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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/72/2021-Admn.II

Dated 21.10.2021

To

The Directors/Officer-in-Charges,
All Permanent Institutes/Centres
Of the ICMR.

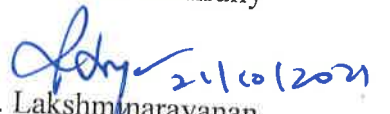
Subject: - Disposal of the surplus/obsolete/unserviceable items -

Sir/Madam,

In continuation to the VC meeting convened by Secretary, DHR & DG ICMR, on today 21.10.2021, with all Directors/Directors-In-Charges of ICMR Institutes/Centres, it is requested to dispose off the surplus/obsolete/unserviceable items, as per ICMR Guidelines enclosed. Concerned Directors/Directors-in-Charges are requested to dispose off all those surplus items at their respective Institute/Centre level, at the earliest following due procedure. Proposal for condemned and disposable items of high cost, over and above Rs. 1.00 crore of purchase value only, may be sent to ICMR for prior approval.

This has been issued with financial concurrence of Sr. FA and approval of DG, ICMR.

Yours faithfully


Dr. R. Lakshminarayanan
Deputy Director General (Admn.)

Copy to: -

1. PS to DG/Sr. DDG(A)/Sr. FA
2. Heads of all Divisions/Sections
3. ADGs
4. Dr. L.K.Sharma, Scientist-E – soft copy of the same has been mailed at your email ID (sharma.lk@icmr.org.in) for website upload.

Guidelines
for
Condemnation



Indian Council of Medical Research
New Delhi

Guidelines for Condemnation

GFR-196 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 utilized. A report of stores for disposal shall be prepared in Form GRF-17.
- 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.

The following procedure is being followed by ICMR Institutions/Centers Condemnation

1. As per GFR 196, a report for disposal of the items shall be prepared in accordance with Form GFR-17.

FORM – GFR 17

Report of surplus, Obsolete and Unserviceable stores for Disposal

Item No.	Particulars of Stores	Qty/Weight	Value		Condition and year of purchase		Mode of disposal (Sale, Public auction or otherwise)	Remarks
			Book Value (Rs.)	Original Purchase Price (Rs.)	Condition	Year of Purchase		

Signature with date, Name, Designation of all the members of the Condemnation Committee of the Institute, Counter signed by the Director of the Institute with seal.

2. The Director of the Institute/Center may also obtain the relevant certificates from the concerned Firms for each equipment and item certifying condemnation of the said equipment and item.
3. The Director of the Institute/Center should constitute a condemnation committee consisting of the following members to evaluate the above mentioned condemnation proposal.

- i. Chairman – A competent Senior Scientist from outside the Institute/Center having knowledge about procurement and condemnation of equipments/items/etc.
 - ii. Member - One Scientist from outside the Institute/Center having knowledge about procurement and condemnation of equipments/items/etc.
 - iii. Member - One Engineer/Scientist from the Institute/Center having knowledge about procurement and condemnation of equipments/items/etc.
 - iv. Member - Representative from Administration of the Institute/Center (Preferably Administrative Officer).
 - v. Member - Representative from Finance division of the Institute/Center (Preferably Account Officer).
 - vi. Member Secretary – Scientist from the Institute/Center.
4. After examining all the relevant documents and after physical verification of all the items the Institute/Center Condemnation Committee may recommend condemnation of the item's.
 5. The minutes of the Institute/Center Condemnation Committee should be signed by all the members of the committee with name, designation and on the same date.
 6. As per the existing ICMR practice duly completed proposal as per GFR for condemnation, including minutes of the Institute/Center condemnation committee and along with all the relevant documents, of all the items, equipments, vehicles including computer/printer/UPS comes to ICMR Hqrs., New Delhi for the approval of the Condemnation Board of the Council.
 7. After the approval of the Board the proposal is processed by the respective Division of the ICMR and after the approval of the competent authority the recommendation of the Board is communicated to the respective Institution/Center and accordingly they may process for mode of disposal.

Mode of Disposal

GFR-197. 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 of the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposal of.

- 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/ 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.

**The following procedure is being followed by ICMR Institutions/Centers
Mode of Disposal**

1. Based on the recommendation of the ICMR Condemnation Board and after the approval of the ICMR the Institute/Center may dispose the condemned items through auction (GFR-199).