



**Dr. Yashwant Singh Parmar University of Horticulture & Forestry,**  
**Nauni (Solan)-173230, Himachal Pradesh**  
**Office of the Comptroller, Planning and Budget Branch**  
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No.UHF/Bud/2-36/Vol.-VIII/2023/- 4044-78 Dated, Nauni the: 01-09-2024

## **NOTIFICATION**

In partial modification of this office Notification No. Bud/1-58/Vol-II/93-94/-4046-4105 dated 24<sup>th</sup> July, 1993 and even Bud/1-58/95/-5519-61 dated 29/09/2003 on the recommendation of the committee in the meeting held on 15<sup>th</sup> July, 2024 under the Chairmanship of the Director of Research, the Hon'ble Vice-Chancellor, Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solan), is pleased to follow an alternative procedure for sealed offers instead of open auction for disposal of unserviceable stores/stocks articles only. The step-by-step alternate procedure is elaborated as follows:

### **Annual Physical Verification:**

The departments located in the main campus will carry out annual physical verification of stores/stock in the month of May every year. A list of unserviceable items will be prepared which will be classified into items worth more than ₹50,000/- each item and items worth less than ₹ 50,000/- each item. The physical verification report along with the classified lists will be submitted to the respective Dean of the College

### **Compilation and Submission:**

The Dean shall prepare a consolidated department wise list of unserviceable goods having value of more than ₹ 50,000/- each item and send it to the Secretary of the Standing Committee for condemnation of stores, as per Comptroller's Notification No. Bud.1-58/95/-5519-61 dated 29/09/2003. The monetary value of ₹ 10,000/- fixed at present for condemnation should be revised according to the present economic conditions.

### **Standing Committee Meeting:**

The Standing Committee for Condemnation of Stores, which is presently mandated to meet in August, will now convene in the first week of July each year.

### **Approval and Collection:**

As per the recommendations of the committee, the list of unserviceable stores along with the consolidated physical verification report, will be submitted by the Dean for approval of the competent authority. On approval, the unserviceable stores will be collected at the designated place. The accepted auction will be advertised on the university website and other media platforms, including an invitation to known vendors.

### **Auction Notice and Advertisement:**

Two lots for auction may be proposed i.e. hazardous/e-waste and non-hazardous. The notice will clarify that only sealed bids will be accepted, either through post or in a sealed drop box at the Dean's office. Bidders for hazardous waste such as electronic items must have a valid e-waste registration. Bid security will be prescribed in the form of a demand draft (DD) to discourage non-serious participants and bid pooling.

**Contd. on Page.2/-**

Half an hour before the opening time of bids the auction committee may convene confidential meeting and fix reserve price. On the due date, the sealed tender box will be opened in the presence of Standing Committee for auction and bidder and their signatures must be recorded that the sealed box has been opened in their presence. The auction will be awarded to the highest responsive successful bidder subject to this being acceptable to us.

After successful auction, the Deans will seek the competent authority's approval for the write-off of items from departmental records.

**Administrative Block, Dean Students Welfare Organization/Library and Directorate of Extension Education:**

Dean Student Welfare, Librarian and Director Extension Education can conduct their auctions independently. The Estate Organization will be responsible for this system in respect of offices in the Administrative Block, Dean Students Welfare Organization/ Library and Directorate of Extension Education for their auctions. Outstations and KVKs will follow the revised procedure, accepting only sealed bids. All auction proceeds will be deposited with the Comptroller as domestic income. The Directorate of Research will design and provide a special seal for the tender boxes.

The procedure will be implemented across the University's main campus and outstations, ensuring compliance with the rules set forth in the Accounts Manual.

  
[D.S. Chauhan]  
HPF&AS  
Comptroller

Endst. No. Even. 4044-78

Dated: Nauni the, 01-09-2024

Copy of the above is forwarded (**through e-mail**) to the following for information and taking further necessary action:

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
3. The Dean, COH&F, Neri, Distt Hamirpur (HP).
4. The Dean, COH&F at Thunag, Distt. Mandi (HP).
5. All the Head of the Departments/Offices UHF, Nauni, Solan (HP).
6. All the Associate Directors (R&E)/Incharges Outstations including KVKs (HP).
7. The Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
8. The Deputy Controller (Audit), UHF, Nauni (Solan).
9. The Deputy Comptroller/Registrar, O/O the Comptroller, UHF, Nauni (Solan).
10. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
11. The Section Officer, Pension Cell/Accounts/Pay Cell, UHF, Nauni (Solan).
12. File No.UHF/Bud/1-58/Vol-II/2012/ and Guard File.

  
Comptroller