

FORM- I

(Appendix-A)

FORM OF SURVEY REPORT ABOUT THE ARTICLES CONTEMPLATED TO BE CONDEMNED (REF. RULE NO.4 (b) OF THE RCDOA RULES).

Name of the Department. _____

- 1. Name of the articles proposed to be condemned. _____
- 2. Price of articles purchased as per Stock entry (mention page No.) _____
- 3. Date of purchase. _____
- 4. No. of the years of useful life of article proposed to be condemned. _____
- 5. No. of years of useful service rendered. _____
- 6. Net depreciated value as per formula given below:- _____

I. *Rate of Depreciation* per annum = $\frac{\text{original cost}}{\text{No. of yrs estimated useful life}}$

II. Amount of total Depreciation = $\frac{\text{Rate of Depreciation}}{\text{articles remained in use}} \times \text{No. of Yrs the articles remained in use}$

III. Net Depreciated Value = original Cost - amount of-) or zero whichever depreciation is higher

- 8. Present condition of the article. _____
- 7. Nature of disposal whether it is Proposed to be written off or Condemned. _____
- 9. Remarks, if any: _____

HEAD OF THE CHAIRMAN OF THE DEPT.
/HEAD OF THE OFFICE