

**DISPOSAL OF UNSERVICEABLE ARTICLES**  
*(for articles which originally cost more than \$1,000.00 each)*

(1)

Application No. ....

To: Permanent Secretary, Ministry of .....

The articles listed on the attached Appendix are considered unfit for further use, by this Ministry/Department.

I should be grateful if arrangements can be made for the appointment of a Board of Survey for examination and recommendations for disposal.

.....  
Date

.....  
Head of Division

(2)

To: Permanent Secretary,  
Ministry of Finance,  
ATTENTION – Comptroller of Accounts,

The appointment of a Board of Survey is recommended. Will you kindly arrange accordingly?

.....  
Date

.....  
Permanent Secretary

Ministry of .....

(3)

To: Mr./Mrs./Ms.....  
Chairman, Board of Survey

.....  
Position, Ministry/Department

You have been appointed as the Chairman of the Board of Survey, the other Members are: -

Name	Place of Employment	Position
1) .....		
2) .....		
3) .....		

You should contact the Members as soon as possible so that an examination can be conducted on the articles listed in the Appendix. Recommendations should be completed within seven (7) days providing details in Column 8 of the Appendix whether the articles: -

- (i) Are of no further use to the Ministry/Department or would be too expensive to maintain and should be sold by Public Auction (Mark: Sell).
- (ii) Can be repaired and should therefore be repaired and put back into service (Mark: Repair).
- (iii) Are of no further use to this Ministry/Department but could be of some use to another Governmental Department or State Agency and should be transferred to them (Mark: Transfer).
- (iv) Are of no use to anyone and should be destroyed (Mark: Destroy).
- (v) Other

..... <b>Date</b>	..... <b>Permanent Secretary</b> <b>Ministry of Finance</b>
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(4)

**To: Permanent Secretary**  
**Ministry of Finance,**  
**ATTENTION – Comptroller of Accounts,**

In accordance with Minute (3), we have examined the articles listed on the Appendix and have made our recommendations for disposal.

..... <b>Chairman of Board of Survey</b>	..... <b>Date</b>
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..... <b>Member of Board of Survey</b>	..... <b>Date</b>
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..... <b>Member of Board of Survey</b>	..... <b>Date</b>
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..... <b>Member of Board of Survey</b>	..... <b>Date</b>
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(5)

To: Director of Contracts,  
Central Tenders Board

The articles listed on the attached Appendix have been examined by the Special Board of Survey. Recommendations for the disposal of the said articles are indicated in Column 8 of the Appendix.

The matter is now referred to you for appropriate action on the disposal of the articles, as recommended by the Board of Survey.

All Government's markings (logos, identity, etc) on all articles must be removed before the disposal of the articles.

Kindly inform the Ministry/Department concerned of the decision of the Central Tenders Board, with copies to the Comptroller of Accounts, Ministry of Finance and the Auditor General.

Approval is given for those items which are to be sold, destroyed or transferred to be written off the Inventory/Stores Register of the Ministry/ Department concerned. Transfer of Assets must also be documented appropriately.

..... Date	..... Permanent Secretary Ministry of Finance
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(6)

To: Comptroller of Accounts  
Ministry of Finance,

Sales: -

Action has been taken as approved by the Central Tenders Board

Gross Sales	-	\$.....
Auctioneer's Fee	-	\$.....
Net Proceeds of Sale	-	\$.....

The sum of \$..... being the net proceeds of the sale, has been deposited at the Central Tenders Board – Receipt No..... dated ..... and a copy of the Auctioneer's Sales Return are attached.

Please note that in respect of : -

- (a) **Repair: -**  
The articles have been repaired as indicated on the Appendix and put back into service.

(b) **Transfer: -**  
The articles are of no further use to the Ministry/Department and have been transferred to  
.....

(c) **Destruction (in accordance with EMA's rules and regulations): -**  
The articles were of no use to anyone and have been destroyed by .....  
.....

A copy of the destruction certificate dated..... is attached.

(d) **Other: -**  
.....  
.....  
.....

.....  
**Date**

.....  
**Director of Contracts  
Central Tenders Board**

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**NB:**

- (i) The Auditor General and the Permanent Secretary, Ministry of Finance were informed by memorandum reference..... dated .....
- (ii) The Members of the Central Tenders Board have been notified of the means of disposal of the articles listed on the attached Appendix at its ..... meeting held on .....
- (iii) Name of organization must be inserted under 6 (c) of the Form.
- (iv) 'Other' includes items such as artifacts to be preserved for historical reasons in a museum or library.