



SHREEMATI NATHIBAI DAMODAR THACKERSEY

# WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.

Telegram : UNIWOMEN • Telephone : 2203 1879 • Fax : 2201 8226

Website : www: sndtwomensuniversity.in

Ref. No. Ac/Finance/2013-14/231

Date : - 23.07-2013

## CIRCULAR

To,

1. All Principals of the Colleges conducted by SNTD Women's University.
2. All Directors/Heads/Co-ordinators/In-charge of the SNTD Women's University Departments at Churchgate, Juhu & Pune Campuses.

### **SUB: Disposal of Unserviceable Items of Dead Stock & Sale of Material**

In view of the necessity to issue standard directives for streamlining the process of disposal of unserviceable items of Dead Stock & sale of material the following guidelines & processes shall govern the disposal of unserviceable items of Dead Stock & sale of material in the best financial interest of the S.N.D.T. Women's University.

#### **STEP 1.**

**1.1** Provisions related to the disposal of the unserviceable items & sale of material as laid down in the Maharashtra Universities Act 1994 as per enclosed **ANNEXURE - A** be perused.

#### **STEP 2.**

**2.1** First to ensure whether the items proposed for disposal are repairable with a reasonable cost then the proposal for disposal may be deferred however if the cost of repair is unreasonable than such item can be considered as unserviceable, keeping in mind the estimated life of the asset.

**2.2** Further before considering the item as unserviceable it should be ensured that the condition of the item is beyond reasonable use & also the estimated life of the material/equipment is over.

**2.3** List of unserviceable items to be prepared by the concerned HoD providing the details of the year of purchase & cost of purchase from the details recorded in Dead Stock Register. In case the details are not readily available approximate estimated details may be provided.

**2.4** Accordingly on the basis of above a certificate regarding declaring the items as unserviceable to be issued.

**2.5** In respect of items of works where the item of removing or replacement of existing material is considered in any block estimate, the cost of such items should be determined in the similar way & be considered as deduction from the work estimate of the new item.

#### **STEP 3.**

**3.1** The result of physical verification shall be communicated to the Stock Verification Section

& the concerned Department/Section together with a list of stores as are found deficient, obsolete and unserviceable (declared by competent authority) in the form prescribed below :-

1. Sr. No.
2. Description of article
3. Ground balance
4. Ledger balance
5. Shortage of Excess
6. Value of shortage or excess
7. Number of articles found obsolete or unserviceable and their value
8. Remarks

A statement shall be attached in support of Sr.No.7

In the case of deficiency, the list shall also contain a report of the circumstances leading to such deficiency and in other cases about the condition of stores.

**3.2** The list of items considered as unserviceable along with necessary certificate to that effect to be made available to the SNTWU Engineer for the purpose of determination of the upset value of each of the item declared unserviceable by the concerned HoD.

**3.3** The list shall be placed before Write-off Committee for consideration and recommendation, the Committee shall survey the stores and make a report together with its recommendations. Further the proposal with the list of unserviceable items & upset price shall be submitted for the consideration of the Purchase Committee constituted under Section 75(3) of the Maharashtra Universities Act 1994 for approving the amount to be written off in respect of unserviceable items proposed for the write off.

**3.4** After recommendation of the Write-Off Committee as well as Purchase Committee the proposal including the list of such articles together with the report and recommendations shall be placed before the Hon. Vice Chancellor / Management Council for the consideration & final approval as per Section 28(d) of the Maharashtra Universities Act 1994 read with **APPENDIX - I** to the Account Code as per the delegated Financial Powers.

**3.5** After the report of the Committee has been accepted and the write off sanctioned, a list of the articles to be disposed of by auction shall be forwarded to the University Store Section/Engineering Section who will arrange for the auction of stores.

**3.6** The articles listed for write off and auction shall be stuck off the ledger on the authority of the Management Council Resolutions/as per Delegation of Financial Powers and disposal thereof noted, quoting the receipt number and the date under which the sale proceeds have been deposited to the Store/Engineering Section.

**3.7** The University engineer shall communicate the approval of the Hon. Vice Chancellor / Managing Committee to the Finance & Accounts Section & the concerned Head of Department for taking entries in the Books of Accounts & Asset/ Dead Stock Register.

**3.8** The University engineer shall prepare category wise lots of unserviceable items on as is where is basis or if no additional expenses are required to be incurred for shifting of material then the material can be shifted at one place.

#### **STEP 4.**

**4.1** To prepare draft tender document, decide the Earnest Money Deposit / Security Deposit & obtain approval to the draft of quotations/tenders incorporated with appropriate terms &

conditions of disposal.

**4.2** To invite quotations/ tenders on approved terms & conditions as per the provisions laid down in the **APPENDIX - III** to the Account Code read with guidelines as enclosed.

**STEP 5.**

**5.1** To conduct auction for disposal of unserviceable items on appointed day.

**5.2** Receipt of auction tendered value with VAT & confirmation of credit of amount to the SNTDWU bank account.

**5.3** Handing over of the unserviceable material with detailed description note.

**5.4** Communication about disposal & the sale proceeds thereof the Competent Authority.

**5.5** Refund of the Security Deposit & write off of the items disposed from the Dead Stock Register.

**2.0** In view of the provision of the Account code and standard guidelines herein above, it is therefore obligatory on the part of the concerned Head of the Department to initiate the proposal for the disposal of the unserviceable item of Dead Stock & scrap at SNTD Women's University, its Departments, Centers & Institution.

**3.0** All the concerned Head of the Departments/Institutions/Centers are therefore requested to kindly note these guidelines & also bring these instructions to the notice of staff working under the control.

This circular is issued with the concurrence of Competent Authority.



Virendra Jadhavrao  
Finance & Account Officer  
S.N.D.T. Women's University

Copy submitted to:-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
3. The Controller of Examination, S.N.D.T. Women's University, Mumbai - 49.
4. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record:-

1. Finance & Accounts Section - Standing Order File.

## ANNEXURE - A

### PROVISIONS RELATED TO DISPOSAL OF SCRAP IN THE MAHARASHTRA UNIVERSITIES ACCOUNT CODE

#### **Rule 4.16 Disposal of Equipment/Material**

(1) Rules of the disposal of stores rendered unserviceable

The result of physical verification shall be communicated to the Stock Verification Section & the concerned Department / Section together with a list of stores as are found deficient, obsolete and unserviceable (declared by competent authority) in the form prescribed below:-

1. Sr. No.
2. Description of article
3. Ground balance
4. Ledger Balance
5. Shortage or Excess
6. Value of shortage or excess
7. Number of articles found obsolete or unserviceable and their value (A statement shall be attached in support of)
8. Remarks.

In the case of deficiency, the list shall also contain a report of the circumstances leading to such deficiency and in other cases about the condition of stores.

The list shall be placed before Write-Off Committee for consideration and recommendation as per the Maharashtra Universities Act 1994. The Committee shall survey the stores and make a report together with its recommendations.

The list of such articles together with the report and recommendations of the committee shall be placed before the Management Council/Vice Chancellor as per the Financial Delegation of Powers for considerations.

After the report of the Committee has been accepted and the write off sanctioned, a list of the articles to be disposed of by auction shall be forwarded to the University Store Section/Engineering Section who will arrange for the auction of stores.

The articles listed for write off and auction shall be struck off the ledger on the authority of the Management Council Resolutions / As per Financial Delegation of Powers and disposal thereof noted, quoting the receipt number and the date under which the sale proceeds have been deposited to the Store / Engineering Section.

(2) Lost or Stolen Property and Equipment

When a determination has been made that University property or equipment has been lost or stolen, the individual or department / section accountable for the property or

equipment shall immediately notify the Campus Security and then prepare and submit a complete written report to the Hon'ble Vice Chancellor & seek approval to lodge a Police Complaint by the concerned Dept / Section. A copy of the report must be sent to the Stock Verification Section & Campus Security Section. Employees may be charged for any loss of or damage to University property that is attributable to their negligence or unauthorized use.

(3) Trade-in of Equipment (Purchase of Equipment under Buy Back):

Departments must prepare and submit a written request whenever equipment is being traded-in for new equipment. The request shall include a complete description and identification of the equipment, the vendor, the monetary value offered for the equipment, and requisition number. The request shall accompany the requisition, with a copy to the Stock Verification Section. After the equipment has been traded in, the department must notify the Stock Verification Section and provide the copy purchase order along with the complete details of the old equipment including the depreciated value & request for the Write Off from the Dead Stock Register.

**APPENDIX III**

**GUIDELINES RELATED TO SALE OF MATERIAL**

Sr. No.	Name of Material	Procedure
8	Sale of old vehicles, grass, press cutting, waste paper, used answer sheets etc.	<p>A) Upset price of the vehicle should be obtained from the RTO in the sealed envelope. Likewise upset price of the equipments, computers etc. should be obtained from USIC or from the Technical Committee constituted for this purpose.</p> <p>B) Where the selling cost of items in a year exceeds Rs.1,00,000/-, it shall be sold through store section by inviting tender and only after the approval of sales &amp; Purchase Committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994.</p> <p>C) Where the selling cost of item in a year is in between Rs.25,000/- to Rs.1,00,000/-, and which are not covered under annual rate contract, it shall be sold by calling quotation as per delegation of power. In such case, Quotation notice shall be sent to supplier by under certificate of posting.</p>