

National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Pune University Campus, Pune – 411007

NCRA:CD:1006:10:2011

October 05, 2011

OFFICE ORDER
NCRA:OO: 15 2011

A committee consisting of the following members is hereby constituted to carry out the Physical Verification of the assets at RAC Ooty and also to carry out the disposal of the obsolete and unserviceable capital, furniture/ fixtures and scrap items by following the procedure/guidelines laid down by TIFR.

- Kalyansundaram K, Chairperson
- Arvind Krishnan
- Kumaresan N.
- Packiaraj V., Secretary
- Venakatsubramani R.

The detailed mandate of the committee is as follows:-

A) Physical Verification of assets:

1. Physical verification of the capital and furniture/fixtures items with reference to the Stores records.
2. Recording the availability of the items with their respective locations.
3. Recording the status of the items (whether working /non-working).
4. Non-working/unserviceable/obsolete items may be listed out separately for disposal action.
5. The consolidated Physical Verification Report must be submitted by 31st December 2011 to the Centre Director through the Head, RAC.

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B) Disposal Committee

1. Perusal of the list submitted by the Stores In-charge, RAC, Ooty for disposal along with the disposal form.
2. Identification of items as per list, matching them with sr. no., model no., accession no., and description of item. Discrepancy if any may be brought to the notice of the Admin. Officer, IMD Cell, NCRA Pune for advice and guidance to aid in the disposal process.
3. Evaluation and categorization of items with respect to their utility, residual value.
4. Fixation of Reserved Guided Price. (RGP)
5. Endorsement of remarks on the disposal forms wherever applicable by the Chairperson.
6. Recommendation of mode of disposal and fixation of Earnest Money Deposit.
7. Recommendation of allotment of disposal contract.
8. The committee will submit an Action Taken Report (ATR) to the Centre Director through Head, RAC.

As In-charge of the IMD Cell, Shri J. D. Mandhare will co-ordinate, render necessary support and ensure that the committee executes this task efficiently and smoothly.



Prof. S. K. Ghosh
Centre Director

Distribution:

1. Committee Members
2. In-charge, IMD Cell
3. Dean, NF
4. Head, RAC
5. AAO, RAC
6. Head, A & F
7. Administrative Officer, NCRA
8. Accounts Officer NCRA
9. Notice Board : RAC