

GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(Procurement & GFAR Division)

No. F.6(1)FD/GF&AR/2005 Part-1

Jaipur, dated: 04/07/2014
Circular No.: 07/2014

CIRCULAR

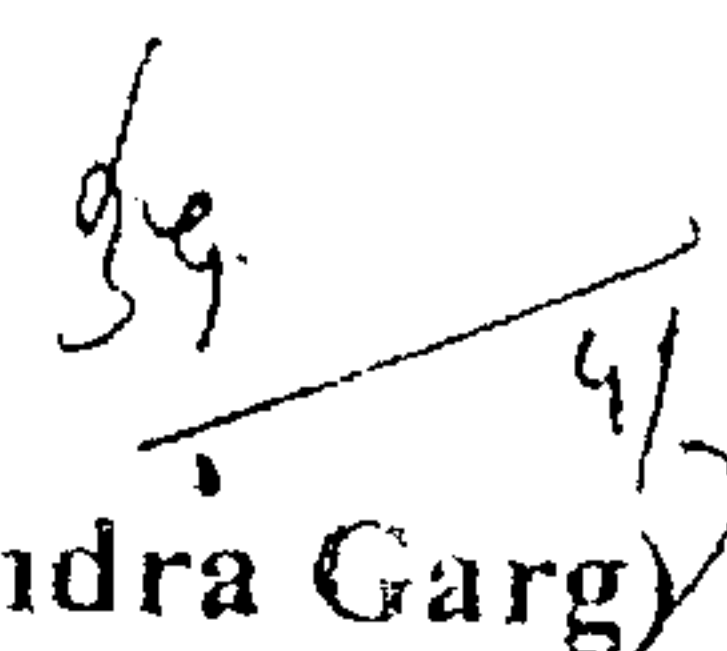
It has been decided that all surplus / obsolete / unserviceable stores / vehicles in the Government Departments/Local Bodies/ PSUs/ Corporations/ Boards etc. shall be fully disposed off by 31.12.2014.

The state government is concerned that huge quantities of surplus/obsolete/ unserviceable items of stores are lying in various departments and offices. These stores not only block the realisable value of such stores but also continue to occupy valuable space. The Government had last issued guidelines and delegated certain powers to facilitate faster disposal of the unserviceable stores vide Circular No.11/2011 on 24.6.2011. In supersession of these guidelines, the new guidelines enumerating relaxations in the norms of disposal are enclosed as annexure- 'A'. The relaxation in the norms and delegation of powers will be effective up to 31.12.2014.

All Head of Departments / Head of Offices are directed to ensure disposal of all surplus / obsolete / unserviceable stores / vehicles latest by 31.12.2014. Failure to ensure 100% disposal will be viewed seriously and action will be taken against concerned Head of Departments / Head of Offices. Financial Advisors of the departments are directed to direct, facilitate and monitor the process of disposal regularly. Financial Advisors will also be held answerable if there is any such disposable article left un disposed off.

Director Inspection is directed to constitute special audit team for each Head of department and conduct special audit of each and every disposal between 1.8.2014 and 31.12.2014 to report on whether 100% compliance of the order has been made or not.

Encl. Guideline (Annexure-'A')


(Subhash Chandra Garg)
Principal Secretary to Government
Finance Department

**GUIDELINE FOR DISPOSAL OF SURPLUS/ OBSOLETE/
UNSERVICEABLE STORES**

The stores may be declared as Surplus/obsolete/unserviceable as per the rules 16 to 21, and the procedure for disposal of such stores is prescribed in rules 22 to 27 in the General Financial & Accounts Rules Part-II. The delegation of financial powers for declaring surplus/ unserviceable/ obsolete stores/vehicles and for their disposal are laid down in item 35 to 37 of Part-I of GF&AR Part-III.

The relaxation in the rules and delegation of financial powers for declaring stores/vehicles as surplus/obsolete/unserviceable and for their disposal with relaxation (shown in bold letters) wherever deemed to be required are as under :

| GF&AR Pt-II Rule No. | Relaxation in rules & delegation of financial powers |
|----------------------------|---|
| 16 | <p><u>Declaring stores as surplus:</u></p> <p>Rule 16 enumerates the procedure for declaring stores as surplus.</p> |
| 17 | <p><u>Declaring stores as obsolete and unserviceable:</u></p> <p>Rule 17 enumerates the procedure for declaring stores as obsolete and unserviceable.</p> <p>SR Form-5 (Register of Obsolete and Unserviceable Stores) available at Appendix-4 of GF&AR Part-II shall be maintained.</p> <p>The authority declaring stores unserviceable shall take into account the minimum period of serviceability of articles and vehicle as given in Annexure-B of Chapter-I of GF&AR Part-II.</p> <p>Relaxation in delegation of Financial Powers GF&AR Pt-III S.No. 36:</p> <p>To declare any stores as obsolete, unserviceable and to dispose them off by sale/public auction, destruction.</p> <p>(i) When the period of serviceability has been prescribed:</p> <p>(a) After expiry of period</p> <p>Head of office/ Regional office/HOD - Full powers</p> <p>(b) Before expiry of the prescribed minimum period</p> <p>Head of Department/ Administrative Department - Full powers</p> <p>(ii) When the period of serviceability has not been prescribed:</p> <p>Head of office - Up to Rs. 2.00 Lakhs per annum.</p> <p>Regional office - Up to Rs. 5.00 Lakhs per annum.</p> <p>Head of Department/ Administrative Department - Full powers</p> |

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Committee for Inspection/Survey:

Rule 18 prescribes the committee's for Inspection/Survey. Relaxation in the constitution of committee's have been provided and depicted in bold letters.

- (iv) In case of vehicles the Committee shall consist of -
- (a) Head of Department or his nominee not below the rank of District Level Officer;
 - (b) Officer nominated by Senior most Accounts Officer of the organisation, not below the rank of AAO.
 - (c)(i) In case of the vehicles stationed at Jaipur, a representative of Chief Superintendent, State Motor Garage Department, Jaipur and
 - (ii) at other stations Mechanical Engineer nominated by the department. If the above post does not exist in the department, than the representative shall be nominated by the Collector.

The motor vehicles shall be declared condemned district wise .

Relaxation in delegation of Financial Powers GF&AR Pt-III S.No. 37 :

Declaring of Vehicles as:**(a) Unserviceable**

Provided that :

- (i) The vehicle has covered the minimum road kilometers of use as prescribed in Annexure B - Part II and inspected by Committee constituted under rule 18 of Part-II of G.F.& A.R.
- (ii) The committee shall record the following certificate :

- (a) That the vehicle has run the distance of use as per condition No. (i).
- (b) That the vehicle is beyond economic repairs and uneconomical to operate due to excessive consumption of petrol/diesel.
- (c) That the replacement of parts shall cause heavy expenditure and further running of the vehicle shall be uneconomical.

Regional office/HOD - Full powers on recommendation of prescribed committee

- (b) Where the vehicle has not covered the prescribed minimum road kilometrage, subject to fulfilment of (b) & (c) above.**

Where the vehicle has not covered the prescribed minimum road kilometers or minimum prescribed years, the norms may be relaxed that is, if anyone of the above two norms is not being fulfilled, the vehicle may be declared condemned after relaxation by the Head of Deptt. on the recommendation of the prescribed Committee on the ground of vehicle became uneconomical.

HOD - Full powers on recommendation of prescribed committee

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| | <p>(c) Vehicles lying unused for last 7 years and relevant documents indicating year of purchase and kilometers run not available.</p> <p>Vehicles which does not have relevant documents or which could not be registered, the disposal of such vehicles shall be permitted by way of auction as old Iron (Scrap).</p> <p>The above Committee shall record the following certificates :</p> <p>(a) That the relevant record relating to year of purchase, kilometers are not available with the Department.</p> <p>(b) That the vehicle has not been put to use for the last seven years and is not likely to be used in future.</p> <p>HOD - Full powers on recommendation of prescribed committee</p> <p>(d) Vehicles met with an accident and not to be useful after repairs :</p> <p>The Committee mentioned above shall record the following certificates :</p> <p>(a) That the vehicle is beyond economical repairs and un-economical to operate due to accident.</p> <p>(b) That the replacements of parts shall cause heavy expenditure and further running of vehicle shall be uneconomical.</p> <p>(c) That the total cost of repairs and replacement of parts shall be Rs..... as certified by the Surveyor of Motor Garage Department.</p> <p>HOD - Full powers on recommendation of prescribed committee</p> |
| 20 | <p><u>Separate sanction for writing off not necessary :</u></p> <p>Rule 20 Clarifies that Separate sanction for writing off is not necessary. Order issued by competent authority is sufficient.</p> |
| 21 | <p><u>Procedure for disposal – Survey report :</u></p> <p>Rule 21 describes about the preparation of survey report for disposal of store articles.</p> <p>The Survey Report for disposal will be prepared in SR Form-6 available at Appendix-4 of GF&AR Part-II.</p> |
| 22 | <p><u>COMMITTEE'S FOR DISPOSAL/SALE/AUCTION:</u></p> <p>Rule 22 prescribes the committee's for disposal / sale /auction. Relaxation in the constitution of committee's and in the instructions for disposal of vehicles/type writers have been provided and depicted in bold letters</p> <p>The Committees for disposal shall comprise of –</p> |



For articles, other than waste paper :

A. For stores of the value of Rs. 5 lacs and above –

- (i) Head of Department or Senior most Officer nominated by the HOD
- (ii) Head of Office concerned -
- (iii) Officer nominated by Senior most RAoS of the Deptt. which should be not below the rank of AAO, however in cases of value of stores above 15 lacs it should not below the rank of AO.

B. For stores of the value of Rs. 1 lac and above but below Rs. 5 lacs:

- (i) Concerned Head of Office
- (ii) A.O. or A.A.O. of the office of the Head of Office/Regional Office/HOD
- (iii) Jr.Accountant/Accountant nominated by Treasury Officer/Sub-Treasury Officer

C. For stores of the value exceeding Rs. 50,000/- but below Rs. 1 lac:

- (i) Head of Office/Drawing and Disbursing Officer.
- (ii) Jr.Acctt. or Accountant or A.A.O.of the office of Head of Office/Regional office/HOD
- (iii) Jr.Accountant/ Accountant nominated by T.O./STO.

D. For stores of the Value upto Rs. 50,000/-

- (i) Head of Office/Drawing and Disbursing Officer.
- (ii) Jr.Accountant/Accountant either posted in the Office/Department or nominated by Office/Department.

For waste paper :

- (i) Head of office/Drawing and Disbursing Officer.
- (ii) AAO/Accountant/Jr.Accountant posted in the department.

For Motor Vehicles and Heavy Machinery and equipments:

- (i) Motor Vehicles and Heavy Machinery and equipments : Subject to orders issued by the Government in case of particular department, the motor vehicle of all the departments shall be auctioned by the motor Garage Department.
- (ii) Once the motor vehicles declared condemned and it is not feasible/economical to bring them to Motor Garage Jaipur, they may be auctioned at the District concerned by the

Committee constituted as under:-

1. District Collector or his nominee not below the rank of DLO - Chairman
2. Senior most officer of the office concerned not below the rank of district level officer
- Member Secretary
3. District Treasury Officer - Member
4. Technical Officer - Member

The order of the constitution of the above committee shall be issued by the District Collector concerned under intimation to Motor Garage department.

Vehicles which does not have relevant documents or which could not be registered, the disposal of such vehicles shall be permitted by way of auction as old Iron (Scrap).

After declaring the motor vehicle condemned and auctioned, the permission for replacement by new vehicle may be given by FD/GAD.

The motor parts and tyre, tubes declared condemned at districts other than Jaipur, may be auctioned at the Districts concerned.

For Typewriters :

Typewriters shall be declared condemned and disposed off by way of auction alongwith other articles of the department.

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| 23 | <u>Duties and Powers of the Committees:</u> Rule 23 describes the Duties and Powers of the Committees for disposal of store articles. A sale account shall be prepared in SR Form-7 available at Appendix-4 of GF&AR Part-II. |
| 24. | <u>Earnest Money :</u> Rule 24 states the Earnest Money. |
| 25 | <u>Publicity & Periodicity for auction :</u> Rule 25 states the Publicity & Periodicity for auction. |
| 26 | <u>Action after Sale :</u> Rule 26 states the Action after sale. |
| 27 | <u>Sales to private persons/local bodies/Government servants, etc. :</u> Rule 27 enumerates whether supervision charges shall be added or waived. |

General Instructions for Disposal, Monitoring and Reporting

A. For Head of Departments: All Head of Departments / Head of Offices are directed to ensure disposal of all surplus / obsolete / unserviceable stores / vehicles latest by 31.12.2014.

On the annual repair/maintenance of equipments/instruments/machines with obsolete technology like Computer/laptop, Printers, Typewriters, Duplicate Machines. Photocopy machines, EPABX Machines etc. excess expenditure is incurred by the departments due to non-availability of parts/instruments of particular brand. These works/services can be procured in expeditious and economical manner on contract basis.

Surplus/obsolete stores lying with the departments that are not likely to be used in near future in the parent departments, they may be transferred to other needy offices/departments free of cost with the permission of Administrative Department. In this arrangement Stock transfer entry to other department shall be ensured.

Failure to ensure 100% disposal will be viewed seriously and action will be taken against concerned Head of Departments / Head of Offices.

B. For Financial Advisors: Financial Advisors of the departments are directed to direct, facilitate and monitor the process of disposal regularly. Financial Advisors will also be held answerable if there is any such disposable article left un disposed off.

C. For Director Inspection: The information regarding the revenue received from the HODs shall be compiled. Director Inspection is directed to constitute special audit team for each Head of department and conduct special audit of each and every disposal between 1.8.2014 and 31.12.2014 to report on whether 100% compliance of the order has been made or not.

D. Procedure for incentive to the offices/departments: To provide incentive to the offices/departments, 50% of the revenue received by auction, shall be allotted for modernisation, re-furnishing and furniture etc. as additional budget, for which proposal may be sent to Finance (Exp.) Department through Administrative Department.

Copy forwarded for information and necessary action to the following:

1. P.S. to Hon'ble Governor/Chief Minister/All Ministers/ State Ministers.
2. P.S. to Chief Secretary/all Addl.C.S./All Pr.Secretaries/All Secretaries/All Spl.Secretaries for execution in all their departments/Local Bodies/ PSUs / Corporations/Boards.
3. Secretary, Rajasthan Legislative Assembly, Jaipur/Registrar, Rajasthan High Court. Jodhpur/Jaipur.
4. Secretary, Lokayukta Sachivalaya, Jaipur./Secretary, R.P.S.C., Ajmer.
5. All Dy.Secretaries/All Sections of Secretariat.
6. Principal Accountant General (Civil Audit) Rajasthan, Jaipur.
7. Accountant General (Receipt and Commercial Audit/(A&E) Rajasthan, Jaipur.
8. All Head of Departments/District Collectors/Divisional Commissioners.
9. All Financial Advisors/Chief Accounts Officer, Rajasthan.
10. Director, Treasurers & Accounts, Rajasthan, Jaipur/ All Treasury Officers Rajasthan.
11. Director, Inspection Department Rajasthan, Jaipur.
12. Administrative Reforms Department (Codification Cell) Sectt. Jaipur.
13. Registrar, Rajasthan Civil Services Appellate Tribunal. Jaipur.
14. System Analyst, Finance Department for publication on FD's website.



(Urmila Joshi)

Joint Secretary to the Govt.

प. 2 (1) लेख/समावि/नकारा/सामान्य/20006/055-91 दिनांक 15-7-14

प्रतिलिपि = निम्न को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित है:

1. अति. निदेशक (शिथु) मुख्यालय
2. जमाती अधिकारी भंडार / शूल / कम्प्यूटर द्वारा की गयी जानकारी केवल वेबसाइट पर अपलोड करके देना
3. समस्त उपनिदेशक महिला एवं बाल विकास विभाग को भेजकर लेख है कि आप अपने कार्यालय एवं अधीनस्थ परियोजना कार्यालयों में प्रति प्रेषित कर, परिपत्रानुसार आवश्यक कार्रवाई/पालना कर विभाग को जगति लं अर्थात् करके।

कम्प्यूटर 21/7/14

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वित्तीय सलाहकार

महिला एवं बाल विकास विभाग
राज., जयपुर