



Government of West Bengal
Department of Technical Education, Training & Skill Development
Karigari Bhawan, Plot - B/7, Action Area - III, New Town, Rajarhat, Kolkata - 700 160

No. : 176 -TET (Poly)/10M - 54/2018

Dated, Kolkata, the 25th February, 2020

NOTIFICATION

1. The Governor is hereby pleased to make the following Rules regulating the sale of old and unserviceable articles of the Government Polytechnics and Government Industrial Training Institutes, offices of this Department, Directorates and Councils under this Department as detailed in the following Table:-

Table - 1

Categorization of Items	
Sl No	Item Categories
1	Unserviceable tools and machinery
2	Obsolete and unused tools and machinery
3	Broken parts of tools and machinery
4	Scrap of raw material used in the workshop
5	Old unused and broken steel furniture which are beyond repair
6	Unserviceable and unused Computer , Printer, UPS and accessories

Rules

2. **Survey Board:** All stores, machinery and equipment, tools and scraps in any of the category mentioned in Table - 1 will be placed before a " Survey Board" consisting of the following members for the purpose of assessment of conditions and advising disposal thereof in accordance with these Rules:-

Table - 2

Survey Board		
Sl No	Name and Designation	Position in Board
1	Director of Technical Education & Training, West Bengal or his nominee in case of Polytechnic or Director of Industrial Training, West Bengal or his nominee in case of ITI.	Chairman
2	Head of the Department of concerned discipline of Polytechnic in case of Polytechnic or Instructor of concerned Trade of ITI in case of ITI.	Convener
3	An Expert to be nominated by the Director of Technical Education & Training, West Bengal or Director of Industrial Training, West Bengal as the case may be.	Member

Survey Board shall be constituted at each Government Polytechnic and Industrial Training Institute. Survey Board shall send its report to the "Institute Level Condemnation Board". Survey Board shall determine the book value of each item as well as reserve price of each item. The reserve price of items should be prepared in duplicate and both copies kept in sealed cover by the Survey Board and not disclose the reserve price till the e-Auction process is over. One such sealed cover should be sent to concerned Directorate and finally to State Level Review Committee for safe keeping. No member of Survey Board should be a member of Institute Level Condemnation Board.

Survey Board is authorized to recommend to the Institute Level Condemnation Board the items to be declared condemned.

- 3. Institute Level Condemnation Board:** Each Government Polytechnic and Government Industrial Training Institute shall constitute a Condemnation Board in the following manner:-

Table - 3

	Condemnation Board for Polytechnic		Condemnation Board for ITI
(a)	Principal / OIC of the concerned Polytechnic - Chairman	(a)	Principal / DDIT / ADIT of the concerned ITI - Member (Senior most Officer will be Chairman)
(b)	Sr. Lecturer of all disciplines except Mathematics / Humanities - Members (Senior most lecturer in Engineering will act as Member Secretary)	(b)	Foreman / Supervisor - Member Secretary
(c)	Foreman / Workshop Instructor of the concerned discipline to be nominated by Principal / OIC - Member	(c)	Instructor in the concerned Trade - Member
(d)	Storekeeper / Store Assistant/ One Office Staff - Member	(d)	Storekeeper - Member
(e)	Principal / ADIT of the nearby Govt. ITI - Member	(e)	Head Clerk - Member
		(f)	A Senior Lecturer of the nearby Govt. Polytechnic- Member

Institute Level Condemnation Board shall be the Auction Inviting Authority.

- 4. State Level Review Committee:-** A State Level Review Committee shall be constituted for review, rectification and approval of the recommendation made by the Survey Boards/ Institute level Condemnation Boards. The State Level Review Committee is empowered to entrust specific Survey Board and or Institute Level Condemnation Board to arrange for disposal of items of the Department/Directorates/ Regional Offices/Council etc with approval of the Department. This committee may be constituted with the following members:-

Table - 4

Sl. No.	Designation of the Officer	Position in the Committee
1	An officer of the Department not below the rank of Joint Secretary	Chairman
2	DIT or his representative not below the rank of Joint Director	Member Secretary
3	DTET or his representative not below the rank of Deputy Director	Member
4	DVET or his representative not below the rank of Deputy Director	Member

5. Items to be disposed of by the Condemnation Board: The following categories of items of Government Polytechnics and Industrial Training Institutes and other offices may be disposed of under this Rules:-

- a. Tools & Machineries at least 15 years old and unserviceable / beyond repair and not in operational condition.
- b. Computer and accessories at least 10 years old and unserviceable / beyond repair and not in operational condition.
- c. Raw Materials used for the purpose of training and beyond further use, metal scraps generated due to hands on training.
- d. Steel / Iron furniture at least 20 years old and unserviceable / beyond repair and not in operational condition.
- e. No wooden furniture to be disposed by the Institute Level Condemnation Board.

6. Determination of book value of the above items: Book value of the items should be determined in the following manner:-

- a. Book value of the items should be obtained from the Stock Register entry at the time of procurement of the item.
- b. In case no book value is available or no Stock Register is available, the material may be treated as scrap provided the material is at least 20 years old.
- c. In case of Computer, Printer, UPS and Accessories, the materials may be treated as scrap provided the materials are at least 15 years old and the reserved price may be taken as Rs.20 / Kg.

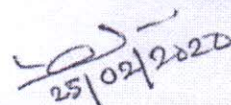
7. Determination of reserved price for e-Auction after declaring condemned: Procedure for determination of reserve price should be as described below:-

- a. In case of (i) unserviceable Tools & Machineries and (ii) obsolete and unused tools and machinery reserve price will be fixed on the basis of depreciation @5% / year on the book value. Cost of major repair done or replacement of parts or replacement value of tools, machinery or equipment, if available should also be considered in addition to depreciated book value while determining the reserve price.
- b. In case of Computer, Printer , UPS and Accessories reserved price will be fixed on the basis of depreciation @10% / year on the book value, however in case reserve price thus calculated comes below Rs.20 / Kg. , it should be fixed at Rs.20 / Kg.

- c. In case of raw materials used for the purpose of training / metal scraps generated due to hands on training reserve price will be fixed at Rs.20/ Kg.
 - d. In case of steel / iron furniture, reserve price will be fixed on the basis of depreciation @5% / year on the book value. The Survey Board shall also consider replacement value of the furniture while determining reserve price. However if the reserve price thus calculated becomes less than Rs.20/ Kg, the reserved price will be fixed at Rs.20 / Kg.
 - e. In case of 7(a) above , if the book value of any item becomes 0 or (-) ve , this may be treated as scrap and the reserved price may be fixed at Rs.20 / kg.
 - f. The Survey Board shall be responsible for determination of reserve price of each item as per guideline above and check the reasonableness of such reserve price. List of reserve price should be prepared in duplicate and duly signed by the members of Survey Board. Both such lists should be kept in sealed cover and one such sealed cover should be forwarded to Institute Level Condemnation Board. Institute Level Condemnation Board shall not open the list of reserve price but forward it to the concerned Director.
 - g. Survey Board is authorized to determine the reserve price of each item recommended for declaring condemned and judge the reasonableness of reserve price.
 - h. After determining the reserve price on the basis of the above guideline, the Survey Board shall apply mind and enhance the reserve price and re-fix it at a higher value considering all aspects like replacement value, cost of repair work, if any, condition of the item, reasonableness of the reserve price etc.
8. **Disposal of Materials through e-Auction** : e-Auction of condemned or scrap materials should be done in accordance with the following procedure:-
- a. Institute Level Condemnation Board shall be the Auction Inviting Authority under this Rule.
 - b. All items declared by the Institute level Condemnation Board as condemned or scrap with assessment of reserve price in sealed cover duly signed by Survey Board should be forwarded to the concerned Directorate.
 - c. The Directorate should forward the compiled report to the Department for discussion in the State Level Review Committee. The Department in turn will issue appropriate order for disposal of the items through e-auction process.
 - d. Item wise rates obtained through e-auction should first be compared with the reserve price kept in sealed coved and if found more than the reserve price should be accepted for sale of condemned items / scrap.
 - e. Item wise rates obtained through e-auction for sale of condemned items / scrap shall be valid for 2 years.

- f. Subsequently, if the Institute level Condemnation Board of any other institute further declares any item condemned / scrap within the period of validity of the rate, the same may be sold out by the Institute at the approved rate with prior approval of the Department.
- g. On approval of State Level Review Committee, the Institute Level Condemnation Board should float e-Auction in the e-auction.gov.in portal for not more than 10 items at a time and total reserve price value of each e-auction should not exceed Rs. 25.00 Lakh.
- h. For determination of "Starting Bid Price" the Institute Level Condemnation Board should follow the provisions of Finance Department GO No: 3836-F(Y)/FA/O/2M/71/14 (Pt - II) dated 19/06/2017. Items for which prevalent market price is not ascertainable Para 3 (iii) of the said order should be followed.
9. Function of the Institute Level Condemnation Board : The function of Institute Level Condemnation Board should be as per the procedures laid down below:-
- a. Meeting of the Condemnation Board will be convened by the Member Secretary.
- b. Tentative list of Tools & Machineries that requires to be declared as condemned / scrap should be prepared by the Survey Board mentioning (a) name of the item , (b) made of what material / metal , (c) approximate weight (d) date of purchase, (e) book value (f) reason for declaring condemned or scraped , for placing in the meeting of Institute level Condemnation Board.
- c. On consideration of the items mentioned in the above list , the members of the Condemnation Board shall jointly inspect all the items , measure their approximate weight, verify the book value of the items. Before sending the same to the concerned Directorate, the Condemnation Board shall certify that the items have duly been inspected and verified and may be declared as condemned / scrap. They shall also recommend sale of the same through e-Auction at a price not below the reserved price fixed by the Survey Board.
- d. The amount of sale proceed should be deposited to Government Account through Treasury Challan before the items are lifted by the purchasing agency.
- e. After the sale proceed is deposited to the Government Account, against stock entry of each of the items in the Stock Register the following remarks may be made in red ink "Disposed of in terms of Govt. Order (No. & date) and sale proceed deposited to Treasury on (date of deposit)".
- f. Receipt of sale proceeds and deposit of the same to the Government Account should be recorded in the Cash Book properly.

By Order of the Governor


25/02/2020

Additional Secretary to the Govt. of W.B.

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), Treasury Buildings, Kolkata- 700 001
2. The Director of Technical Education & Training, West Bengal, Karigari Bhawan, New Town, Kolkata.
3. The Director of Vocational Education and Training, West Bengal, Karigari Bhawan, New Town, Kolkata.
4. The Director of Industrial Training, West Bengal, Karigari Bhawan, New Town, Kolkata.
5. The C.A.O., West Bengal State Council of Technical and Vocational Education and Skill Development ,
Karigari Bhawan, New Town, Kolkata – 700 160
6. The Principal/ Officer in Charge of all Government Polytechnics. _____
7. The Principal/ Assistant Director and Deputy Director of all Government ITI _____
8. Pay and Accounts Officer, PAO-1,II and III.
9. The Treasury Officer (All) _____
10. The P.S. to the Hon'ble MIC of this Department
11. The Sr. P.A. to the Principal Secretary of this Department
12. Guard File

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25/02/2020

Additional Secretary to the Govt. of W.B.