



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
**Council of Scientific & Industrial Research**  
अनुसंधान भवन 2 रफीमार्ग नई दिल्ली 110001  
Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001



सो/No. SP-13030/14/2022-S and P-CSIR HQ (E 5177)

दिनांक/Date: 12/05/2023

सेवा में / To,

Through CSIR website

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख

The Directors of all Laboratories/Insttts. and Heads of Units of CSIR

विषय/Sub: Revised Guidelines for donation of surplus, obsolete and unserviceable items of stores - Expansion of the scope of eligible donee Institutions

महोदया/ महोदय/Madam/ Sir,

Governing Body (GB), CSIR in its 201<sup>st</sup> meeting held on 27.02.2023 has approved the amendment to Para 2 (a) of CSIR policy for Donation of the Surplus/Obsolete/Unserviceable items expanding the scope of eligible donee organizations as under:

Existing Para 2	As recommended
2. Eligible Educational Institutes:  a. Educational Institutions such as Schools/Colleges/Universities/Polytechnics/ITIs etc. which are owned by Cantal/State/Local Self - Governments shall be eligible for receiving the donation.	2. Eligible Educational/Autonomous Body/R&D Institutions:  a. Educational Institutions such as Schools/Colleges/Universities/Polytechnics/ITIs etc. and R&D Institutions which are owned by Cantal/State/Local Self-Governments (including their Autonomous Bodies) shall be eligible for receiving the donation.

2. The Governing Body has also approved that preference for donation of items should be first given to other Laboratories/Institutes of CSIR itself followed by educational institutes / academia (school / colleges / universities). It has further observed that wide publicity should be given to such donation. There should be a common platform by way of a portal/link on CSIR website which should also be given on websites of each Lab./Instts. of CSIR listing all such items/ equipment etc. (along with item wise full description), available with any/ all of the CSIR Labs./Instts. for donation. The items so listed have to be updated by each Laboratory/ Instt. of CSIR on six monthly basis during the month of January and July of each year.

3. Accordingly, the Guidelines for Donation of the Surplus/Obsolete/Unserviceable items issued vide Letter No. F. No. 13-4(04)/2015-16/S&P/Policy Vol II dated 6<sup>th</sup> November 2020 has been revised and the copy of the Revised guidelines is enclosed. As regards the common platform on CSIR website action will be taken by the Headquarters and the modalities will be intimated in due course. Thereafter, the Labs./Instts will be required to provide its linkages to their respective websites.

4. The revised guidelines will come into effect immediately.

**भवदीय/ Yours faithfully,**

**SRIDEB NANDA**

Digitally signed by SRIDEB NANDA  
DN: cn=COUNCIL OF SCIENTIFIC AND INDUSTRIAL  
RESEARCH, ou=CONTROLLER OF STORES AND PURCHASE,  
serialNumber=447899816855490059140190b1b2a3af8b81859b  
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**(श्रीदेब नंदा/ Srideb Nanda)  
नियंत्रक (भंडार एवं क्रय)**

**Controller of Stores & Purchase  
e-mail: [sridebnanda@csir.res.in](mailto:sridebnanda@csir.res.in)  
Landline No. 011- 23711117**

**Encls: As above**

**सूचनार्थ/Copy for information to :**

1. Director General, CSIR.
2. Financial Advisor, CSIR
3. Joint Secretary (Admin.), CSIR
4. Chief Vigilance Officer, CSIR
5. Head IT - With the request to publish this communication on CSIR Website in the category Stores-Purchase under Notifications

**Revised Guidelines for Processing of Proposals for Donation of Surplus, Obsolete and Unserviceable (Non-functional) items of Stores to Educational and/or R&D Institutions/Autonomous Bodies (Incorporating 201<sup>st</sup> GB decision dated 27.02.2023)**

This guideline for donation of surplus, obsolete and non-functional (unserviceable) stores is formulated in pursuance of the permission granted to CSIR by Department of Expenditure, M/O Finance vide their ID No. 8(2)/2018-E.IIA dated 31<sup>st</sup> December 2019 as a mode of disposal in addition to those prescribed under Rule 218 of GFR 2017.

**1. Objective**

- a. The items of Stores categorised as surplus, obsolete or unserviceable by the Standing Disposal Committee (SDC) may be considered for donation to eligible educational institutions, in addition to the other modes of disposal stipulated in Chapter 10 of CSIR Manual on Procurement of Goods 2019 (MPG 2019), with the purpose to facilitate such educational and/or R&D institution/ ABs in furthering their mandate by utilising these stores.
- b. Preference for donation of items should first be given to other Laboratories/Institutes of CSIR itself followed by educational institutions / academia (school / colleges / universities). Only those Stores which are not required by any CSIR Labs./Instts./ Headquarters, will be offered for donation to the eligible educational and/or R&D institution/ ABs before considering them for sale through e-Tender/e-Auction etc.

**2. Eligible Educational/ Autonomous Body/R&D Institutions**

- a. Educational Institutions such as Schools/ Colleges/ Universities/ Polytechnics/ ITIs etc. and R&D Institutions which are owned by Central/ State/ Local Self- Governments (including their Autonomous Bodies) shall be eligible for receiving the donation.
- b. Schools other than the ones mentioned in 2(a) above, run within the campus / residential complex of CSIR Labs. /Instts. provided CSIR authorities are part of the management of such schools.

**3. Procedure for donation**

- a. Wide publicity should be given for all donations. There should be a common platform by way of a portal/link on CSIR website which should also be given on websites of each Lab./Instts. of CSIR listing all such items/ equipment etc. (along with item wise full description), available with any/ all of the CSIR Labs. /Instts. for donation. The items so listed have to be updated by each

Laboratory/ Instt. of CSIR on six monthly basis during the month of January and July of each year. The policy of donation of surplus, obsolete and unserviceable stores including the terms & conditions and the calendar of schedule of donation of Labs/Instts./CSIR Hqrs., shall be published in the common portal as well as the respective websites of the Labs./Instts. for information of all concerned.

- b. However, the equipment having radioactive material, explosives and unserviceable computer/ ICT equipment/ peripherals shall not be offered for donation.
- c. This offer for donation will be made twice on six monthly basis, during the month of July and January in a financial year.
- d. Notwithstanding 3c above, the Director of the Lab./Instt. may on case to case basis, decide to donate any surplus, unserviceable or obsolete stores, duly identified by the SDC, to any specific eligible educational institution, any time during the Financial Year. However, in case of CSIR Headquarters, JS(Admin.) will be approving authority in respect of such stores other than the scientific equipment / instruments /consumables etc on the recommendation of SDC. As regards scientific apparatus/equipment in CSIR Headquarter, the recommendations of SDC shall be submitted to Scientist 'G' level officer from scientific Division concerned for approval. Independent Units of CSIR Hqrs. like TKDL, HRDG, HRDC, URDIP and IPU etc. operating outside the premises of CSIR Hqrs. at 2, Rafi Marg, New Delhi, will have their own SDC and Head of such units shall be the approving authority.
- e. As and when the stores are identified for donation, the list of the same, giving brief details of the items such as year of purchase, full technical specifications, features, condition and exact location of stores etc. (some items may be available at project site) shall be uploaded in the website/ common portal for seeking proposals for donation from eligible educational and / or R&D Institutions/ ABs by a specified date. The offer shall, *inter alia*, also indicate the objective, terms & conditions of donation.
- f. Labs./ Instts./CSIR Hqrs will make reasonable effort to bring awareness among the eligible educational and /or R&D institutions/ ABs about the donation policy of CSIR, so as to enable them take best advantage of the same..
- g. Requests from the Heads of the eligible educational and /or R&D institutions/ ABs alone will be considered. However, in exceptional cases requests made by appropriate authorities such as Registrars or Dy. Director (Admin) etc., may also be taken for consideration.
- h. The SDC shall consider all the requests so received on the principle of

equity, specific need and possibility of better utilization, by factoring in the past donations to the same institution and submit its recommendation to the Director of the Lab./ Instt or JS (A) CSIR Hrs, as the case may be. The decision of the Director/ JS(A), as the case may be, shall be final.

- i. Once approved / decided by the Director/JS(A), the respective institutions will be intimated by email, post and as far as possible through telephonically for taking delivery of the stores within the stipulated date.

#### **4. Delivery**

- a. The stores shall be delivered on "As is where is Basis". Delivery of the items kept at the project site has to be taken from the said site
- b. The Stores should be lifted by the recipient Institution within the stipulated period intimated to them, by following the terms, conditions and the procedure for delivery.
- c. The Cost of transportation ex-CSIR Lab./Instt. will be the responsibility of the recipient organization.
- d. Lab./Instt/CSIR Hqrs. will reserve the right to cancel the offer of stores to the shortlisted institution, if delivery is not taken within the specified.
- e. The Director/JS(A) may extend the delivery time, if a specific request is made to this effect by the Head of recipient organisation.
- f. The delivery of the Stores would also mean the transfer of ownership along with all concomitant risk and liabilities (statutory or otherwise) to the recipient organization
- g. The Lab./Institute/CSIR Hqrs may add any other delivery condition as it may consider relevant

#### **5. Statutory Compliances (Tax/ Safety/ FEMA etc.)**

- a. All donations of imported items shall comply with the provisions of FEMA/ Exchange Controller Manual (ECM) of RBI or any other guidelines that may be issued by RBI/ Government.
- b. Gifts from UNESCO/UNDP etc. shall be donated only in accordance with the terms & conditions agreed between CSIR and such bodies
- c. Taxes, Cesses and Duties, if any, applicable on such donations shall be realised from/ paid by the recipient Institution

- d. Labs./Insttts./CSIR Hqrs shall comply with all legal and regulatory compliances that may be applicable to each specific stores being donated. Special care shall be taken in respect of equipment having e-waste / hazardous material, Batteries/ lead acid batteries as well as vehicles, boilers and the like. Attention of the recipient Institutions must be drawn to the special legal & regulatory provisions that may be required to be complied by them upon receipt of such stores on donation

## **6. Acknowledgement/ Accounting/ Record keeping**

- a. It shall be ensured that the recipient Institution gives a formal acknowledgement of all the stores received
- b. As regards the accounting treatment of such donated stores, the same procedure is to be followed as is prescribed for disposals made under other permitted modes.
- c. The Lab./Institute shall maintain detailed record of all such donations made during a financial year

## **7. Other Terms and Conditions**

- a. The recipient Institutions must give an undertaking to the effect that they shall themselves be making use of the stores received by them in donation and that they would dispose off the same by following the procedure of their respective department.
- b. The lab./Institute may add any other term and condition as it may consider relevant.