



श्री वेंकटेश्वर महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
Sri Venkateswara College  
(University of Delhi)  
NAAC Grade A+



Ref No :SVC/Acs/2023/P/3447

5<sup>th</sup> April, 2023

**NOTICE**  
**Scrap Declaration and Disposal (SDD) Committee**

This is for information of all concerned that Scrap Declaration and Disposal (SDD) Committee has been constituted with immediate effect till further orders for Scrap Declaration and Disposal (SDD):-

S. No.	Name of the Members	Designation	Contact No & E-mail ID
1.	Prof C. Sheela Reddy	Principal-Chairperson	011-24112196 principal@svc.ac.in
2.	Dr S.Venkata Kumar	Coordinator	98719 59817 svccoordinator@svc.ac.in
3.	Prof K.Chandramani Singh	Bursar	bursar@svc.ac.in 85273 24499
4.	Prof Nabanipa Bhattacharjee	Warden (Hostel)	hostelwarden@svc.ac.in 98995 10650
5.	Mr Pawan Kumar Pandey	Section Officer (Accounts)	soaccounts@svc.ac.in 9811818655
6.	Mr Mohit	Assistant (Accounts)	mohit@svc.ac.in 97113 22275
7.	Mr Sandeep	Caretaker	sandeep@svc.ac.in 98186 67354

*Dr S. Venkata Kumar*

Dr S, Venkata Kumar  
Coordinator

*Prof C. Sheela Reddy*

Prof C. Sheela Reddy

Principal

प्राचार्या  
Principal

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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Copy forwarded for information and necessary action to the Teacher-in-Charge/Coordinators of the respective departments, Warden (Boys & Girls) Hostel, Section Officers (Accounts & Administration), P.A. to the Principal, Dealing Assistants/Hands (Accounts, Administration & Establishment), All Concerned, Caretaker, Notice Board, College Website; and File.



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**Guidelines**  
**Scrap Declaration and Disposal (SDD) Committee**

Functions of Scrap Declaration and Disposal (SDD) Committee shall be:-

- Scrutinizing in detail the items proposed for declaration as Scrap with the reason for scrap declaration. SDD committee will deliberate and finally recommend to the Competent Authority whether the item qualifies to be declared as Scrap or not and also whether the disposal route will be through Buy Back provision (to be kept while finalizing the Tender for the replacement of the items under consideration) or through direct Scrap disposal methodology. Items can be considered under Buy Back provisions and under such situation there is no need to arrive at the Reserve Price.
- However if the decision is to go with the direct Scrap selling then after finalizing the items from the proposed items by the Indenter in the note, the committee will first try to ascertain the book value of all such items which are now zeroed upon for Scrap declaration.
- The role of accounts department representative in the SDD committee will be vital in arriving the Book Value of the Lot to be sold under Scrap. There may be situations wherein many items may not find their mention in the Asset register and for these items a rough estimate of Book Value will be taken. For example say an Almirah may not find its mention in the Asset Register and its book value may not be readily available in the accounts department. Then in that case the SDD Committee will arrive at the rough book value by assessing the likely price at the time of purchase, depreciations thereof and the present book value. The Exercise of arriving Book Value is first to ascertain the level of Competent Authority for approving the proposal as per rules and secondly recapitalization after successful scrap disposal process and corresponding adjustments in P&L accounts.
- After approval of the proposal by the Competent Authority, SDD Committee will identify 3-4 Professional Valuer in their city. Such valuer will be approached for providing their professional fee for conducting the physical survey of the scrap material and for recommending suitable Reserve Price. The SDD committee will forward the item list to the valuer (without indicating the book value etc. as finalized by them and as approved by Competent Authority for further necessary action.

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Dr S, Venkata Kumar  
Coordinator

*C. Sheela Reddy*

Prof C. Sheela Reddy  
Principal

प्राचार्या  
**Principal**

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