

## **INSTRUCTIONS FOR REPAIR/CONDEMNATION OF OLD SCHOOL FURNITURE**

A committee of following three officials shall inspect old damaged furniture lying in the School premises:-

- (i) BEO/BEEO
- (ii) Principal/Head Master of the school
- (iii) Junior Engineer of the block

The committee shall inspect all such furniture and segregate it into two categories:

- (A) Which can be easily got repaired at local level
- (B) Which cannot be got repaired economically at local level & is to be condemned.

Furniture which can be got repaired at local level shall put up by the committee as per Performa P-1 for seeking approval of competent authority. The competency is as under:-

- |              |                  |
|--------------|------------------|
| (i) DEEO/DEO | Upto Rs.10,000/- |
| (ii) ADC     | Upto Rs.25,000/- |

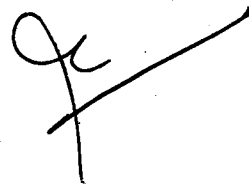
The repairs shall be got done locally on quotation basis.

(B) The old broken furniture which the three member committee considers that it can not be got repaired economically shall be recommended for condemnation and the case shall be put up as per Performa 'P-2'. The book value of the furniture recommended for condemnation can be obtained from the stock register of the school and is the cost of the item at the time of purchase.

The competency to declare the items as condemned is as under:-

- |              |               |
|--------------|---------------|
| (i) DEEO/DEO | Rs.50,000/-   |
| (ii) ADC     | Rs.2,00,000/- |

The furniture items declared as condemned shall be put up, for auction after its reserve price is approved by the competent authority i.e. DEO/ADC as per recommendation of the three member committee.



**PERFORMA FOR REPAIR OF SCHOOL FURNITURE**

Name of School \_\_\_\_\_ Block \_\_\_\_\_ Distt. \_\_\_\_\_

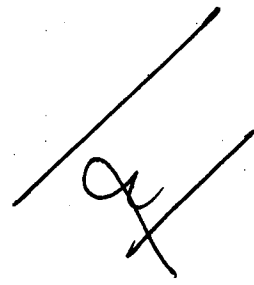
Sr. No.	Nomenclature	Year of Purchase	Book value (In Rs.)	Type of Repair			Expenditure based on three quotations
				Total			

Certified that above mentioned damaged School Furniture has been inspected by the committee which can be got repaired locally. Total repair cost based on quotations is Rs. \_\_\_\_\_/-.

BEO/BEEO

Principal/HM/HT

JE of the Block



**PERFORMA FOR CONDEMNATION OF SCHOOL FURNITURE**

Name of School \_\_\_\_\_ Block \_\_\_\_\_ Distt. \_\_\_\_\_

Sr. No.	Nomenclature	Year of Purchase	<sup>Book</sup> Book value (In Rs.)	Remarks
			<b>Total</b>	

Certified that above mentioned School Furniture has been inspected by the committee & has been found to be in a condition of beyond economic repair & is recommended to be condemned.

BEO/BEEO

Principal/HM/HT

JE of the Block

