



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान
North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडियांगडंग, शिलांग - 793 018 (मेघालय) /Director's Block, Mawdiangdiang, Shillong -793 018 (Meghalaya)

Store & Procurement:

Tele Fax: (0364) 2538032

F. N: NEIGR/S&P/D-04/2023 -24

Email: storeneigrihms@gmail.com


Website: neigrihms.gov.in

Dated: 01.02.2024

CIRCULAR

Reference is drawn to this Institute's circular of even reference dated: 07.02.2018. It is hereby informed to all concerned that the following guidelines are laid down in addition to existing rules in respect of "Disposal of obsolete or unserviceable stores /assets, equipments, instruments, furniture and unusable materials".

- I. The concerned Head of department /Head of Section is the custodian of the stores /assets available in the department /section and shall declare, on half yearly basis, the details of obsolete or unserviceable stores, equipments, Instruments, furniture and unusable material with year of purchase /installation, book value, reserve price and technical reasons, for declaring the stores /assets as obsolete or unserviceable, as per GFR -Rule 217 (Disposal of Goods) in Form GFR 10.
- II. The Condemnation Board along with Survey Committee constituted by the Competent Authority at appropriate levels, needs to verify and declare the store /assets as obsolete or unserviceable or otherwise as per GFR -Rule 217 (Disposal of Goods) in Form GFR 10.
- III. Thereafter, the stores /assets declared as obsolete or unserviceable by the Condemnation Board shall be disposed off in an eco -friendly manner, through proper procedure after assessing the residual value by Central Store, under intimation to Accounts Section /Security officials and concerned Head of Departments /Head of Sections. All profits and losses due to revaluation, stock taking or other cause, shall be duly recorded and adjusted in the book of Accounts.
- IV. The concerned Head of department /Head of Section shall be responsible for all disposal and condemnation of the department /section and follow the guidelines as per GFR -Rule 217 (Disposal of Goods).
- V. In case an item becomes unserviceable due to negligence, fraud or mischief on part of a Government servant, responsibility for the same shall be fixed.


Lt. Cdr. Pawan Deep
उप निदेशक (प्रशासन)
Deputy Director (Administration),
Deputy Director (Admin),
NEIGRIHMS, Shillong
शिलांग / NEIGRIHMS, Shillong

Copy to;

1. DDA /MS /Dean/ Principal -Medical College, NEIGRIHMS, Shillong
2. Deputy Financial Adviser, NEIGRIHMS, Shillong
3. All Heads /In-charge of Departments, NEIGRIHMS, Shillong
4. Superintending Engineer /Executive Engineer /Estate Officer, NEIGRIHMS, Shillong
5. Store Officer /Biomedical Engineer, NEIGRIHMS, Shillong
6. Principal, College of Nursing, NEIGRIHMS, Shillong
7. AAO(A) /AO, NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong
9. AO Estt. -I & GAD /AR -Estt. -II /AR -Estt. -III /AAO -GAD, NEIGRIHMS, Shillong
10. ASO -Central Store / ASO -Ancillary Store /Sanitation Officer, NEIGRIHMS, Shillong
11. Chief Security Officer, NEIGRIHMS, Shillong

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