

VII. Equipment and Facility Retention/ Disposal

(Assets acquired out of government grants to be retained/ disposed by grantee institution)

Sanction Letter No. _____ Date _____

S. No.	Particulars of Facility Established/ Procured	Particulars
1.	Value of the asset	
2.	S. No. of Equipment purchased	
3.	Name of PI Contact Details (Email, Phone, Fax, Mobile No.)	
4.	Name and Address of Grantee Institution	
5.	Amount of Sanctioned grant	
6.	Purpose for which utilized	
7.	Justification for retaining/ disposal of assets created or acquired	
8.	Installation site/retention location of the Equipment:	

It is also certified that:

- (i) The maintenance cost will be borne by the institute. The equipment will be available for use by DRDO without any payment.
- (ii) The equipment will be disposed with due approval of DRDO and salvage value of the equipment will be reimbursed to DRDO within one month through MRO/eMRO/ DD of the disposal.

A. Assets Retaining Requisition Form

DRDO grant of Rs. _____ (Rs in words _____) sanctioned vide letter No. _____ dated _____ received for project on the subject/topic _____ for a period of _____ years.

Permission is being sought to retain the Assets procured under the grant-in-aid project. Particulars are mentioned in the 'Retaining Facilities created/Equipment procured Form' attached herewith.

Signature of Principal Investigator

Date:

Signature of Administrative Authority of Institute with seal

Date:

B. Assets Disposal Requisition Form

DRDO grant of Rs. _____ (Rs in words _____) sanctioned vide letter No. _____ dated _____ received for project on the subject/topic _____ for a period of _____ years.

Permission is being sought to retain the Assets procured under the grant-in-aid project. Particulars are mentioned in the 'Disposal of Facilities Established/Equipment procured Form' attached herewith.

Signature of Principal Investigator

Date:

Signature of Administrative Authority of Institute with seal

Date: