

**CERTIFICATES REQUIRED TO BE FURNISHED ON THE LIST OF ARTICLES
PROPOSED TO BE WRITTEN-OFF BY THE MEMBERS OF THE COMMITTEE AND
BY THE INSPECTION OFFICER RESPECTIVELY**

- (i) The articles proposed above for writing-off have been checked physically by us and found unserviceable and irreparable. These are, therefore recommended to be written off. It is also certified that there been no negligence on the part of any Government employee which may call for any disciplinary action by a higher authority **(to be signed by the Members of Committee comprising of the following):**
- (a) Stock In-charge, (b) Two Senior Teachers, (c) Head of the Institution
- (ii) The articles proposed above for writing off have been checked physically by me and have been found unserviceable/ irreparable. These are, therefore, recommended to be written off. It is certified that there been no negligence of any Govt. Employee which may call for any disciplinary action by a higher authority **(to be signed by the Inspecting Officer).**
- (iii) The above articles proposed to be written off have been lost and no Govt. Employee, on investigation was found responsible for the same. It is further certified that the above loss does not disclose a defect in the rules or procedure the amendment of which would require the order of a higher authority **(to be signed by the Head of Office/ Institution).**
- (iv) The articles enlisted above have been lost or rendered unserviceable owing to a natural calamity. The copies of the detailed report of the Investigating Officer on this account are enclosed in **quadruplicate**. It is further certified that the above loss does not disclose any defect in the rules or procedure the amendment of which would require order of a higher authority **(to be signed by Head of Office /Institution only).**

Note.—Certificates (i) and (ii) above will only be furnished in case of unserviceable articles rendered unserviceable owing to normal wear and tear , the certificate (iii) will be furnished for the articles lost but where no Government employee could be fixed responsible for the said loss, and certificate (iv) for articles lost or rendered unserviceable, caused due to a natural calamity. In case of certificates (iii) and (iv) separate certificates of the Inspecting Officers are not necessary as the report of the Investigating Officer in such cases, will be considered sufficient.