

CIRCULAR

Subject: Disposal of obsolete or unserviceable Stores, Medical Equipment, Instruments, Furniture, Electrical items and other unusable materials.

Reference circular vide F. No. NEIGR/S&P/188/2006/Pt-II dated 07/02/2018 as notified by the Institute wherein the Institute has laid down the guidelines in respect of "Disposal of obsolete or unserviceable stores, equipment, instruments, furniture and other unusable materials

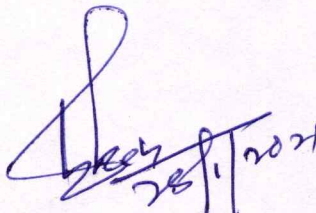
In the related context, it is conveyed that all Department should submit the details of obsolete or unserviceable stores, equipment, instruments, etc as per the requisite format duly certified by the HoD (copy enclosed) for consideration of Disposal and Condemnation Committee of the Institute

Further, it is also conveyed that the Department have to fill the prescribed format for different categories separately as mentioned below and must be countersigned by HoD with proper justification before final submission to the respective sections for further processing of disposal by the concerned section.

Sl. No.	Categories	Form to be submitted
1.	Medical Equipment/ Instruments & related consumables	BME
2.	Furniture/ Office Equipment	Ancillary Store
3.	Electrical Stores	Electrical
4.	Civil and Estate related Stores	Civil Engineering

Disposal of Electrical items and Civil/ Estate related stores shall be processed by the respective sections.

Disposal of obsolete or unserviceable stores shall be processed only after consideration by the Institute's Disposal and Condemnation Committee. Thereafter, the considered disposal stores may be placed in the disposal area.


20/1/2021
Medical Superintendent
NEIGRIHMS

FORM GFR 10

[See Rule 217 (iii)]

**REPORT OF SURPLUS, OBSOLETE AND
UNSERVICEABLE STORES FOR DISPOSAL**

Item No.	Particulars of stores	Quantity/ Weight	Book Value/ Original Purchase Price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....

Designation.....

Date