

Proforma for preparing list of unserviceable articles (to be furnished in quadruplicate)

Sl. Number	1.	
Name of article	2.	
Quantity	3.	
Page No. of stock Register	4.	
Actual book value	5.	
Reason for writing off	6.	
Proposed Mode of disposal	7.	
Anticipated amount of public auction	8.	
Date of Purchase	9.	
Funds out of which purchased	10.	
Remarks, if any	11.	