



सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड

(भारत सरकार का उद्यम)

आईएसओ 9001:2008 प्रमाणित कम्पनी

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise)

An ISO 9001:2008 Certified Company

सीआईएन : यू63023डीएल2007पीएलसी165676

CIN:U63023DL2007PLC165676



मिनी रत्न
Mini Ratna PSU



No: CRWC-I/Disposal/18-19/1240

Date: 27.08.2018

CIRCULAR

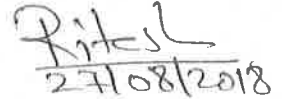
Subject: - Policy for disposal of unserviceable/obsolete items

(Ref:-Minutes of Board of Directors 56th meeting held on 9th July, 2018-Agenda Item No-56.14)

CRWC *Policy for disposal of unserviceable/obsolete* items has been adopted by the Board of Directors for implementation in the company, in its 56th Meeting held on 9th July, 2018 which is made available on CRWC's website www.crowc.in for information and reference to all concern.

These rules shall come into force with immediate effect.

Encl: As above


27/08/2018
Ritesh
Manager (HR)

Distribution:

1. All HOD's of CRWC,CO
2. All Terminal Manager's, CRWC
3. All Employees/Staff of CRWC,CO
4. Manager (IT) with the request to upload to CRWC website
5. PS to MD.

Policy for disposal of unserviceable/obsolete items

INTRODUCTION

1. Disposal of unserviceable/obsolete items is one of the most important functions in any organisation. It has become necessary as the equipments, spare parts, furniture & fixtures etc. become surplus/obsolete/unserviceable over a period of time due to their long usage. Disposal of these items is required to be done on a periodical basis.
2. The stores for disposal is divided into the following categories:
 - (i) **Surplus Items**-Items that are in working order but are not required for use and lying in stores for more than five years.
 - (ii) **Obsolete stores**-items which are in working order but cannot be put into use effectively being outdated due to change in technical/pricing and lying in the stores for more than three years.
 - (iii) **Unserviceable stores**-Items that are not in working order, outlived its normal span of life and are beyond economic repair.
 - (iv) **Scrap**- broken and any other item not covered above but has got resale value.
 - (v) **Empties**- Empty containers, crates, bottles, plastic jars, drums etc.
3. **Identification of Surplus/obsolete/unserviceable/Scrap/Empties items:** Terminal Manager of the respective Terminals/Manager (HR) for Corporate Office shall compile a list of stores that have become Surplus/obsolete/unserviceable/Scrap/Empties citing reasons for the same. He will submit the same to Competent Authority (Head of Administration Deptt.).
4. **The constitution of the Inspection Committee-**

After receipt of proposal for Terminal/Corporate Office, a standing Inspection Committee consisting of any two officials of CRWC will be constituted with approval of Competent Authority for performing the following functions :

 - (I) It will inspect the material that is proposed to be declared as Surplus/obsolete/unserviceable/Scrap/Empties.
 - (II) It will assess the estimated price of material to be disposed off.
 - (III) It will carry out disposal of the items adopting the mode approved by Competent Authority.

5. Mode & Procedure of disposal

After receipt of the report from the Inspection Committee mentioning findings of inspection, estimated price of the material to be disposed off, Competent Authority will approve the mode & process of disposal as under:-

- (a) For Surplus/obsolete/unserviceable/Scrap/Empties items with residual upto Rs. 50,000/- Disposal shall be done by the disposal committee through auction. In such cases Inspection Committee earlier constituted will also act as Disposal Committee. Auction Notice mentioning Date & Time of auction, material to be auctioned etc. shall be displayed at the respective premises (Terminal/Corporate Office).
- (b) For Surplus/obsolete/unserviceable/Scrap/Empties items with residual value more than Rs.50,000/ and upto Rs. 2 lacs: Disposal shall be done through Invitation of Quotations. Notice Inviting quotations shall be displayed at the respective premises as well as on the website of CRWC and procurement portal of Govt. of India. Detail of items to be disposed off and schedule of opening of Quotations etc. shall be mentioned in the Notice Inviting Quotations.
- (c) For Surplus/obsolete/unserviceable/Scrap/Empties items with residual value above Rs.2 lacs : Disposal shall be done through Invitation of Tender in the website of the company and procurement portal of Govt. of India. Detail of items to be disposed off and schedule of opening of Tenders etc. shall be mentioned in the Notice Inviting Tenders.
- (d) In case of non receipt of response after three times of NIQ/NIT/Auction Notice, quotation shall be collected locally by the designated disposal committee.

Disposal committee shall be constituted by Competent Authority (Head of Administration Deptt.) for disposal in case of para (b) & (c) above consisting of the following members:

For Terminals

- *Terminal Manager as Chairman of the Committee.*
- *Asstt. Terminal Manager/any other officer as Member of the Committee.*
- *Officer from Finance Department as Member of the Committee.*

For Corporate Office

- *Manager(HR) as Chairman of the Committee*
- *Officer from Engg. Deptt. as Member of the Committee*
- *Officer from Finance Department as Member of the Committee.*

6. Periodicity of disposal of items :

After approval of Competent Authority of the items to be disposed off and mode & procedure of disposal to be adopted as detailed above, items shall be disposed off within one month of the approval of Competent Authority. In case the disposal is not done within one month due to certain unavoidable circumstances, it will require special approval of Competent Authority for disposal beyond the permissible time.

7. Recommendations of the Disposal Committee :

Disposal Committee in all the above cases (a) to (c) shall identify the highest bidder and shall furnish its recommendations to Competent Authority for approval.

8. Deletion of asset from the Fixed Asset Register:

After disposal of the assets, Administration Deptt. shall intimate the respective terminal (in case the asset belongs to RWC) and Finance Deptt. for deletion of the assets from the Fixed Asset Register(FAR).