National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Ganeshkhind, Pune 411 007

NCRA:TIFR:1006:10/2015
August 10, 2015

OFFICE ORDER
NCRA-OD-65-2015

The NCRA Physical Verification & Disposal Committee (NPVDC) is hereby constituted with the following as members:

1. Gole S. R.
2. Gonde N. B.
3. Kharmale V. S.
4. Mandhare J. D. (Secretary)
5. Mehtre G. V.
6. Mirajkar S. S.
7. Patil M. S.
8. Prasad A.
9. Shakthivel A.
10. Shelton G. J. (Chair)
11. Temkar V. B.

Physical Verification:

This Committee will carry out physical verification of all capital items, furniture and fixtures, arts, paintings and valuables, (hereafter called Assets) at NCRA and GMRT once every year, and submit its report to the Competent Authority on or before 31st December, for the last Financial year (for example - for FY 2014-15 - report should be submitted by 31st December 2015). Stores/IMD Cell should provide records and a list/register having full description of items with its present location, to the committee on 1st July, so that the committee gets enough time to carry out its activities. At the same time, Stores/IMD should also handover list of inventory in the name of individual staff member for their verification and returning with signature for confirmation of holding the inventory in their name.

Disposal:

Stores/IMD Cell after collecting items from various labs/groups following the due procedure, should stack it with clear identification and description and submit detailed list to the above committee. The Committee will go through these items and submit a proposal for disposal of such items based on the grounds and reasons/justifications given by individuals. The Committee will also work out the Reserve Guided Price (RGP) with a logic used to arrive at the price. For fixing RGP of certain items which require an expert opinion, the committee can seek the same by following proper procedure. The disposal proposal should come along the RGP so fixed by the committee. Stores/IMD Cell will seek help from EDP section wherever necessary. The Chair will ensure the confidentiality of RGP and it should be fed in the MSTC website. The Committee will ensure the disposal process is complete and there is proper recommendation for write off of the relevant items.

This supersedes the earlier orders issued on this.

Sughosh 10 Aug 15

Swarna K Ghosh
Centre Director

Distribution

- Committee Members
- Dean, NCRA Faculty
- Dean, GMRT Observatory
- Head, Admin & Finance, NCRA
- Administrative Officers, NCRA - Pune and Khodad
- Accounts Officer, NCRA - Pune
- Purchase Officer, NCRA - Pune
- Notice Board - Pune & Khodad