



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RMS/6217/17

Dated: October 04, 2017

ORDER

This is for information of all concerned that henceforth following guidelines will be followed in future for disposal of condemned materials, junk and obsolete machines, furniture, computers etc.

1. The departments will declare their junk segregating in three categories, i) the metal related items, ii) wood and plastic related items and iii) computer or E waste items as per the recommendation of a departmental committee to be constituted for this purpose by the concerned departments. The junk list based on the above criteria will have to be sent to the Caretaker both in hard copy and soft copy (in Microsoft Word format only).
2. Concerned departments will shift the materials to the respective junk yard to be earmarked for this purpose with prior intimation to the Registrar /Nodal Officer and the Caretaker. In case of heavy machines having foundation which cannot be shifted to junk yard, location of the machine is to be mentioned in the departmental junk list.
3. Caretaker will send a report to the Registrar/Nodal officer when the junk yard is 75% filled up and then the process of auction will be initiated.

To facilitate the auction process in future, following three junk yards will be earmarked for stacking of three types of junk/obsolete materials/equipments of the Institute.

- i. Junk yard for metal related items
- ii. Junk yard for wood and furniture related items.
- iii. Junk yard for E-waste related items.

The junk yard behind hostel-14 will be dismantled with proper landscaping of the area. A new junk yard for metal related items will be constructed at a suitable plot in between the Rifle Shooting Wall and the Eastern boundary wall of the Institute. For the time being the present quarter Pratchi-212 will be continued as the junk yard for the E-waste category and unused space of the Wood godown in the Workshop building is earmarked as the junk yard for wood/plastic and furniture related items.

The committee constituted vide office order no. RMS/5387/16 dated 30.09.2016 for removal of all condemned materials, junk and obsolete machines, furniture, computers etc. will continue to function. Dr. Dibyendu Chatterjee, Workshop Superintendent will also continue to act as the Nodal Officer for this purpose. A copy of the office order no. RMS/5387/16 dated 30.09.2016 is enclosed.

This is issued with the concurrence of the Director.

Encl.: As stated

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Director
- 2) All members of the Committee
- 3) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres/All Officers/All Hostel wardens.
- 4) University Engineer – with a request to initiate the process of construction of a new junk yard for metal related items in between the Rifle Shooting Wall and the Eastern boundary wall of the Institute and dismantle the junk yard behind hostel- 14 with proper landscaping of the area in consultation with Dean, IPM.
- 5) Caretaker
- 6) Institute Website

H. T. 10/10/17
Registrar
IEST, Shibpur