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भारत सरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग/Department of Agriculture, Cooperation & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage

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Dated/ दिनांक: 2nd January, 2019

कार्यालय ज्ञापन/Office Memorandum

Subject:- Guidelines to nominate various Teams/Committees relating to physical verification, disposal of Stores and Auction Committee-Regarding.

It is to inform that the detailed procedure for disposal of Goods are mentioned under Rule 207 to Rule 223 of GFR, 2017. The main provisions relating to constitution of a team or Committee for physical verification of stores and dispose off the unserviceable items are as under:

Rule 213 (1) Physical verification of Fixed Assets: The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

Rule 213 (3) Procedure for verification:

(i) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.

(ii) A certificate of verification along with the findings shall be recorded in the stock register.

(iii) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rule 33 to 38.

Rule 217 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 utilised. A report of stores for disposal shall be prepared in Form GFR - 10.

 02/01/2019

Rule 220 Disposal through Auction.

(i) A Ministry or Department may undertake auction of goods to be disposed of either directly or through approved auctioneers.

(ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as 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 in the same manner as is done in case of advertised tender, and

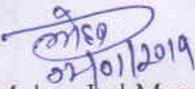
(iii) **The composition of the auction team will be decided by the competent authority.**

2. Considering the guidelines mentioned above, it has been decided that the **Regional Incharges of all Schemes will nominate the team/Committee for the offices under their jurisdiction for the work relating to physical verification of stores, disposal of goods and Auction activities under intimation to the General Administration Section of the Directorate.** Further, it has come to the notice of this Directorate that the Regional Incharge/Station Incharge are nominating himself/herself for various Committees without approval of his/her senior officer/Scheme-in-charge for physical verification of stores, disposal of goods and Auction activities in pursuance to the Circular of even number dated 2nd August, 2018, which has been taken seriously by the Competent Authority of this Directorate. Therefore, it is requested that the Station Incharge will not nominate himself/herself for any Team/Committee relating to physical verification of stores, disposal of goods or Auction Committee without approval of their Regional Incharge. Similarly, the Regional Incharge will not nominate himself/herself for any team/Committee without approval of Scheme-Incharge. In the case of RPTLs, the Incharge, TLC will not nominate himself/herself for physical verification team or for any aforementioned Committees without approval of PPA. The Regional In-charges are requested to nominate Team/Committee from the officers of those offices which come within his/her jurisdiction.

3. Incharge, TLC will nominate a team or Committee for physical verification of stores, disposal of goods and Auction activities from the officers of RPTLs or nearby Sub-stations of PQ/IPM.

4. Further, if it is found essential for Regional In-charges to be a part of the Team or Committee, the prior approval of Scheme-in-charge may be obtained.

5. This issues with the approval of PPA.


(Mohan Lal Meena)
Under Secretary(HQ)
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To,

All Regional & Sub-offices of the Directorate of PPQ&S.

Copy for information to :-

- (i) All Scheme-in-charges (PQ/IPM/Locust/TLC), Faridabad
- (ii) PS to PPA
- (iii) IT Cell for uploading the O.M. on official website of the Directorate.