



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.

RMS/25/24

Date:

19/01/2024

NOTICE

This is for information of all concerned that the Institute will go for disposing of all junks, condemned steel structures, unusable/unserviceable machines, unusable materials, abandoned furniture, unusable /unserviceable computers, computer peripherals and utensils etc. by selling it through auction after assessing their reserve sale prices through a registered valuer. A committee has been constituted vide office order no. RDO/2835/22 dated 20.12.2022 for disposal of junk in the Institute. Disposal of junk will be done as per the Rules 217 to 223 of GFR-2017.

The following guidelines will be followed for disposal of junk materials (condemned materials, junk and obsolete machines, furniture, computers etc.).

The Department will declare the junk segregating in three categories i.e. (i) the metal related items, (ii) wood, plastic and furniture and (iii) computer or e-Waste related items as per the recommendation of a departmental committee to be constituted for the purpose by the concerned department. The junk list, based on the above criteria, will have to be sent to the Office of the Dean (Planning and Development) both in hard copy and soft copy (in Microsoft Word format) [dean.pd@iiests.ac.in]. Concerned departments will keep their junk materials in the department till further order.

Institute will engage a Registered Valuer for valuation and fixing of reserve sale price of all junks, scrap, condemned steel structures, unusable/unserviceable machines, obsolete machines, unusable materials, abandoned furniture, unusable/unserviceable computers, computer peripherals, and utensils etc. as identified by departmental heads/schools/centres/non-academic heads/wardens of halls and hostels of IEST, Shibpur. Old and obsolete machines, unusable/non-functional machines and furniture in different workshops under different departments will be identified by the respective departmental heads. Unusable furniture in furniture store room will be identified by the Professor-in-Charge of Furniture.

All Deans/Heads of the Departments/Schools/Centres, Heads of Non-academic Departments /Workshops/Professor-in-Charge of Furniture/Wardens of Halls and Hostels are requested to submit their lists of scrap and unusable/unserviceable machines, unusable materials, obsolete machines, abandoned furniture, unusable and unserviceable computers and computer peripherals, broken/ unusable chairs, tables, cots, utensils etc. to the Office of Dean (P&D) and Chairman, Committee for Disposal of Junk in the prescribed format on and before 29th January 2024 for fixing the reserve sale price and final disposal. They are also requested to engage at least one representative for identification of these items while inspected by the valuation firm as per their schedule to be informed in advance at appropriate time.

For every Department/Schools/Centres (Academic Unit), there will be a Junk Material Survey Committee which will comprise the following members: -

- Head of the Academic Unit - Chairman
- 2 Faculty Members of the Academic Unit - Members
- One Technical Staff - Member and Convenor

The Head of the Department will nominate the members.

For every office section (areas not within the control of Head of any Academic Unit), there shall be a Junk Material Survey Committee which will comprise the following members: -

- Registrar - Chairman
- 2 Officers - Members
- One Staff - Member and Convenor

The Registrar will nominate the members.

The committees for the different administrative sections will be recommended by the Registrar. There may be separate committees for the different office sections. However, the decision on delineating different areas will be taken by the Registrar.

The Wardens of all the halls/ hostels are requested to store their junk/unusable materials (e.g. broken/unusable chairs, tables, cots, etc.) in a particular place within the premises of the halls / hostels, so that the valuation firm can visit the same and assess the reserve sale price of such materials. The Chief Warden is requested to constitute a four members committee for declaration of junk/unusable materials in the hostels/halls. The committee is to be consisted of Chief Warden (as Chairman), Warden of the respective hostel/hall, one mess employee and one student representative to be nominated by the Chairman.



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FORMAT
FORM GFR 10

Report of Surplus, Obsolete and Unserviceable Stores for Disposal

Junk Material Survey Committee Report								
Name of the Dept./School/Centre/Office:						Type of Junk: Metal /Wood, plastic and furniture /Computer, e-Waste		
Item No.	Particulars of stores (Description of Articles)	No. or Quantity / Weight	Original purchase price	Condition and Date of Receipt/Purchase, along with name and / or number of the Stock Register, Item no., Page no., date of entry	Book Value (Rs.)	Mode of disposal (sale, public auction or otherwise)	Location	Remarks by the HoD explaining the cause of the articles being unserviceable
Signature of the Committee members with full name, designation and date								
Signature of the Head of the Department:			Designation:			Date:		

AR (Estate) is requested to inform about the location, nature and list of all the scraps/ junks which are lying scattered in many places / different junkyards in the institute campus.

All junk items shall be kept in the department /office till approval of the BoG is obtained for their removal.

This is issued with the concurrence of the Competent Authority.

Sd /-
(Dr. H. P. Sharma)
Registrar (Acting)

Copy forwarded for information and necessary action to:

- PS to the Director
- All Members of the Committee
- All Deans/Heads of the Departments/Schools/Centres/Heads of Non-academic Departments/Workshop Superintendent/All Officers/Professor-in-Charge, Furniture/Chief Warden/All Halls & Hostel Wardens
- Caretaker
- General Secretary, Students' Senate
- Institute Website

19/01/2024
Registrar (Acting)