



कार्यकारी अभियंता (प्रकल्प)
स्थावर विभाग,
सावित्रीबाई फुले पुणे विद्यापीठ,
गणेशखिंड, पुणे - ४११००७
दूरध्वनी क्र. ०२०-२५६०११२७.

जा.क्र. का.अ.प्र./स्थावर/२०१७-१८/१६३

दि. ०७/१२/२०१७

प्रति,
मा. सर्व विभागप्रमुख/शाखाप्रमुख,
सावित्रीबाई फुले पुणे विद्यापीठ,
पुणे - ४११००७.

विषय :- स्थावर विभागामार्फत करण्यात येणाऱ्या भंगार मालाच्या
लिलावाबाबत.

वरील विषयास अनुसरून आपणास कळविण्यात येते की, सावित्रीबाई फुले पुणे विद्यापीठाने सन २०१७-१८ साठी भंगार वस्तूंची लिलाव प्रक्रीया जानेवारी, २०१८ मध्ये घेण्याचे निश्चित केले आहे.

याकरीता वित्त विभागाचे परिपत्रक क्र. २४२/२००९ व दि. २६/१२/२०१५ चे पत्रक क्र. Fin/2015-16/2107 अनुसार सर्व विभाग/शाखांमधील समितीने सदर वस्तूंची यादी तयार करावी व प्रमाणपत्राद्वारे सदर वस्तू उपयोगी तसेच दुरुस्तीस योग्य नाहीत, असे नमुद करून मा. वित्त व लेखा विभागामार्फत सदर प्रस्तावास मा. कुलगुरु यांची मान्यता घ्यावी व सदर प्रस्ताव पुढील प्रक्रियेकरीता दि. ३०/१२/२०१७ पर्यंत कार्यकारी अभियंता (प्रकल्प), स्थावर विभाग यांचेकडे पाठवावेत.

केंद्र शासन तसेच महाराष्ट्र शासनाचे पर्यावरण विभागाचे मार्गदर्शक तत्वानुसार ई-वेस्ट वस्तू जसे संगणक, प्रिंटर, एलसीडी मॉनिटर्स, प्रयोगशाळेतील विविध इलेक्ट्रॉनिक्स व इलेक्ट्रोमॅकेनिकल उपकरणे इ. वस्तूंचे वर्गीकरण वेगळे करणे आवश्यक असून सदर ई-वेस्ट योग्य परवानाधारक लिलाव धारकाला विकणे बंधनकारक आहे. त्यामुळे प्रस्ताव देताना ई-वेस्ट व फर्निचरची वेगवेगळी यादी स्थावर विभागाकडे पाठविण्यात यावी. ई-वेस्ट तसेच फर्निचर व इतर तत्सम वस्तूंचे लॉट आपल्या विभागातच वेगवेगळे करण्यात यावे व लिलाव प्रक्रिया झालेनंतरच सदर वस्तू लगेचच उचलल्या जातील. तरी दि. ३०/१२/२०१७ पुर्वी आपले प्रस्ताव वर नमुद केल्याप्रमाणे पाठविण्यात यावे. दि. ३०/१२/२०१७ ही अंतिम मुदत असेल. त्यानंतर लिलावासाठी आलेल्या प्रस्तावांचा विचार केला जाणार नाही. तसेच आपल्या विभागातील भंगार मालाचा प्रस्ताव निरंक असल्यास तसे स्थावर विभागास कळविण्यात यावे, ही विनंती.

कार्यकारी अभियंता (प्रकल्प)

प्रत माहितीसाठी:-

१. मा. कुलगुरु, सावित्रीबाई फुले पुणे विद्यापीठ.
२. मा. कुलसचिव, सावित्रीबाई फुले पुणे विद्यापीठ.
३. मा. वित्त व लेखा, सावित्रीबाई फुले पुणे विद्यापीठ.
४. मा. श्री. एस. आय. पाटील, (अध्यक्ष, लिलाव समिती, सावित्रीबाई फुले पुणे विद्यापीठ)

UNIVERSITY OF PUNE



Finance & Accounts Department

Circular No. 242/2009

Date : 12/08/2009

**Disposal / write off of unserviceable material of
University in the Departments.**

It has been observed that large number of unserviceable items are lying in the departments/sections of the university causing further deterioration in their condition. Such junk occupies precious space in the premises and reflects poorly on proper projection of ambience of the premises. The urgency of disposing the unserviceable material hardly needs emphasis.

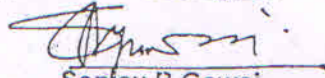
Following guidelines are issued to enable Heads of the Departments to expeditiously dispose of and write off the material which is unserviceable.

1. A departmental committee consisting of members of teaching staff in the department should be formed. Head of the Department who would be the Chairman of this Committee should recommend the names of Teachers to the Honourable Vice-Chancellor with a request to grant approval for the constitution of such Committee. Please note that number of members in the Committee including Chairman should not be less than five. In case of the departments with number of regular teaching staff members less than five, senior teachers from other departments-preferably neighbouring department-should be recommended for nomination.
2. All unserviceable and irreparable items should be stocked at one place. List of such items, should be prepared in the format enclosed herewith. Heads of the Departments should arrange to maintain record of such items in the Department. All members of the Committee should inspect and certify that the items are unserviceable and irreparable. Minutes of meeting of Committee should be prepared and signed by Chairman and Members.
3. All documents stated in Para 2 above namely :
 - (i) List of the items to be disposed off /written off duly certified by the Committee;
 - (ii) Certificate by the Committee that the items listed are unserviceable and irreparable and
 - (iii) Minutes of the meeting of Committee
Should be sent under a forwarding letter for approval of Hon'ble Vice-chancellor.

Please note to forward the letter with documents through the Finance & Accounts Officer (Internal Audit Section).

4. On receipt of approval from the Hon'ble Vice-chancellor, the Head of the Department should ensure that the cost of the items is deleted from their books.
5. The Estate Department will arrange to collect the material as per list from the department and arrange for its further disposal.

In case of any doubt, please do not hesitate to approach the undersigned.


Sanjay B. Gawai
Finance & Accounts Officer

Encl : As above

To,
Head of the Department(All)
University of Pune.

Action

University of Pune



Dept. of

List of Items to be written off.

Sr. No.	Description of item	Date of Purchase	Price		Present Cost/Market Value		Reason for writing off	Remark
			Rs.	Ps.	Rs.	Ps.		

We have inspected the items listed above and are satisfied that the items are unserviceable/irreparable. It is recommended that the said items be disposed off and written off.

Chairman

Member

Member

Member

Member

Member

(Departmental Committee to recommend disposal / write off of unserviceable material)

Savitribai Phule Pune University,
(Formerly University of Pune)



Finance & Accounts Department
AN ISO 9001-2008 UNIT

Sub. : Disposal / write off of unserviceable maternal of University in administrative
Departments / Sections.

Ref. : Circular No. 242/2009 dated 12th August 2009.

In continuation of the Circular No. 242/2009, dated 12th August 2009, it is hereby notified that, for the disposal of scrap of the administrative departments, a committee consisting of members from the administrative staff not below the rank of Assistant Registrar in the section should be formed. Chairman of the Committee for the administrative purpose shall be Director BCUD / Registrar / Finance & Accounts Officer / Controller of Examination for the Departments / Section under their administrative control. In case of the administrative section with number of regular staff not below the rank of Assistant Registrar are less than five, Staff of the similar cadre from other departments should be recommended for nomination.

Rest of the procedures as prescribed in Circular No. 242/2009, dated 12th August 2009, shall be applicable for administrative departments also.

Ref. : Fin./2015-16/2107

Date : 26/12/2015


Finance & Accounts Officer