

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A⁺ Grade NAAC Accredited University

Internal Quality Assurance Cell

A copy of the duly revised and approved '*Library and Laboratory Maintenance and Write off Policy*' of GJUS&T, Hisar is forwarded to the followings for kind information / Circulation among quarter concerned, please.

Endst No.556-560

Dt. 18.06.2024



Director, IQAC

CC:

1. Director, Central Instrumentation Laboratory.
2. Librarian, Dr. B.R. Ambedkar Library
3. **D.R. Purchase and General with the request to circulate it among all quarters concerned.**
4. Director, PDUCIC with the request to upload the policy under Policies Tab on the University Website.
5. OSD to Vice Chancellor for kind information of the Vice Chancellor.
6. PS to Registrar for kind information of the Registrar.



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📠 01662-276240

DR APJ ABDUL KALAM CENTRAL INSTRUMENTATION LABORATORY
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR
'A+' Grade NAAC Accredited

CIL/2023/
Dated

Proceedings of the Library and Laboratory Maintenance Policy and Write Off Policy

A meeting of the Library and Laboratory Maintenance and Write off policy Committee duly constituted by the Hon'ble Vice-Chancellor was held on 21st November, 30th November and on 06th December 2023 in the office of the Director, Dr APJ Abdul Kalam CIL.

The committee deliberated on the various issues pertaining to the Library and Lab Maintenance and Write off Policy, and resolved the following -

1. Library Maintenance and Write Off Policy:

As per the **Ordinance XII, Guru Jambheshwar University Calendar Volume-II**, the general management of the University Library is governed by the Library committee. The Library committee, frames rules for the management of library. Further, the rules and procedures of the Library are well defined and laid down as per the relevant Govt. guidelines, and are available on the University website. However, the rules pertaining to the Weeding out of the Library books need to be framed. The rules pertaining to the **Weeding out policy of the University Library** were discussed and framed **(F/A)**. The rules pertaining to the Weeding out policy are being forwarded to the IQAC to be placed for consideration of the Library committee.

2. Laboratory Equipment Maintenance and Write Off policy:

The committee members deliberated on the objective, scope, responsibilities, regular and breakdown maintenance, and the procedures to be followed for the condemnation and write off of the laboratory equipments. The **'Laboratory Equipment Maintenance and Write Off Policy' (F/B)** is being forwarded to the IQAC for further necessary action.



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3. Revision in the "The Guru Jambheshwar University Writing Off of Losses Regulations":


The committee observed that the regulations for writing off losses and disposing off of unserviceable and condemned articles are very old. The inflation over the time has significantly affected the value of goods. As a result an acceptable loss or threshold for writing off an item years ago does not align with current market values or replacement costs due to inflation. Further, the committee members recommended the changes to simply and specify the procedures to be followed for the condemnation and disposal of condemned goods. A comprehensive revised **"Regulations for Writing Off Losses and Disposing of Unserviceable /Condemned Articles"** has been framed (F/C).


(Prof. H.C. Garg)

Professor In-Charge, UWD


(Prof. Dinesh Dhingra)

Director, Experimental Animal Facility


(Prof. C. P. Kaushik)

Dept. of Chemistry


(Dr Narender K. Chauhan)

Deputy Librarian, Dr B.R. Ambedkar Library


(Prof. Ashish Agarwal)

Chairperson, Dept. of Physics


(Prof. Munish Ahuja)

Director, Dr APJ CIL


(Prof. Puneet Katyal)

Dept. of Mechanical Engineering


Sh. Satpal Singh

Supdt. (General Branch)

Library Books Weeding Out Policy

Library is a collection house of both print and non-print materials and keeps on adding new books of syllabi, text books, reference books, general nature and new editions of old books in single and multiple copies time to time. Therefore, with this process, library increases its collection in a regular mode even it won't be an exaggeration to say that after 10 to 15 years, a giant repository is ready of print materials.

However, it has been observed that some titles neither in consultation nor in circulation by the students since long may be of any reason. In few cases, the availability of new editions makes the old editions outdated. Such kinds of books occupy the space in racks and further maintenance of them, finance is involved and manpower is required for their shelving in the racks. Therefore, two copies can be retained of old editions and rest need to be weeded out. Moreover, reprints, photocopies, pamphlets, and materials of ephemeral in nature and procured for specific purpose need weeding out.

It is pertinent to mention here that due to penetration of e-resources, print material is becoming obsolete in a short span of time. Hence, such collection shall, therefore, be weeded out time to time as per the university policy.

Composition of the Weed Out Committee

It might be a regular practice to identify such materials in the library which are rendered unfit for circulation due to frequent use and mutilation. To quantify the same, the Librarian shall constitute an Internal Committee of Sr. Library Professionals and prepare a preliminary survey of these books. The report of the Internal Committee shall be placed before the following Committee for consideration and recommendation:

i)	Librarian	Convenor
ii)	Senior Professor from any Department to be nominated by the Vice-Chancellor	Member
iii)	Two Teachers to be nominated by the concerned Chairperson	Members
iv)	Branch Officer (Accounts) or his nominee	Member

The recommendations of the above committee shall be submitted to the competent authority for obtaining orders to weed out the unfit books.

Weeding out multiple copies of old editions

Two copies of old editions of books which are not in demand due to any reason may be retained, while the rest may be weeded out. However, the procedure described above shall be followed.

Weeding out re-prints, photocopies, pamphlets and other ephemeral material

Re-prints, photocopies, pamphlets and other ephemeral material acquired against payment and non-book material having 45 or less pages received in the Library free of cost may be weeded by the Librarian from time to time.

Disposal of Magazines/newspapers/duplicate/stray issues of journals

The newspaper, popular magazines and other ephemeral material, which do not have permanent value for the library, may be disposed of every year. The duplicate issues of periodicals received free of cost and other material which has least reading value may also be disposed of every year.

Other Regulations

The Librarian shall implement the Library Rules, as approved by the Library Committee/Vice-Chancellor from time to time.


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LABORATORY EQUIPMENT MAINTENANCE AND WRITE OFF POLICY

1. Introduction:

In the pursuit of scientific discovery and the advancement of knowledge, laboratories play a pivotal role as dynamic hubs of experimentation and research. To ensure the seamless operation, safety, and efficiency of these critical spaces, it is imperative to establish a comprehensive Laboratory Maintenance and Write-off Policy. This policy serves as a guiding framework, meticulously designed to address the diverse facets of laboratory management, equipment maintenance, and the judicious write-off of assets. By laying down clear guidelines and procedures, this policy aims to foster a culture of responsibility, sustainability, and continuous improvement within our laboratories.

Laboratory maintenance extends beyond the routine calibration of instruments and periodic checks; it encompasses a holistic approach to uphold the integrity of equipment, guarantee the safety of personnel, and sustain the quality of research outcomes. Simultaneously, the policy recognizes the inevitability of equipment aging, technological obsolescence, or unforeseen circumstances leading to the need for write-offs. The judicious write-off of assets ensures optimal resource allocation and the maintenance of a cutting-edge research environment.

2. Objectives:

- To ensure that laboratory equipment is maintained at optimal performance levels to support accurate and reliable experimental outcomes.
- To optimize the allocation of resources by establishing criteria for the systematic write-off of laboratory equipment, ensuring fiscal responsibility and efficient use of university funds.
- To facilitate the timely replacement of obsolete or technologically outdated equipment, fostering a dynamic and innovative learning environment within the science and engineering departments.

3. Scope:

This policy is specifically designed for the laboratories, workshops, and research facilities in the various University Teaching Departments, University Health Centre, Experimental Animal Facility and Dr APJ Abdul Kalam Central Instrumentation Laboratory of Guru Jambheshwar University of Science and Technology, Hisar.

By addressing these objectives and within this defined scope, this Lab Equipment Maintenance and Write-off Policy aims to establish a robust framework that supports academic excellence, safety, and the responsible management of resources in the Guru Jambheshwar University of Science and Technology, Hisar.

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4. Responsibilities

Chairperson/Director/SMO /In-Charges:

- To get the budgetary resources allocated for the maintenance, repair, and replacement of lab equipment.
- To ensure that the department's budget aligns with the long-term needs and goals of the laboratory facilities.
- To ensure that the major equipment purchases and disposals are in accordance with the university's financial guidelines.
- To enforce and communicate the Lab Equipment Maintenance and Write-off Policy to all relevant personnel.
- To ensure a culture of responsibility, safety, and compliance with established guidelines.

Lab Staff:

- To conduct routine checks on lab equipment to ensure proper functioning.
- To perform simple maintenance tasks, such as cleaning and basic repairs, and report any issues promptly.
- To maintain an up-to-date inventory of lab equipment, including details on usage, condition, and maintain comprehensive records of maintenance activities, repairs, and equipment specifications
- To assist in conducting periodic audits to reconcile equipment records.
- To enforce safety protocols and guidelines to create a secure working environment.
- To report any safety concerns or hazards related to lab equipment to the appropriate authorities.

Teacher In-Charges:

- To supervise the lab sessions to ensure equipment is used correctly and safely.
- To monitor student and staff compliance with established guidelines.
- To collaborate with the chairperson to identify equipment needs for upcoming courses or research projects.
- To provide input on the condition and suitability of existing equipment for specific teaching or research purposes.
- To liaise between lab attendants and the chairperson, facilitating effective communication within the department.
- To report any significant issues or needs related to lab equipment to the chairperson promptly.

5. **Regular Maintenance: The laboratory can enhance equipment reliability, extend lifespan, and minimize the risk of unexpected failures, contributing to the overall efficiency and effectiveness of laboratory operations.**

- Maintain a comprehensive inventory of all lab equipment, categorizing items based on function, criticality, and usage frequency.

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- The staff members responsible for the equipment receive adequate training on the operation and preventive maintenance procedures.
- The staff members responsible for the high-end equipment maintain a log book of the equipment usage.
- Day to day maintenance tasks such as calibration, cleaning, lubrication, and inspections are done by the lab staff following a systematic cleaning process and techniques for each piece of equipment.
- Document all preventive maintenance activities in a centralized record-keeping system Include details such as date, personnel involved, tasks performed, and any observations or recommendations for further action.
- Users have access to equipment manuals, manufacturer guidelines, and any relevant documentation. The standard operating procedures (SOPs) for all high end equipments are clearly defined and followed by the operators/users.
- **Annual Maintenance Contracts:** All the new major equipments are purchased along with AMC if there is a budgetary provision. Major instruments that cost more than 5.0 Lacs are maintained through the annual maintenance contract, as recommended by the head/in-charges of various labs. However, considering the criticality of the equipment, the chairperson/Director/ In-charges may consider doing the AMC for the equipment even if the cost is less than 5.0 Lacs. The AMC of equipments procured under specific projects will be covered under this category if provision of AMC grant does not exist in the project, and the user department has shown the potential use of the equipment. In case the equipment is not in working condition, the concerned Chairperson/Director/In-charges should first get it repaired and in working condition before proposing AMC for such equipment.

6. Breakdown Maintenance: The breakdown maintenance procedures have been outlined to efficiently and effectively respond to equipment failures, prioritize rapid resolution, and minimize downtime in our laboratories.

- The breakdown of any equipment is immediately reported by the lab staff to the faculty in-charges and the Chairperson/Director. If the equipment is under warranty period, the suppliers/manufacturers shall be instantly contacted for the repair/replacement as per the requirement.
- Upon receiving a breakdown report, conduct an initial assessment to determine the Determine the urgency and criticality of the breakdown on laboratory operations. Prioritize safety measures if the breakdown poses any immediate hazards to personnel or the environment.
- Allocate necessary resources, including personnel and tools, to address the breakdown promptly. If required, seek external support from certified service providers or technicians for complex repairs.
- After repairs, conduct tests and validations to ensure that the equipment is functioning correctly and safely. Conduct post-breakdown reviews and implement any necessary preventive measures or corrective actions based on the analysis.

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7. **Replacement and Write-off:** The scientific equipment has a finite life, which is determined by the relevance, continuous use, and other factors including environmental factors which cause progressive wear and tear, rendering the equipment 'unserviceable or obsolete or beyond economic repair. This section provides necessary guidance for condemnation and replacement of equipment.

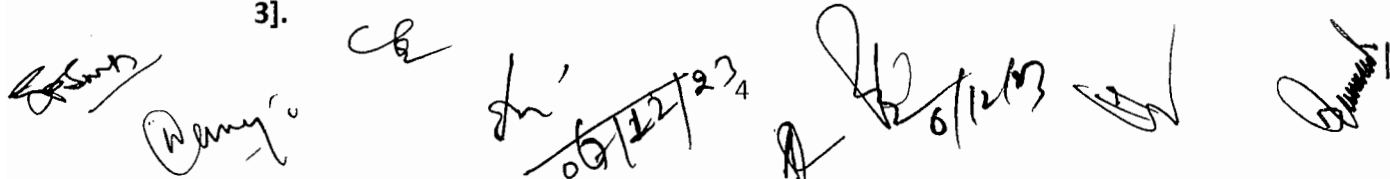
The condemned equipment may be disposed off beyond their useful life in either of the following ways-

- a. Traded under buy-back to reduce the cost impact on the new equipment.
- b. Condemning the equipment and scrapping it in the best interest of the University as per the "The Guru Jambheshwar University of Science and Technology Writing Off of Losses Regulations".[1]

7.1 Procedure for condemnation:

7.1.1 : Identification of stores for condemnation

- The Chairperson/Director/SMO/In-Charge of the department shall place the list of laboratory equipments which needs to be condemned before the condemnation committee giving details as per the **Annexure I**. The equipment be included in the condemnation list, if it fulfils any of the following criteria:
 - non-functional and irreparable
 - Non-functional and beyond economical repair
 - Obsolete
 - Unsafe (Environment hazard / Bio-hazardous)
- The condemnation committee should examine the proposal in detail and take into consideration asset life of the laboratory equipment as detailed in section 7.1.2. In case, such period is not prescribed / stipulated, the committee should examine the equipment history sheet and conduct physical verification of equipment and record reasons for consideration of condemnation.
- The Chairperson/Director/SMO/In-charge of the department will put up the recommendation of the Condemnation Committee to the competent authority for approval.
- Ongoing Annual Maintenance Contract / Comprehensive Maintenance Contract, if any, for such equipment should be terminated with the effective date of condemnation.
- The Chairperson/Director/SMO/In-charge of the Department may decide to purchase/replace the condemned equipment with the new equipment or dispose of the condemned equipment as per the existing guidelines. If it is desired to replace the condemned equipment with new one, it may be purchased as per the University purchase guidelines under the buy-back provisions.
- The disposal of condemned equipment shall be done as per the existing guidelines for disposal. In case the condemned equipment constitutes an Environmental hazard or bio-hazard it must be disposed of keeping in view the Govt. guidelines [2-3].

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7.1.2 Criteria for deciding asset life and acceptable repair cost of equipment [4-5]

- The asset life of the equipment used in the laboratories is 10 years. The equipment functioning well beyond its asset life should continue to be used. However, depending upon its usage, serviceability, technology and other related factors, equipment may become unusable/beyond economic repair before 10 years of use.
- The equipment which has exceeded its asset life of 10 years and the cost of repair during that financial year cumulatively is equal to or over 25% of the procurement cost of the equipment can be considered for condemnation, and replacement if required.
- The equipment which are within the asset life and the cost of repair during that financial year cumulatively is equal to or over 50% of the procurement cost of the equipment, can be considered for condemnation, and replacement if required
- For equipment, which is non-functional and certified as non-reparable by service agency/manufacturer due to non-availability of spare parts, irrespective of the asset life, the equipment can be considered for condemnation and replacement if necessary. However, in instances where the manufacturer/service agency have wound off their operations or are unavailable or is not responding, the Chairperson/Director/SMO/In-charges through the duly constituted committee approved by the competent authority will get it ascertained that the equipment is not repairable/serviceable.
- In case the procurement cost of the equipment is not available (e.g. it was received as donation) then the current cost of the same make and model or equivalent make or model can be used to assess the acceptable cost for repair.
- For equipment which is obsolete or hazardous irrespective of its asset life or functionality can be considered for condemnation and replacement if necessary. The report of the condemnation committee should mention the details based on which the equipment has been declared obsolete or hazardous.

8 Budgeting and funding:

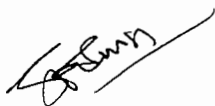



- The Chairperson/Director/SMO/In-charges of the Departments should clearly define the budgetary provision specifically earmarked for equipment maintenance purposes within the laboratory. The allocation of budget funds must be considered based on the criticality and maintenance needs of different equipment (e.g., high-end analytical instruments versus basic laboratory tools).
- The Chairperson/Director/SMO/In-charges of the Departments must ensure institutional commitment and support for adequate funding to sustain effective maintenance practices aligned with the laboratory's objectives. The external sources for securing grants or funding to supplement the maintenance budget, especially for high-cost equipment or specialized maintenance needs be explored.

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- There should be nominal service charges for utilizing the sophisticated equipment installed in various laboratories of the University departments. The funds generated be utilized for the maintenance /AMC and recurring expenditure of the equipment.

References:

1. The Guru Jambheshwar University of Science and Technology Writing Off of Losses Regulations.
2. UGC Guidelines for Universities, Research Institutes and colleges for Procurement, Storage, Usage and disposal of Radioactive and other Hazardous Materials/Chemicals. Available at <https://www.ugc.gov.in/oldpdf/xiplanpdf/disposalofradioactiv.pdf> accessed on 16th November, 2023
3. Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016 , Central Pollution control Board, Ministry of Environment, Forest and Climate Change, New Delhi, Available at <https://cpcb.nic.in/displaypdf.php?id=aHdtZC9IV01fUnVsZXNfMjAxNi5wZGY=> accessed on 16th November, 2023
4. Schedule II, Useful lives to compute depreciation, Companies Act (2013), Section XIII, Page No. 258. Available at << <https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf> >> accessed on 16th November, 2023.
5. Rates of Depreciation (for income tax) as applicable from the assessment year 2003-04 onwards section XIII Available at << <https://incometaxindia.gov.in/charts%20%20tables/depreciation%20rates.htm> >> accessed on 16th November, 2023.


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**Proforma for Sanction to Write off Items declared
Condemned/Obsolete**

Name of Department/Branch _____

S.No	Particulars of Stores / Items	Quantity / Weight	Unit Rate	Cost	Date/ year of purchase	Prescribed Life if any	Brief reason to write off	Remarks

Certified that the there is no article on the list, which can be economically put to use after repairs.

Date: _____
officer)

(Signature of Head of Dept/ Branch

Certified that the condemnation committee has verified the items listed at S.No. _____ , these items have become obsolete / surplus / unserviceable and must be disposed off.

Date: _____

(Signature Condemnation Committee)

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**REGULATIONS FOR WRITING OFF LOSSES AND DISPOSING OF
UNSERVICABLE/CONDEMNED ARTICLES**

1. This policy aims to establish clear guidelines and procedures for identifying, reporting, and writing off losses associated with University store articles. It applies to all University departments/ offices and store locations where inventory or articles are maintained for distribution, sale, or internal use. These regulations may be called, **“The Guru Jambheshwar University of Science and Technology Writing off of Losses Regulations”**.

2. Condemnation Committee:

The following members will constitute the committee to identify the unserviceable/obsolete/ condemned equipments or other articles.

i)	Deans/Chairpersons/Directors/Chief Warden/COE/ Proctor/ Librarian/Superintending Engineer/Coordinator/MO/Branch officer	Convenor
ii)	Branch officer (Accounts Branch)	Member
iii)	Dean Academic Affairs or Dean of the Faculty in case the cost involves more than 50,000/- [In case of teaching departments only]	Member
iv)	One person to be nominated by the Vice-Chancellor	Member
v)	Branch officer(General Branch) [in case of University offices/branches only]	Member

3. Disposal committee:

The following members will constitute the committee to dispose of unserviceable/obsolete/ condemned equipments or other articles.

i)	Deans/Chairpersons/Directors/Chief Warden/COE/ Proctor/ Librarian/ Superintending Engineer/Coordinator/MO/Branch officer	Chairman
ii)	Registrar’s nominee	Member
iii)	Branch Officer (Accounts) or his nominee	Member
iv)	Branch Officer (General)	Member Secretary

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4. Procedures for Condemnation of Unserviceable/Obsolete Scientific equipments/ apparatuses :

4.1 Identification of stores for condemnation:

- The Chairperson/Director/SMO/In-Charge of the department shall place the list of laboratory equipments which needs to be condemned before the condemnation committee giving details as per the **Annexure I**. The equipment be included in the condemnation list, if it fulfils any of the following criteria:
 - non-functional and irreparable
 - Non-functional and beyond economical repair
 - Obsolete
 - Unsafe (Environment hazard / Bio-hazardous)
- The condemnation committee should examine the proposal in detail and take into consideration asset life of the laboratory equipment as detailed in section 4.2. In case, such period is not prescribed / stipulated, the committee should examine the equipment history sheet and conduct physical verification of equipment and record reasons for consideration of condemnation.
- The Chairperson/Director/SMO/In-charge of the department will put up the recommendation of the Condemnation Committee to the competent authority for approval.
- Ongoing Annual Maintenance Contract / Comprehensive Maintenance Contract, if any, for such equipment should be terminated with the effective date of condemnation.
- The Chairperson/Director/SMO/In-charge of the Department may decide to purchase/replace the condemned equipment with the new equipment or dispose of the condemned equipment as per the existing guidelines. If it is desired to replace the condemned equipment with new one, it may be purchased as per the University purchase guidelines under the buy-back provisions.
- The disposal of condemned equipment shall be done as per the existing guidelines for disposal.

4.2 Criteria for deciding asset life and acceptable repair cost of equipment [1-2]

- The asset life of the equipment used in the laboratories is 10 years. The equipment functioning well beyond its asset life should continue to be used. However, depending upon its usage, serviceability, technology and other related factors, equipment may become unusable/beyond economic repair before 10 years of use.
- The equipment which has exceeded its asset life of 10 years and the cost of repair during that financial year cumulatively is equal to or over 25% of the procurement cost of the equipment can be considered for condemnation, and replacement if required.
- The equipment which are within the asset life and the cost of repair during that financial year cumulatively is equal to or over 50% of the procurement cost of the equipment, can be considered for condemnation, and replacement if required
- For equipment, which is non-functional and certified as non-reparable by service agency/manufacturer due to non-availability of spare parts, irrespective of the asset life, the equipment can be considered for condemnation and replacement if necessary.

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However, in instances where the manufacturer/service agency have wound off their operations or are unavailable or is not responding, the Chairperson/ Director/SMO/In-charges through the duly constituted committee approved by the competent authority will get it ascertained that the equipment is not repairable/ serviceable.

- In case the procurement cost of the equipment is not available (e.g. it was received as donation) then the current cost of the same make and model or equivalent make or model can be used to assess the acceptable cost for repair.
- For equipment which is obsolete or hazardous irrespective of its asset life or functionality can be considered for condemnation and replacement if necessary. The report of the condemnation committee should mention the details based on which the equipment has been declared obsolete or hazardous.

5. Procedures for Condemnation of Unserviceable/obsolete articles (other than the scientific equipments/apparatuses) :

- 5.1 The Chairpersons/ Deans/ Directors/ Chief Wardens/COE/Proctor/Librarian/ Superintending Engineer / Coordinator/SMO /Branch Officer shall, in the month of **June/July** every year, conduct a survey of store articles under their control to prepare a list of articles for condemnation as per the **Annexure I**. The electronic items such as Laptops, computers, UPS etc which are covered under the E-waste policy of the University shall be written off/disposed as per the existing policy.
- 5.2 The list of articles shall be prepared keeping in view the purchase price, the possible wear and tear during the usage period, and circumstances causing loss or damage, ensuring there is no article on the list, which can be economically put to use after repairs. A certificate to this effect shall be recorded in the list.
- 5.3 a) The condemnation committee will inspect the listed articles and, after verifying the condition of such articles, may declare them condemned. The committee shall take into account the prescribed or stipulated life period of the stores (**1-2**). In case, such period is not prescribed / stipulated or it is not over, the committee shall examine the conditions of stores and record suitable reasons. If an item has become obsolete / surplus / unserviceable on account of negligence, fraud, or mischief on the part of employee, the same should be brought out clearly.
- b) Where the "life period" has been prescribed for any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.
- c) In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded as may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc. An item may be declared obsolete / surplus if it is no longer required by the Department. Reasons for the same should be recorded.
- d) In case of loss due to negligence, fraud, or mischief on the part of any employee responsibility should be fixed and losses be made good.

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- Date: *06/12/23*
- Signature: *[Signature]*

5.4 The concerned Deans/Chairpersons/Directors/Chief Warden/COE/ Proctor/ Librarian /Superintending Engineer/Coordinator/SMO/Branch officer will put up the recommendation of the Condemnation Committee to the competent authority for approval. The actual physical disposal of items which have been written off will be done only after the approval of the competent authority. The condemned articles after disposal will be written off from the stock registers.

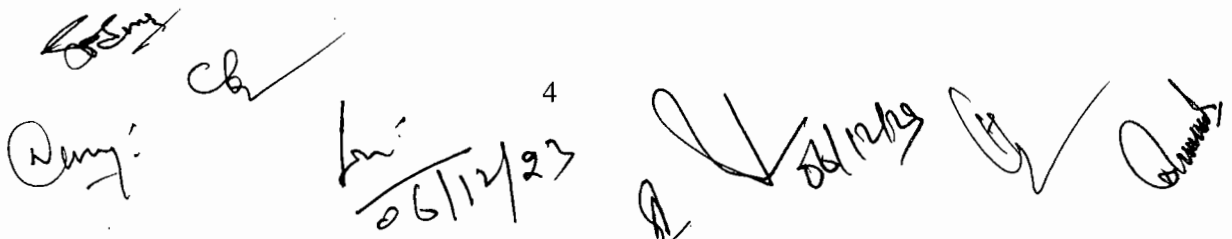
6. **Powers to Write Off Losses/ Disposal:**

The powers to write off losses/ disposal shall be exercised as under:

Sr. No	Nature	Delegation of Power	
(i)	Loss not due to theft or negligence or deficiencies or depreciation/disposal	i) Vice -Chancellor	Rs. 10,00,000/- in each case after conducting enquiry
		ii) Registrar	Rs. 20,000/- in each case, and Rs 2,00,000/- after conducting enquiry
		iii) Deans/Chairpersons/ Directors/Chief Warden/COE Proctor/Librarian/ Superintending Engineer/ Coordinator/SMO	Rs. 10,000/- in each case
		iv) Branch Officers	Rs. 10,000/- in each case
(ii)	Loss due to theft or negligence	v) Vice -Chancellor	Rs. 5,00,000/- in each case after conducting enquiry
		vi) Registrar	Rs. 10,000/- in each case, and Rs 1,00,000/- after conducting enquiry
		vii) Deans/Chairpersons/ Directors/Chief Warden/COE Proctor/Librarian/ Superintending Engineer / Coordinator/SMO	Rs. 2,500/- in each case
		viii) Branch Officers	Rs. 2,500/- in each case

Note: (a) In case of theft, an F.I.R. shall be lodged with the Police, and intimation sent to the Registrar, who may, if it appears to him that it is not a case of theft and responsibility needs to be fixed, order a departmental enquiry in the matter. If the Police issues an untraceable report, the competent authority shall write off the theft loss.

(b) Powers with regard to the write off losses of cash shall be exercised by the Vice-Chancellor only. Where deemed necessary, the Vice Chancellor may bring the fact to the notice of the Executive council with necessary details.



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7. Disposal of condemned articles: [3]

- (i) The condemned articles shall be transferred to the University main store with the condemnation committee's recommendations, approved by the competent authority. Items to be disposed of shall be under the custody of the Member Secretary, Disposal Committee until their disposal.
- (ii) 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. In case the condemned goods constitute an Environmental hazard or bio-hazard it must be disposed of keeping in view the Govt. guidelines.[4-5]
- (iii) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.
- (iv) The disposal committee shall dispose the condemned goods, and the sale proceeds obtained from the disposal of goods shall be deposited in the University accounts immediately. The committee shall decide the modes of disposal of the condemned articles by-
 - (a) Obtaining bids through advertised tender or
 - (b) Public auction.
- (v) **Disposal through Advertised Tender**
 - The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).
 - In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
 - Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods. In case the selected

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bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question, at the risk and cost of the defaulter, after obtaining legal advice.

(vi) Disposal through Auction

- The basic principles to be followed for disposal through auction are to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity by advertisement (print/ University website).
- The condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., should be announced again before starting the auction process again for the benefit of the assembled bidders.
- During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of DD drawn in favour of the "Registrar GJUST, Hisar". The goods should be handed over to the successful bidder only after receiving the balance payment.

(vii) Disposal at scrap value or by other modes. If the disposal committee is unable to sell any surplus or obsolete or unserviceable (condemned) 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 case it is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

References:

1. Schedule II, Useful lives to compute depreciation, Companies Act (2013), Section XIII, Page No. 258. Available at <<<https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf>>> accessed on 16th November, 2023.
2. Rates of Depreciation (for income tax) as applicable from the assessment year 2003-04 onwards section XIII Available at <<<https://incometaxindia.gov.in/charts%20%20tables/depreciation%20rates.htm>>> accessed on 16th November, 2023.
3. Inventory Management, Rule 217-221, Page No 52-54. General Financial Rules, 2017, (amended upto 31-07-2023), Department of Expenditure, Ministry of Finance, Govt. of India. Available at <<https://doe.gov.in/sites/default/files/Compilation%20of%20amendments%20in%20GFRs%2C%202017%20upto%2031.07.2023_1.pdf>> accessed on 16th November, 2023.
4. UGC Guidelines for Universities, Research Institutes and colleges for Procurement, Storage, Usage and disposal of Radioactive and other Hazardous Materials/Chemicals. Available at <https://www.ugc.gov.in/oldpdf/xiplanpdf/disposalofradioactiv.pdf> accessed on 16th November, 2023
5. Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016 , Central Pollution control Board, Ministry of Environment, Forest and Climate Change, New Delhi, Available at <https://cpcb.nic.in/displaypdf.php?id=aHdtZC9IV01fUnVsZXNfMjAxNi5wZGY=> accessed on 16th November, 2023

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ANNEXURE-I

**Proforma for Sanction to Write off Items Declared
Condemned/Obsolete**

Name of Department/Branch _____

S.No	Particulars of Stores /Items	Quantity / Weight	Unit Rate	Cost	Date/ year of purchase	Prescribed Life if any	Brief reason to write off	Remarks

Certified that the there is no article on the list, which can be economically put to use after repairs.

Date:

(Signature of Head of Dept/ Branch officer)

Certified that the condemnation committee has verified the items listed at S.No. _____, these items have become obsolete / surplus / unserviceable and must be disposed off.

Date:

(Signature Condemnation Committee)

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