be forwarded along with the Survey report for Director's Approval.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_