

Subject: TIFR procedure for gifting away institutes goods (fwd)

Ref:

TFR/SCA-25(10)

December 08, 2009

An Extract of Item 10 from the 25th Meeting of the SCA held on November 20, 2009 is sent herewith. You are requested to send the same to the Centre Directors.

Item 10 of the Agenda To consider guidelines for
disposal of Capital / Furniture items – guidelines

The Committee discussed the detailed procedure for disposal of Capital/Furniture items which is currently followed. It was decided that Donation or Gift of items to the eligible Government educational and research Institutions shall be effected without financial consideration. The Receiving Institution shall accept on 'as is where is' basis and bear the cost of transfer. The Procedure for disposal and Undertaking for the Gift by the Receiving Institution are suitably amended. The amended copy is attached (Annexure).

(B. Swamy)

Dy. REGISTRAR

Shri R.V. Patil

Director's Office

T. I. F. R.

MUMBAI 400 005.

ANNEXURE

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

CENTRAL STORES

Procedures for Disposal by e-auction(MSTC) /Donation/Transfer of Capital / Furniture items

TIFR has adopted the disposal guidelines laid down by CSIR, modified suitably for disposal of Capital/Furniture items in the Institute.

The extracts of item no. 4 from the minutes of the fifth meeting of the Standing Committee on Administration (SCA) held on January 10, 2005 are reproduced below:

“The guidelines laid down by CSIR with reference to disposal of obsolete items were discussed and it was decided that the same guidelines could be by and large adopted by TIFR. Further, the Disposal Committee be reconstituted, which should be competent enough to deciding about the obsolescence of various items kept for Disposal. Based on the decision of the Committee and users, such items which are obsolete in the Institute could be gifted to other Institutions and the guidelines for gifting of such items would be as per CSIR guidelines”

Definitions

Bidder – A person or company registered with M/s MSTC Ltd

Donor – The P.I. or Section Head or Officer-in-Charge who is authorized to negotiate with the Receiver

MSTC – MSTC Limited (A Government of India Enterprise).

Website: <http://www.mstcecommerce.com>

Receiver – The P.I. or competent authority in the Receiving Institution who negotiates with the Donor.

Receiving Institution – A recognized educational or research Institute funded by Central/State. Preference may be given to the schools/colleges situated within the Campus or nearby Institutions.

User – The Officer in whose name the disposal item is listed in the inventory. If that Officer is no longer in service, then User is the Head of Section/Chair of Dept/Dean/Registrar/Chair SESC.

Guidelines to be followed by USER and Others in TIFR for Disposal by (A), (B) or (C)

(A) Disposal by e-auction through M/s MSTC Ltd.

1. User submits the filled Disposal form giving all the details of the Equipment/Furniture to be disposed, particularly about TFR ACCN. No., Description of the components which are working /not working, scrap item or not. More information is always useful in the prescribed format.
2. The Disposal Cell in Stores will collect such items from various sections subject to availability of space in godown /stores.
3. In first week of each month a notice of the list of ‘working equipments’ will be put up on the notice board in Main Campus/Centres/Field stations and on the e-notice board, to explore whether any member in the institute is interested. If a request is received within stipulated period, then necessary action will be taken to complete the transfer within the Institute, as described in (B). If there is no interest, then the equipment will be taken to the godown for disposal by e-auction through M/s. MSTC Ltd.
4. Equipments declared by the User as ‘not working’ or ‘scrap’ will be taken to the godown for disposal by e-auction through M/s. MSTC Ltd.
5. All the equipments declared to be working, not working or scrap will be inspected by the Technical Committee for Disposal and Reserve General Price (RGP) will be fixed for each item. The list of equipments and RGP will be sealed in a cover to be opened after e-auction is completed.
6. The list of equipments will be uploaded for e-auction with M/s. MSTC Ltd. after approval by Competent Authority. Bidders registered with M/s MSTC Ltd have a right to inspect the items and inspection of items by Bidders is permitted during the e-auction period. The list of highest

bids and Bidders is received from M/s MSTC Ltd. Technical Committee opens the sealed envelope, compares RGP with the bid price and approves disposal if the bid price greater than or equal to RGP. Items are released to the Bidders after receipt of Payment.

7. The items which have not received any bid and items which have received bid prices lower than the RGP, the RGP will be revised by Technical Committee and these items will be e-auctioned in a second round.

8. After the second round of e-auction through M/s MSTC Ltd, the equipments that remain without any Bidder will be disposed off as scrap.

9. After disposal of the items as above, they are removed from the inventory list.

(B) Equipments & Furnitures: By transfer within TIFR.

User submits the list of Surplus/Obsolete Equipments / Furnitures to the Stores in prescribed form.

A list of Surplus/Obsolete furnitures received in 'good condition' will be circulated among all TIFR Labs/Field Stations. The transfer of these stores from one section to another will be made on book transfer basis as per our prescribed transfer form. The Section Head shall furnish the copy of approval of Competent authority along with transfer form to the Stores Inventory section to make necessary entry in the Inventory. However, the confirmations regarding the value of such assets by the receiving section/unit must be ensured.

The equipments / furnitures which are not in good condition and those in good condition but not transferred within TIFR will be disposed off either by e-auction through M/s. MSTC Ltd or as scrap and moved to the scrap yard.

After disposal of the items as above, the items are removed from the inventory list.

(C) Working Equipments and Furnitures in good condition: By Donation/Gift to other Government/Educational Institutions:

The Donor must ensure that the equipment(s) is/are in working condition.

Step #1: The Donor submits, (i) the Stores Disposal form duly filled that the item(s) is/are surplus/obsolete and in working condition, (ii) a letter addressed to the Stores Officer intimating that the item(s) are recommended for donation/gift to the Receiver. (The item(s) are retained by the Donor till Step #3(e))

Step #2: Stores Officer puts out a Notice intimating other PIs/Section Heads in Faculties/Centres/Field Stations about the availability item(s) intended to be donated/gifted. An Institute member interested in the item(s) may get them transferred to his/her section within a stipulated period, as described in (B).

Step #3: If the item(s) is/are still available for donation/gift, the Stores Officer initiates the following steps.

- a) Obtains an estimate of depreciated value of the assets.
- b) Intimates the Donor about the value of the assets.
- c) Donor negotiates with the Receiver about the conditions of donation/gift, which include, (i) the items(s) are gifted and hence financial consideration is NIL, (ii) Undertaking to be given by the Receiving Institution in the prescribed format, (iii) Receiver's consent to accept the item(s) on 'as is where is basis' and (iv) Receiving institution bears the cost of transfer. Donor submits the documents to Stores Officer.
- d) Stores Officer submits the file to the Director/Competent Authority for approval of the donation/gift. If approved, the Donor is intimated.
- e) Donor intimates the Receiver and fixes the date of donation/gift. Item(s) are then transferred to Stores for necessary action, such as deletion from inventory, etc, as per rules.
- f) If the items(s) received in Stores are not lifted by the Receiver within a stipulated period, the item(s) will be disposed off, as per rules, namely, disposal through (A).

Undertaking to be typed on the Letterhead paper of the Receiving Institution

Undertaking

This letter of undertaking is executed by Director/Principal/Registrar, (of the Receiving institution) addressed to Director/Registrar, Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai 400 005.

1. We say that we are a teaching and research College/Institute/University funded by Central/State Government.

1. We say that we will be using the equipment, namely,

given to us by TIFR in good working condition as Gift for a consideration of Rs. NIL (Rupees NIL) only for the purpose of the teaching and research in our College/Institute/University.

1. We undertake to maintain and keep the equipment in good condition installed at Building/Department _____

1. We agree that the above equipment will not be disposed off in any manner within a period of 3 years from the date of having the custody of the same from TIFR.

1. We agree that in the event of disposal of the above equipment before completion of 3 years, prior written approval of TIFR will be obtained before disposing off.

Place: _____ Signature of the
Principal/Director/Registrar

Date:

Name:

Designation:

Address for Correspondence

Contact Telephone number.