

**POLICY FOR DISPOSAL OF GOODS WHICH ARE DECLARED AS SURPLUS
OR OBSOLETE OR UNSERVICEABLE**

Srinagar Women's College Srinagar Policy for disposal of goods which are declared as surplus or obsolete or unserviceable has been adopted in accordance with the Circular issued by the UT Government of J and K under Reference No. No. FD-Code/171/2021-03-1157 dated Dated: 17-11.2021 which is further based on the following rules formulated by the Government from time to time:

1. Rule 217 of GFR-2017, provides as under:-

- (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.

2. Rule 218 of GFR-2017, provides as under:-

1) 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. Further, 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 and Surplus or obsolete or unserviceable goods , equipment and documents, which involve security concern (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.

3. Rule 219 of GFR-2017, provides broad steps for the disposal of surplus or obsolete or unserviceable goods through the advertised tender and important aspects to be followed while disposing of the goods through advertised tender, which ensures transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold.

4. Rule 220 of GFR- 2017. provides as under :- (i). The Department may undertake auction of goods to be disposed of either directly or through approved auctioneers to ensure transparency, competition, fairness and elimination of discretion. (ii). The composition of the auction team will be decided by the competent authority. The team

should however include an officer of the Internal Finance Wing of the department.

5. Rule 221 of GFR-2017, provides as under:- If the Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division.