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 भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprises)

No. :1/MC/OSM/2017

Dated: 09.01.2017

To

The Chief General Manager,
Circles/Units, BSNL.

Subject :- Revision in existing procedures for disposal/utilisation of obsolete and scrapped/surplus store/equipment in BSNL- Issue of guidelines reg.

The disposal of obsolete and scrapped store/ equipment and utilisation of useful surplus inventories are one of the most important functions of Material Management. This has become necessary as the store and equipment tend to become surplus, obsolete, unserviceable etc. over a period of time due to its prolonged usage, change in technologies, damage, beyond economical repair etc. The disposal of such items is required to be done on periodical basis besides utilisation of useful surplus inventories in order to get the maximum returns. It would also facilitate the "Swachh Bharat Mission" to which BSNL has committed its allegiance. The Operation Samundra Manthan (OSM) was initiated on 01.04.2015 with one of the objectives of realizing a reasonable salvage value for scrapped and obsolete assets, while unlocking our real estate assets. Even though the progress has been made by this time, however, it is felt necessary to infuse some more momentum in order to achieve the desired objective. In order to give boost to the OSM, it was felt to review the existing instructions/guidelines on the subject. Accordingly the 'Management Committee of the BSNL Board' as per item no.303/6 during the 303rd Meeting held on Tuesday, the 6th Day of December, 2016 constituted the Committee to consider the proposal in totality and decide and issue instructions to all concerned.

2.0 As per the decision of the committee , the following guidelines are issued for implementation :

2.1 Different Scrapping Committees have been constituted by the business verticals. It is decided to have a Standing Committee. The members of the Standing Committee will be nominated with the approval of the Head of Circles/Units/SSAs depending upon type of store/equipment and their

reserve value. It is also decided to rename the scrapping committee as Disposal Committee with the following compositions:

<u>Reserve Value of store/equipment</u>	<u>Composition</u>
1. Upto Rs. 15000/-	1. AGM level officer - Chairman 2. SDE level officer - Member 3. JAO/AO level officer - Member
2. More than Rs.15000/- & Upto Rs.5 Lakhs	1. DGM level officer - Chairman 2. AGM level officer - Member 3. IFA or his/her nominee not below the rank of AGM - Member
3. More than Rs. 5 Lakhs	1. PGM/Sr.GM/ GM level officer - Chairman 2. DGM level officer - Member 3. IFA or his/her nominee not below the rank of DGM - Member

2.2 The MM Branch of Circles /Units/SSAs shall obtain the list of store / equipments from the user which are usable/ surplus/ disposable and the same will be compiled and forwarded to the Disposal Committee for their recommendation regarding the proposed action plan for procurement/usage/ disposal by the circles/Units/SSAs.

2.3 The Head of Circles/Units/SSAs will be empowered to take decision regarding pre-mature scrapping and disposal of non-moving store/equipment.

2.4 DUTIES AND RESPONSIBILITIES OF DISPOSAL COMMITTEE :

2.4.1 To inspect & declare the store/equipment as useful, Surplus & Disposable. :

The Committee shall examine the stores to be declared as useful, surplus and disposable by taking into account the stipulated life period, future requirement, purchase/book value, overall condition, the reasons for obsolescence, energy efficiency, cost of repair, unserviceable etc.

2.4.2 To fix the reserve price for disposable items:

The Committee will decide the reserve price. While fixing the reserve price the Committee shall take the overall condition of the item vis-à-vis the market price. Wherever, the book/purchase value is not available, the committee will fix the reserve price based on market survey. In case of dissent by any member, the proceedings of the committee shall be decided by the accepting authority whose decision shall be final & binding on the disposal committee.

2.4.3 To recommend the modes of disposal Viz.:

- a) Direct Disposing through quotations for items like stationery, newspapers, broken furniture, waste packaging material, old telephone directories, junk etc. up to Rs. 15000/- on each occasion by the head of offices/units/ sections/divisions etc under Circles/Units /SSAs. Such items of recurring in nature may be disposed off preferably through annual rate contract on per kg basis to avoid repetitive call of quotations/tenders.
- b) Through Government e-auction portal 'eauction.gov.in' for reserve value more than Rs. 15000/- & upto Rs. 5.0 Lakhs.
- c) Through MSTC/ Government e-auction portal for reserve value more than Rs. 5.0 Lakhs.
- d) The disposal of store/equipment for reserve value more than Rs. 5.0 Lacs shall be carried out through MSTC. In case, the disposal through MSTC is unsuccessful, the same may be carried out through 'eauction.gov.in'.

2.4.4 To evaluate the bids and recommend for acceptance of the offer :

- a) If the offered price is more than the reserve price, the same may be accepted in favour of the highest bidder.
- b) In case, the offered price is less than the reserve price and the variation is less than 20%, the Disposal Committee will recommend for forward auction. If the revised offer price is still within 20%, the same shall be recommended for acceptance.
- c) In case, the offered price is less than the reserve price and the variation is more than 20%, the disposal committee will recommend

for forward auction. If the revised offered price comes within 20%, the same shall be recommended for acceptance otherwise the disposal committee may recommend for decision by the competent Authority for acceptance/recall.

- 3.0 It shall also be ensured that the scrapped store/equipments are disposed off by the bidder in eco-friendly manner as per the instructions issued by the statutory body from time to time.
- 4.0 These instructions/ guidelines will supersede the existing instructions/ guidelines on similar items/ issues.


09/01/2017
(PRABHAT KUMAR)
Jt. General Manager (OSM)



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1. PPS to CMD.
2. PPS to All Directors BSNL Board/CVO BSNL.
3. All PGMs/Sr. GMs/GMs BSNL CO.
4. OL Section, CO for translation and circulation.
5. Intranet Portal.