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OFFICE MEMORANDUM

The UT Administration of Daman and Diu has issued various instructions on disposal of unserviceable items, except item having antique value as per rules prescribed.

Now, the competent authority has desired that while disposal of unserviceable items, the photograph of the material to be disposed off should invariably be taken and kept for records.

All the Heads of Offices in Daman and Diu are therefore, requested to take photographs of all the materials to be disposed off and keep photographs in the records. **A copy of photographs should be placed in the file while submitting proposal for declaring items as absolute/surplus and dispose off.**


(Kishore Bamanila)
Joint Secretary (Fin.)

To: All the Heads of Office in Daman and Diu.

Copy to:

1. The PPS to Administrator, Secretariat, Daman.
2. The P.S. to Adviser to Administrator, Secretariat, Daman.
3. The SIO, NIC, Daman/Diu to upload the same on official website.