

No. RMP-31(1)/83-PRG

Dated the 3rd September, 1985

To

All the Secretaries to State Govt.
(Dealing with National Highways)

Subject : Guidelines for the procedure to be followed for the disposal of B.E.R. and surplus machines belonging to this Ministry.

Ministry vide letter No. RM-31(1)/83-GEN dated 5th Oct. '85 issued guidelines to be followed by the States for identification of Central machines as Beyond Economical Repairs and the procedure for obtaining the approval of the Ministry. Following the above guidelines various State PWDs have sent proposals with details/documents for the approval of the condemnation of such machines. Many other machines identified as absolute surplus to the requirement of the Ministry also needs disposal. Such machines after they have been approved as BER/Absolute Surplus by this Ministry will have to be finally disposed off.

2. In the past all surplus/condemned stores of Central Govt. were disposed off by the DGS&D as per their rules laid down by them. As per new policy of Govt. of India, DGS&D will not carry out the disposal of such stores/machines of other Ministry's/Deptt. except Ministry of Defence after 31.3.85. Hence Ministry/Deptts holding such store/machines will have to arrange their final disposal themselves.

3. The question of disposal of machines of this Ministry either surplus or BER available in the States has been examined in the Ministry and it has been decided that such store/Machines hold on the charge of State PWD will be finally disposed off by the State PWDs themselves following the rules/procedure of the State Govt. on the subject.

4. Ministry's SE(Mech.) of the concerned Regional office or the officer deputed by him on his behalf will be present at the time of disposal as a representative of this Ministry. The Sale value/Auction value of such machine/stores recovered by the State will be deposited by cheque to the Ministry's Pay & Accounts officer, Jamnagar House, IDA Bldg., New Delhi-110011 for crediting the same to appropriate Head of Account, retaining 5% of the Sale proceeds towards departmental expenses in organising and conducting the Auction/Disposal.

However, to help expedite the disposal action guidelines are enclosed herewith as per Appendix-A to this letter. State Govts. are requested to follow the same for the disposal of machines of this Ministry as far as practicable.

APPENDIX-A

No. RM 31(1)/83/PRG

GUIDELINES TO BE FOLLOWED BY STATE PWDs HOLDING CENTRAL MACHINES FOR THEIR DISPOSAL WHEN THEY ARE DECLARED ABSOLUTE SURPLUS OR BEYOND ECONOMICAL REPAIRS

Disposal

1. On receipt of the Ministry's order declaring a machine as surplus or BER and approving disposal: details of such machine may be entered in a register opened for the purpose. All relevant details of the machine and reference of approval order etc. will be entered in the register. Similar remarks will be made in the T&P registers maintained in the Division.
2. The Division holding the charge of the machine will ensure that machine is complete in all respects and there is no deficiency or discrepancy in the machine before putting for disposal.
3. Division should intimate the State CE(NH) and this Ministry and concerned Regional SE(M) of this Ministry that action as specified in para-1 & 2 above has been completed.
4. All BER/Surplus machines as far as possible will be brought to a nearest convenient place to form a lot in the Division. This will help to avoid holding disposal at number of places except in unavoidable circumstances.
5. To facilitate easy disposal and to attract buyers, disposal should be conducted in lots of identical machines. In case of more numbers of similar machines, the lots should be restricted to 4 nos. In each lot to attract smaller buyers.
6. Wide publicity should be made about the disposal by notifying at least in one major National daily and one Regional daily newspaper besides display of notice in various PWD and other Govt. Offices as usual.
7. The procedure of disposal as specified in the State Govt. Rules will be strictly followed.

8. Disposal of machine declared as BER and surplus should be done separately in separate lots.
 9. The machines will be disposed off as it is and where it is basis. However, full particulars of the machines should be supplied to the prospective buyer if asked for.
 10. Machines may be offered for inspection for specific period, and on specific date, before the date of disposal.
 11. Copy of such notification/advertisement will be sent by the Divisions concerned to this Ministry, and to Ministry's Regional SE(M), besides the State PWD Officers, as a routine.
 12. Disposal Notice giving full particulars should be issued within 45 days of receipt of disposal order.
 13. SE(M) of the Region of this Ministry or an officer nominated by him will be associated in the disposal and he may, therefore, be informed about the actual time, date and place of auction/disposal.
 14. Acceptance of bids/Tender will be recorded and made as per rules applicable in the State.
 15. After the final bid/Tender is accepted, the disposal authority of the State and representative of this Ministry will record the following and both should sign the same.
 - (a) That the disposal was duly advertised with requisite publicity, and adequate notice was given.
 - (b) That the disposal was well responded, and that there was adequate competition, and that as far as could be noticed no rings had been formed.
 - (c) That the bid/Tender accepted was the best obtainable in the circumstances, and that in the opinion of the disposing team, it could not be stated with any certainty whether if the highest bid Tender was rejected, better price might be realised in subsequent auction/Tender.
 16. The machine will be handed over to the buyer, only when full payment have been received. Proper receipt will be obtained by the concerned authority from the buyer, to the effect that the machine/machines have been received by him, and will be kept in records.
The receipt should indicate address of the buyer.
 17. After the machine has been handed over to buyer the same will be struck off from the charge of T&P register and suitable entry be made in the register indicated at para-1.
 18. Division, after the disposal, within 10 days should send a photostate copy of the receipt obtained from the buyer alongwith a covering letter, indicating the sale value received against the machines to CE(NH), SE(M) of this Ministry in the Region and to this Ministry.
 19. Within 15 days of the receipt of sale value from the buyer, the Division should remit the full money by cheque after retaining 5% of the total sale value to meet the expenses towards organising & conducting auction/disposal, to Pay and Accounts Officer of this Ministry, Jamnagar House, IDA Bldg. New Delhi-110011, giving the details of approval order, machine number against which sale value have been remitted etc. under intimation to this Ministry alongwith the photostat copy of the receipt of the buyer.
 20. The Pay & Accounts Officer, will credit the amount received by him to Ministry's Head of account indicated in the approval order and confirmation to this effect will be sent to all concerned.
 21. On receipt of the confirmation from PAO, Ministry will write off the machine from Central inventory list by endorsing all details.
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