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GOVT. OF NCT OF DELHI : DELHI JAL BOARD  
OFFICE OF THE DIRECTOR (FINANCE&ACCOUNTS )  
VARUNALAYA, PHASE - II, KAROL BAGH  
NEW DELHI - 110 005

No.DJB/Director(F&A)/Delegation/2015 34057 Dated

Subject:- Disposal of Scrap -Instruction regarding 28.3.2015 81

Delhi Jal Board vide resolution No. 191, item No 59<sup>1</sup>, dated 19.3.2015 in its 121<sup>st</sup> meeting held on 19-3-2015 has approved the revised procedure for disposal of scrap. The details of the procedure approved by the Board are as under:-

**Procedure for disposal of unserviceable material/scrap :**

In accordance of the provisions of Rule 196 to 201 of General Financial Rules, to ensure proper examination and evaluation of scrap, procedure for disposal of scrap/unserviceable material and equipments etc power for approving the reserve price and also for auction is proposed to be delegated to the respective Members of the concerned wing.

A periodical survey of all such unserviceable material/scrap would be made and a consolidated report by each Division zonal Office, duly signed by the Executive Engineer would be submitted to respective Member for obtaining his order for disposal of said articles.

**Constitution of a committee by respective Member**

A Committee consisting of following is proposed to be constituted:-

1. Circle Supt. Engineer : In Chair
2. Suptd. Engineer from other circle : Member
3. Concerned EE : Convener
4. Circle A.O (Finance Representative) : Member
5. From DTC or Auto deptt of MCD  
(in case scrap is a condemned vehicle) : Member

The Committee shall examine reports/statements and declare the items required to be condemned. Thereafter, arrangement shall be made for disposal of unserviceable material/scrap. The Committee so constituted shall workout Reserve price (Minimum price) for the purpose of auction/bidding based on weight/measurement as the case may be as per prescribed rates of scrap published in daily newspapers or prevailing rates received in auction in the recent past from MSTC.

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After arriving at the reserve price, the committee will submit the proposal to Finance through CE concerned before it is approved by the Member concerned.

The proposal for reserve price for the disposal of unserviceable material/scrap should be examined by Finance as under:-

If the total Price of scrap on reserve value is less than Rs. 1 Lac	DD (F&A)
If the total Price of scrap on reserve value is between Rs. 1 - 5 Lac	JD (F&A)
If the total Price of scrap on reserve value is between Rs. 5 - 50 Lac	Director (F&A)
If the total Price of scrap on reserve value is more than Rs. 50 Lac	Member (Finance)

#### **Approval of Reserve Price from Members, DJB:**

Reserve Price should be got administratively approved from Member concerned.

#### **Method of Auction:**

The disposal of unserviceable material/scrap should be done in following manner:-

- a) Through approved Auctioneer i.e. M/s MSTC, a Govt of India undertaking on commission basis generally @5% which has its own procedure for disposal of scrap. Concerned EE will coordinate with M/s MSTC during the entire process.

or

- b) Through Public Auction/sealed invitation/normal tendering process. Wide publicity by means of posters, handbills, announcement, and advertisement in newspapers should be made. Concerned EE & AAO shall remain associated during entire process of tendering, if MSTC refuses to take up the auction.

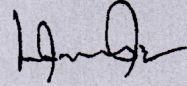
The total scrap value shall be based on highest bid received in the Division, whose approval shall be obtained from the CE concerned upto total cost of Rs. 25 Lac and from the Member concerned if the auction value exceeds Rs. 25 Lac, after the same is seen/concurred by Finance at the level stated above on the basis of highest quoted bid. The highest bidder should be asked to deposit the bid value



with the concerned Division, before the scrap is handed over to the successful bidder.

Other procedure as defined in General Financial Rules should be followed.

This issues with the approval of Competent Authority.



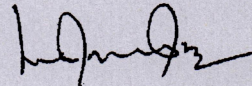
( H.V.Tandon)

Director(Finance & Accounts)

All EEs/DDH/CWAs/Dy.Directors

Copy for kind information to:

1. PS to Chairperson
2. CEO,DJB
3. All Members / w/s
4. All CEs/SEs
5. All Directors/All Jt.Directors
6. All AOs



Director(Finance & Accounts)