



**OSMANIA UNIVERSITY  
HYDERABAD-500 007**

No. 202 /Scrap/2022

Date : 1<sup>st</sup> Feb., 2022

**CIRCULAR**

Sub:- **Disposal of Scrap** - Guidelines for disposal of Scrap - Regarding.

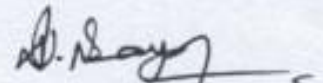
Ref:- 1. OU Orders No. 2576/211/2021-2022/Budget - V, dt. 21.09.2021  
2. OU Circular No. 3081/Scrap/21, dt. 11.11.2021

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The University vide reference 2<sup>nd</sup> cited has informed all the Principals/ Heads / Administrative Officers to segregate the scrap item-wise i.e. Waste Papers, News Papers, Answer Booklets, Magazines, Journals, Wooden Items, Iron, Electronic / Electrical Waste Materials, Old Vehicles etc., and send the proposal to the Assistant Registrar (Income Cell), OU to call for tenders / quotations as per rules. But, till date many of the Offices / Departments have not sent item-wise proposal as desired by the Committee.

In view of the above, all the Principals / Heads / Administrative Officers are once again informed to segregate the **scrap** item-wise and send the proposal to the Assistant Registrar (Income Cell), OU and proposal of **e-waste** separately to the Director, (Infrastructure), OU.

Further, all the Principals / Heads / Administrative Officers are not authorized to sell any of the scrap item without permission of the University, they are also not authorized to issue gate pass to any vehicle in the OU Campus and Constituent Colleges. In view of the above, necessary action may be initiated as indicated above at the earliest.

  
**REGISTRAR**

To

All the Principals, Campus & Constituent Colleges / Heads of the Departments/  
Administrative Officers, OU.

Copy to:-

1. The Director (Infrastructure), O.U, with a request to take necessary action.
2. The Joint Registrar (Administration), O.U
3. The Chief Security Officer, OU for information and necessary action.
4. The P.A to the Registrar /OSD to Vice-Chancellor, O.U
5. The Secretary to the Vice-Chancellor, O.U