



# FINANCE OFFICER'S SECRETARIAT A.M.U., ALIGARH

**TO SUBSTITUTE ONE BEARING SAME NUMBER AND DATE**

No. D.722 /FO/CPO/PS/2017

Date: 14 July, 2017

**For Wide Publicity**

All Dean of Faculties/Dean Students' Welfare  
All the Chairman of Department of Studies/All Head of the Offices, Proctor,  
All Principal of Colleges/School, Director of Centres/Institutes, Member-in-Charges of  
Offices/Departments, Provost of Halls of Residence/NRSC,  
Assistant Registrar, VC Secretariat for information of the Vice-Chancellor  
PS to Registrar/FO/COE&A AMU Aligarh

**CIRCULAR**

The Vice-Chancellor has observed that a large number of obsolete and unserviceable items of furniture and fixtures etc. lying on the roof and corridors of the building which lead to seepage and damp causing to damage of building as well as costly machines, important files and paper etc. Those items which have lost their utility, need to be condemned / auctioned immediately.

The Vice-Chancellor, in this regard as a very special case as one time measure under section 19(3) authorised to all the Head of the Departments/Offices/Halls etc. by escaping the step of the Technical Expert for condemnation as well as auction as provided in the condemnation rules. The following steps are to be taken under consideration:

1. Arrange to send the repairable furniture to the Building Department for its necessary repairs.
2. Provost of Halls of Residence/Proctor's Office will arrange the auction of unclaimed items belonging to the students like bicycles/cloths/raddi etc. after due publicity in the presence of auction committee constituted by the Provost of the concerned Halls/Proctor as per provision of the condemnation rules.
3. All the functionaries of the university will arrange the condemnation/auction of unserviceable items after constituting the condemnation/auction committee comprising of at least three members of appropriate level.
4. The amount received through auction will be deposited in the head of account "Miscellaneous Income Code No.50015" of the University. The taxes (GST) will also be charged extra, on the income received through auction and deposit the same after obtaining the consent of the Assistant Finance Officer (Cash).

(Prof. S.M. Jawed Akhtar)  
Finance Officer