

## **Guidelines for Disposal of Items not covered under Safety norms**

Items meant for disposal may belong to any of the categories listed below:

### ➤ **Consumables**

1. All declassified papers/ bound volumes will be disposed of as per the agreement with ITC on weight basis.

All Cartridges should be dumped in the **Bins** kept near Stores.

All e-waste like Mobile phones, batteries, chargers, cables, etc should be dumped in the **Bins** kept at Security main Gate.

2. Room fixtures: curtains, mats, plastic-ware used in toilets should be disposed of according to the Agreement of Garbage Cleaning etc.
3. Electrical items: bulbs, coils and related material should be kept at identified location with the supervision of Electrical Engineers and would be disposed at regular intervals.
4. Packing wood will be disposed directly from the point of collection without shifting to Godown.
5. Spent Chemicals will be disposed as per the existing Agreement.
6. Precious metals/ materials should be handed over to Stores for necessary action.

### ➤ **Assets**

1. Room infrastructure like Furniture will be shifted to an identified location other than Godown and auctioned separately.
2. Equipment like PCs, servers, laptops, printers, web cameras, racks, electronic boxes, desktop microscopes, UPS, milliQ systems, tools etc. will be shifted to Godown on receipt of the request in a prescribed format which is available on the Centre's website.
3. Large/high-value equipment: Electron microscopes, mass spectrometers, magnets, Cell Sorters, High speed Centrifuges etc., will be disposed as per the procedure laid down for **Obsolete/ unserviceable** high value equipment.

## **Disposal of Obsolete/unserviceable high value equipment**

Disposal of Heavy equipment which are Obsolete/ Unserviceable/ Surplus can be made as per guidelines mentioned below:

As a first step, Users can think of doing a new procurement with buyback option of the old equipment meant for disposal.

If unable to go for buyback option, a committee with the approval of President may be formed to declare that the said equipment is obsolete/ unserviceable/ Surplus. The Committee's recommendation needs to be approved by President for disposal.

Once the recommendation of the Committee is approved, the same Committee may fix the **Reserve Price** for the purpose of auction. Auction will be done through Metal and Steel Trading Corporation (MSTC), a Government of India Establishment.

The auction process for heavy equipment may be done on as is where is basis without shifting to Godown as interested parties may visit the Lab concerned for inspection.

As a last option, if any Academic Institution run by Government approach the Users to take the equipment for their use, the PI/ Users may seek approval of President to 'donate'. President based on the merits of the case, may consider for such donation.

The PIs/ Users are required to submit the request for disposal in the prescribed format by giving details like Year of Purchase, value at the time of Purchase, Description of equipment, reason for disposal etc.,

The template for declaring the asset as **Obsolete/ unserviceable** should contain the following information:

- a. Declaring that non-worthiness of the item with justification.
- b. If it is in working conditions (pending minor repairs, if any), suggestion of alternate users on campus or outside.
- c. Project terms as per sanction order. If untraceable, contact Establishment
- d. A new purchase is planned with a buy back option.
- e. Is it worth stocking in central pools/ CIFs?

**Mechanism for disposal:**

Packing material like Carton boxes will be kept near dustbin at NSU Road and will be disposed along with dry waste – ITC would pick up as per Contract.

Packing **Wood** will be stored near Dust Bin area – NSU, if temporary shelter is provided and would be disposed of – to one of the scrap lifters. The packing material, if required by the Users for their future use, the PI has to make their own arrangement to store such items.

If furniture and related items are stored at an identified location other than Jakkur Campus, such information will be circulated among users. These items will be issued against the request made by any user.

Regular Scientific/ Electronic equipment will be taken to Godown when the request for removal is received in Stores in a prescribed format. The Auction will be done through MSTC.

Other than MSTC, the auction will be made on Limited Tender basis as the Value of the goods disposed are very less or negligible.

**All the above procedure for disposal of material (equipment or scrap) is as per the procedure laid down in GFR.**