



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

REGISTRAR'S OFFICE

Ref-NITJSR/REG/2018-19/CD/195

Date:- 01/05/2019

**NOTICE**

**Subject:- Disposal of Surplus, Obsolete and Unserviceable goods & items (i.e. stores).**

1. The competent authority has observed that a standardized procedure has to be adopted by all depts./ divisions/ sections/ units for disposal of surplus, obsolete and unserviceable goods and items (i.e. stores).
2. All the Heads of the depts./ divisions/ sections/ units are accordingly required to prepare a list and propose for the disposal of surplus, obsolete and unserviceable goods and items (i.e. stores) along with the details of all such items(s) in the format prescribed by the Deptt. Of Expenditure, Ministry of Finance through GFR- 2017 (Copy attached at Page-3).
3. The report in the prescribed format has to be submitted to the Director for consideration.
4. After consideration and consent of the Director on the reports by all the Heads, a Departmental Level Committee may be constituted as per the following composition:-

1.	Head of the depts./ divisions/ sections/ units	Chairman
2.	Any two members (Faculty members for Academic deptt.) nominated by the Head of the depts./ divisions/ sections/ units	Member
3.	One member (faculty for Academic depts.) from other depts./ divisions/ sections/ units (to be nominated by the Director)	Member

5. The committee will submit the following report:-
  - ⇒ Physical Verification Report w.r.t. every item mentioned in the list/ report as mentioned at Sl. No.-2 and their present status.
  - ⇒ In case, where equipments etc are to be written off on account of being obsolete/ unserviceable; report to this effect may be obtained from the equipment manufacturer/ authorized dealer and enclosed.
6. The recommendations of the Departmental Level Committee shall be considered by an Institute Level Committee the composition of which is as follows:-



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1.	Head of the deptts./ divisions/ sections/ units	Chairman	Same as Departmental Level Committee at Sl. No. -4
2.	Any two members (Faculty members for Academic deptts.) nominated by the Head of the deptts./ divisions/ sections/ units	Member	
3.	One member (faculty for Academic deptts.) from other deptts./ divisions/ sections/ units (to be nominated by the Director)	Member	
4.	Asst. Registrar (F & A)	Member	---
5.	P/I (S & P) or Asst. Registrar (S & P)	Member	---

7. The recommendations of the Institute Level Committee will be processed as per the provisions of the GFR-2017/ NIT statutes.

8. All the Heads of the deptts./ divisions/ sections/ units have to submit report as mentioned at Sl. No.- 2 by 17/05/2019 in the GFR- 2017 format attached at Page No.-3 .

This notice is issued with approval of the competent authority.

*A. Tewari.*  
01/05/2019  
(Registrar)

**Enclosures:-**

1. GFR Format for report of surplus, obsolete and unserviceable stores for disposal (at Page-3).
2. Relevant rules of GFR 2017 for disposal ((at Page-4).

**Copy to:-**

1. O/o The Director for kind information.
2. All Deans, Associate Deans, HODs, HOCs, Pls, Coordinators.
3. Chief Warden, Wardens (Through Chief Warden).
4. All Deputy/ Assistant Registrars, Medical Officer, Executive Engineer, Asst. Executive Engineer.
5. P/I (Website) for uploading on the Institute's website
6. Guard File



## FORM GFR 10

[ See Rule 217 (iii) ]

REPORT OF SURPLUS, OBSOLETE AND  
UNSERVICEABLE STORES FOR DISPOSAL

Item No.	Particulars of stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....  
 Designation.....  
 Date.....



are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

**Rule 217 Disposal of Goods.**

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR - 10.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- (v) **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

**Rule 218 Modes of Disposal.**

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
  - (a) obtaining bids through advertised tender or
  - (b) public auction.

- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

**Rule 219 Disposal through Advertised Tender.**

- (i) The broad steps to be adopted for this purpose are as follows:
  - (a) Preparation of bidding documents.
  - (b) Invitation of tender for the surplus goods to be sold.
  - (c) Opening of bids.
  - (d) Analysis and evaluation of bids received.
  - (e) Selection of highest responsive bidder.
  - (f) Collection of sale value from the selected bidder.
  - (g) Issue of sale release order to the selected bidder.
  - (h) Release of the sold surplus goods to the selected bidder.
- (ii) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept