



OFFICE OF THE DEAN, FACULTY OF AGRICULTURE  
DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA  
P.O. Krishi Nagar, Akola -444104 (Maharashtra)

**MOST IMPORTANT:**  
**TOP PRIORITY**

No. Dean(Agri)/TO/388 /2023  
Dated: 13/12/2023

**C I R C U L A R**

*(Regarding Write off process for Computers and its peripherals, Scientific instruments, Electronics and electrical instruments, equipment's etc.)*

This is to inform that Centralized Write off process initiated by the University as per regulation No. EC/5 for unserviceable/ non-repairable Computers and its peripherals, Scientific instruments, Electronics and electrical instruments, equipment's etc. under all the offices of the University.

Therefore, it is directed to all the head of offices to furnish the information about, unserviceable/ non-repairable Computers and its peripherals, Scientific instruments, Electronics and electrical instruments, equipment's etc. under their custody, as per attached proforma and submit the same to Officer in Charge, ARIS Cell by 27<sup>th</sup> Dec 2023 positively. Nagpur Division offices will submit the above information to Associate Dean, College of Agriculture, Nagpur

For any further query, it is requested to contact on phone no. 0724-2258606. (ARIS Cell) or at email aris@pdkv.ac.in

Dean(Agril.) & DI  
Faculty of Agriculture,  
Dr. P.D.K.V., Akola

Copy to:

- 1) The Technical Secretary to V.C. for the information of Hon'ble Vice Chancellor, Dr. PDKV, Akola
- 2) The Dean, Faculty of Agriculture, Dr. PDKV, Akola
- 3) The Director of Research, Dr. PDKV, Akola, with request to circulate to all offices under your control.
- 4) The Director of Extension Education, Dr. PDKV, Akola, with request to circulate to all offices under your control
- 5) The Dean, Faculty of Agril. Engineering, Dr. PDKV, Akola
- 6) The Associate Dean, Post Graduate Institute, Dr. PDKV, Akola
- 7) The Associate Dean, College of Agriculture, Dr. PDKV, Akola
- 8) The Associate Dean, College of Horticulture, Dr. PDKV, Akola
- 9) The Associate Dean, College of Forestry, Dr. PDKV, Akola
- 10) The Associate Dean, College of Agriculture, Nagpur
- 11) The Associate Dean, College of Agriculture, Gadchiroli
- 12) The Associate Dean, V.N. College of Agril. Biotechnology, Yavatmal
- 13) The Registrar, Dr. PDKV, Akola
- 14) The Comptroller, Dr. PDKV, Akola
- 15) The Head of the Department \_\_\_\_\_, Dr. PDKV, Akola
- 16) \_\_\_\_\_

Proforma I

Name of the office:

List of Unserviceable or non-Repairable Scientific instruments, Electronics and electrical instruments, equipment's etc

Sr. No.	Particulars	Dead SB/ Page no	Qty	Date of purchase	Rate Rs.	Total Cost Rs.	Depreciation Cost (DC)(10%)	Remark if Any

Date/ Place=

Signature and Stamp of Head of office

Please Note as per regulation EC/5, life of Equipment/ Instrument like Rock Drill/ Samp Pumps/ Grinders/ Exploder Machines/ Ohm meter is 5 years at Depreciation cost 20% per year.

How to Calculate Depreciation Cost Suppose Item cost is Rs. 111000/- After 1<sup>st</sup> year DC =  $111000 - 11100(10\%) = 99900/-$

After 2<sup>nd</sup> Year DC=  $99900 - 9990(10\%) = 89910/-$  should round to nearest hundred i. e. 90000/-

After 3<sup>rd</sup> Year DC=  $90000 - 9000(10\%) = 81000/-$

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Like this continue up to 10 Year, thereafter no depreciation in cost

Proforma II

Name of the office:

List of Unserviceable or non-Repairable Computers, Printer, Laptop, Tablet, Server and other computer peripherals etc

Sr. No.	Particulars	Dead SB/ Page no	Qty	Date of purchase	Rate Rs.	Total Cost Rs.	Depreciation Cost (DC)(60%)	Remark if Any

Date/Place=

Signature and Stamp of Head of office

How to Calculate Depreciation Cost Suppose Item cost is Rs. 211000/- After 1<sup>st</sup> year DC =  $211000 - 126600(60\%) = 84400/-$

After 2<sup>nd</sup> Year DC=  $84400 - 50640(60\%) = 33760/-$  should round to nearest hundred i. e. 33800/-

After 3<sup>rd</sup> Year DC=  $33800 - 20280(60\%) = 13520/-$  rounded to nearest hundred

Like this continue up to 5 Year, thereafter no depreciation in cost