

F.No. 2(81)/DSEU/Admn/2021/567

Date: 20.09.2021

Guidelines for Condemnation

1. These condemnation guidelines are applicable to all campuses of Delhi Skill and Entrepreneurship University, Delhi.
2. It should be ensured by all the Campus-Director that no condemned goods, material, items shall remain in stock for more than one year.
3. The items which are in stock over a year, and are unserviceable, obsolete, with no support available from OEM shall be declared scrap and dealt with the proviso made under rule 217 to rule 223 of GFR 2017.
4. A place shall be identified in every campus to store the scrapped or condemned items before the auction.
5. Items declared scrapped or condemned shall be removed from the office use and placed in the identified space for scrapped items.
6. Items should be properly grouped and sorted based on commercial use.
7. Campus-Director shall constitute a Condemnation Committee (CC) comprising three to five members including chairperson, Experts, University Nominee and Account functionary. The Committee will declare the scraps, fix the reserve amount and recommend the mode of disposal, on the basis of their survey and submit reports in Annexure 24 of manual of Procurement 2017 and Form 10 of GFR 2017 to Competent Authority.
8. Small value scrap such as waste paper or industrial sweepings, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case may be sold directly to the local scrap dealers on a summary quotation basis.
9. Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/pre-processor agency.
10. Scrap which is a security or safety risk (stamps, negotiable instruments, money value documents, security press items) may be destroyed suitably in an eco-friendly manner



in accordance with guidelines of Central Pollution Control Board (CPCB) or State Pollution Control Board (SPCB) in the presence of a committee after obtaining CA's approval. The committee should issue a certificate of having destroyed these. Video recording may also be done of such disposal.

11. Scrap upto Rupees Two lakh may be sold on a Limited Tender basis to locally known Scrap Dealers of relevant category.
12. Sale through the e-auction portal, or a tender for disposal or traditional public auction may be resorted to for scrap value above Rupees two lakh. E-Auction should be the preferred mode for such disposals, using e-Auction platforms of NIC, MSTC.
13. In case the Book value is not available or has become insignificant, the reserve price may be based on 5% of the original or market cost of the new item.
14. In cases where the reserve price cannot be fixed as per the laid down procedure an Insurance Regulatory and Development Authority (IRDA)-approved valuer may be engaged for valuation of such material and the Reserve Price Committee will take into account the valuation given by the valuer while recommending the reserve price.
15. The reserve price should be recorded on a page numbered register in advance of the date of disposal. This register should be sealed immediately after the reserve prices of all lots are recorded in the register, and kept in safe custody. The sealed register should be opened just before the e-auction creation/tender opening.
16. Guidelines of condemnation of IT items issued by IT department of Govt of NCT issued vide I.(29)/2004/IT/4958-76 dated 08/01/2007 and F.No.E-10(135)/2009/IT/181-260 dated 06/01/2020 shall be followed.
17. The IT equipment includes Desktop, Laptop, Servers, Dumb Terminals, Networking Device, Tablets, Software, etc
18. Scrap should be delivered to successful bidder and sale proceeds should be made in the Books of Accounts or wherever required as per the procedure laid down in the 10.11 of Manual of procurement 2017.
19. If book value is above the powers delegated in office order no. date 06/08/2020, proposal with all relevant documents shall be sent to the DSEU for further processing.

Date 20/09/2021


Ashwani Kumar Kansal
Registrar

Copy to:

1. PA to Vice Chancellor (for Kind Information Please)
2. PA to Pro-Vice Chancellor (for Kind Information Please)
3. PA to Registrar (For Kind Information Please)
4. All Campus-Director
5. Store Incharge/Store Office/Faculty Incharge (Store) in all campuses
6. All Deputy Registrar
7. All Assistant Registrar
8. Head Operations
9. Guard File

o/c


OSD(Purchase)