

# DR. B.C. ROY ENGINEERING COLLEGE DURGAPUR

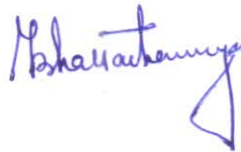
Registered under Societies of West Bengal Act XXVI of 1961  
(Registration Number : S/93521 of 1998 - 99)

Office : Dr. B. C. Roy Engineering College Campus, Management House, Jemua Road,  
Fuljhore, Durgapur 713206, Ph : 0343 - 2504106 / 2501353

## POLICY FOR DISPOSAL OF SCRAP

For constituent Colleges under the Management of Dr. B. C. Roy Engineering College Society

1. Purpose - Equipments, machinery, consumables that are of frequent use may be rendered obsolete due change in technology, normal wear and tear, and is recommended for disposal as (a) Scrap - residual materials after expiry of life or use and (b) Unserviceable/damaged items - like furniture/fixture, plant and machinery etc.
2. **DISPOSAL** : Items rendered unserviceable/unusable must be disposed off to avoid accumulation of junk, free up valuable space and reduce inventory - holdings. The disposal action to be economical and of some residual value, must conform to certain laid down norms and procedures.
3. The items to be scrapped and disposed off must observe certain procedures so as to derive some material benefits from the scrap-age, and be preferably sold to bidders and scrap dealers (except for hazardous materials that follows a different protocol.
4. The procedure to be adopted is outlined hereafter:
  - (i) A Scrap Committee shall be formed with the following Officials:
    - (a) The HoD/ A representative of the User Department
    - (b) A representative of the Finance Department
    - (c) A representative of Estate Department
    - (d) The Principal/Vice Principal of the College Unit
    - (e) A representative of the College Authority designated by the GS/Treasurer of the Society
  - (ii) The Committee shall inspect the material(s) to be disposed off and determine whether the item(s) recommended for scrap- age is beyond economic repairs/ and/or obsolete or unusable.
  - (iii) The Scrap Committee shall submit a consolidated report to the College Authority regarding the disposable items.



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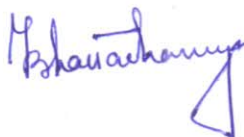
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- (iv) Separate reports regarding Plant and Machineries and other general/consumable items, Office equipment and general Stores must be prepared.
- (v) Disposal for hazardous/e- wastes must follow the laid - down protocol. Hazardous Scraps are wastes with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous wastes can be liquids, solids, contained gases, or sludge. Disposal of Hazardous scraps should be given priority and disposed off keeping in view the guidelines of GoI / statutory authorities like Central/State Pollution ControlBoard (CPCB / SPCB) from time to time.
- (vi) Empties like drums, buckets, jars, bottles, packaging materials, newspapers etc. need not follow scrap procedure outlined. Estate Manager may take necessary action as per practice in vogue.
- (vii) Equipment having premature failure and Beyond Economic Repairs: Sometimes premature failure of some Equipment / P&M occurs and the cost of their repairs is not economical. As such, in the interest of the college, these Equipment/P&Ms are to be declared as unserviceable before replacing the same. These equipment / P&M s are to be disposed off after observing the due procedure of declaring them as scrap.

## 5. Formation of lots

- a) Scrap iron and steel will be arranged in a lot of suitable quantity and the scrap heap should be properly arranged to enable the Purchasers to make a fair assessment of the lot.
- b) Lots shall be sold on "as is where is" basis, which denotes that the equipment / P&M /scrap materials will be sold in whatever condition they exist, and in whatever quantities or tonnage available and that the College Authorities gives no guarantee as to the actual weight involved. Such a condition is essential to obviate dispute with Purchasers and legal complications.
- c) The lots will be properly segregated and under no circumstances, working stocks will be mixed up with stores under disposal.
- d) The Lot No. of each Lot should be clearly displayed.





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- e) Where a bid can be secured as a rate per item instead of a total value for the entire lot as in the case of OTR Tyres, batteries, empty second hand drums etc., the items may be declared and sold by numbers.
- f) Normally the Equipment / P&M should be sold on weight basis.
- g) Only the Equipment/P&M items, which can be delivered in as it is intact condition without any cutting/dismantling, shall be processed for sale on number basis.
- h) Under no circumstances, items to be declared for Sale, both by numbers as well as in weight.

## 6. Duties of Scrap Committee

The Scrap Committee will carry out physical survey of all the items that are to be scrapped and fix an estimated residual value (reserve value) wherever possible.

However, before fixing the reserve value, the committee will ensure that:

- a) The lot of the scrap to be disposed has been made properly as mentioned earlier in Point 5.
- b) The equipment / P&M Sl. no. to be mentioned in the Scrap report is clearly visible on the lot and, if required, should be rewritten clearly.
- c) Scrap lots to be sold are kept separately and not mixed with other useful items that are presently in use. Lot Number on each scrap lot should be written clearly for easy inspection and delivery.
- d) The lot should contain similar type / nature/ quality of material (For example MS scrap should not be mixed with copper or special steel etc.) as far as practicable.

*H. S. Chatterjee*

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### **7. Fixation of Reserve Value**

The Scrap Committee will carry out physical survey of all the equipment/P&M, Stores, and scrap materials put up for disposal and fix the Reserve Value in respect of Individual lots.

The reserve value should be carefully fixed by the Scrap Committee taking into consideration all relevant information like present physical condition, Location of the Lot, the written down value (wherever applicable).

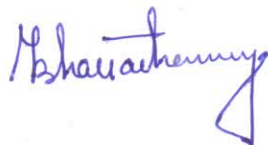
The reserve value must be approved by College Authorities before final scrap action is undertaken. Wherever reserve value cannot be estimated, the decision of the College Authorities shall be final and binding.

### **8. Preparation of Scrap Report :**

- (a) The Scrap Report must be signed by all Members of the Scrap Committee constituted for the purpose.
- (b) The Scrap Report must clearly indicate that the items recommended for disposal are beyond economical repairs or rendered obsolete due change in technology.
- (c) If there are any surplus items in any department that can be used at any other department in the College, these items must not be scrapped.
- (d) The residual value of the items to be scrapped must be indicated individually. If the Scrap Report contains a number of items of various descriptions to be scrapped, individual residual value must be apportioned.
- (e) Hazardous items/e- wastes should not be disposed in the normal way. Disposable HazMat items must not be stored with other general items awaiting disposal.

### **9. Disposal / Sale:**

- (1) The Representative from Estate shall be in possession of a list of Buyers/Bidders of Scrap items (except HAZMAT ones). He shall advise other Committee Members of the Buyers' list.
- (2) He will make enquiries with the prospective Buyers and obtain quotations, prepare a comparative statement of the Bid(s) obtained and thereafter obtain the sanction of the College Authorities for disposal of the items declared obsolete and due for scrap action.



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- (3) The Buyer shall remove "bought items" within the shortest possible time. College Authorities shall issue "Gate Pass" for the removal of such sold items.
- (4) Realization of Sale Value - should be preferably in one installment. Part Payment should be discouraged.

**10. Proceeds from Sale of Scrap/Obsolete/Unusable items:**

The Estate Office shall deposit the proceeds from Sale to the Finance Department & the Finance Department shall reflect and account for the proceeds as per Finance procedure/ regulations.

(Tarun Bhattacharya)  
General Secretary,  
Dr. B. C. Roy Engineering College [ Society ]  
Dated 8<sup>th</sup> December, 2021

Distribution :

Treasurer, Dr. B. C. Roy Engineering College [ Society ]

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Vice Principal, BCREC

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