



Instructions for Report of Surplus, Obsolete & Unserviceable Properties (PMM - 3)

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| 1. Sl. No. | : | Serial number of the entry. |
| 2. Name of the Property | : | Self - explanatory |
| 3. Identification Code | : | Identification code allocated by the Department of National Properties |
| 3. Folio No. | : | Page number of the Register or Ledger. |
| 4. Unit | : | Unit of measurement |
| 5. Quantity | : | Quantity of the property to be declared as surplus, obsolete or unserviceable |
| 6. Original Value | : | Original value of procurement of the item |
| 7. Date of Acquisition | : | Of the item being reported |
| 8. Condition | : | Physical condition of the item |
| 9. Depreciated Value | : | Depreciated value of the prescribed rate of depreciation in respect of unserviceable items only. |
| 10. Recommendations | : | To be recorded by the inspection committee |

Note:

- This report shall be submitted to the Head of Department/Agency.
- Column 3 will be provided by the Department of National Properties.
- Columns 1 to 9 shall be filled in by the Reporting Officer (Verification Officer or the Property Officer/Head of Office in case the latter sends the report)
- Column 11 shall be filled in by the Inspection Committee after inspection of the properties reported as surplus, obsolete or unserviceable.