

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH.
PBS INSTRUCTION : 300-52/700-10

SUBJECT: POLICY FOR REMOVAL / SALE / DESTRUCTION OF OBSOLETE AND CONDEMNED (UNUSABLE) MATERIALS OF ALL BREB AND PBS STORES.

Date of Approval : 27-06-1988

Date of Last Revision : 19-02-2020

1. OBJECTIVE:

Materials on being obsolete or condemned (unusable) for use in Rural Electrification Programme, if staked in the stores of Bangladesh Rural Electrification Board and Palli Bidyut Samity, creates space crisis and unnecessarily increases the volume of works in the store management. The objectives of the policy are to determine unfitness of materials for rural electrification and to dispose the materials declared obsolete/ unsuitable from the stores on regular intervals in a systematic manner.

2. POLICY:

- (a) These materials shall primarily be identified by the officer/ staff in charge of the store once in a year especially during annual physical inventory of materials.
- (b) For each store there will be a committee to physically inspect the identified materials and to carry out test, if necessary to determine the unsuitability/ improperness of materials. This committee will be named as Condemnation Committee.

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| Revision: | | | | |
| BANGLADESH RURAL ELECTRIFICATION BOARD | | | | |
| PBS Instruction 300-52 : REMOVAL, SALE, DESTRUCTION OF CONDEMNED MATERIALS | | | | |
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- (c) List of materials declared as unusable/ obsolete by the condemnation Committee will be finally approved by the concerned authority listed in section 4.
- (d) There shall be a separate Committee for removal by destruction or sale of the materials from the store as per condemnation list approved by the competent authority. This will be termed as the Disposal Committee.
- (e) Description of the members of Condemnation Committee and Disposal Committee for different stores shall be circulate by BREB annually the list of Store in BREB/ PBSs (Attachment-1). Secretary, BREB shall place the proposal to constitute the Condemnation and Disposal Committees by August every year against which Chairman, BREB shall reconstitute the Committees. If needed, Chairman, BREB may co-opt any particular person as expert in the committee on the recommendation of the Chief of Condemnation/ Disposal Committee.
- (f) Upon such disposal, the separate proposal for write-off shall be placed before the BREB Board for approval of the net loss of the PBS or BREB due to materials so disposed.

3 CONDEMNATION PROCEDURE:

- (a) Any material on being obsolete for PBS and BREB works, the Officer-in-charge (in case of BREB Store) and Store Coordinator/ Storekeeper (in case of PBS Store) of the concerned store will place the list of materials to be condemned in the attached format. The proposal put forward by the Officer-in-charge or Store Coordinator/ Storekeeper of the Store will be sent to the Convener of the Condemnation Committee concerned for the particular store through proper channel (concerned Director/ Superintending Engineer/Senior General Manager/General Manager).

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- (b) The members of the Condemnation Committee shall physically inspect the materials in the concerned Store. Convener of the Condemnation Committee may co-opt any officer from BREB or a Consultant (foreign/ local) experienced on materials, for inclusion in the Committee for his opinion regarding materials.
- (c) Materials which will be proposed for condemnation being damaged due to use, the Committee will recommend for approval of condemnation of those materials by investigating the reasons.
- (d) Any material which has never been used, if proposed for condemnation, the Condemnation Committee prior to its recommendation for condemnation shall specifically state the reasons for non-utilization and destruction. The Committee shall also state whether any amount has been realized by fixing the responsibility and also whether there needs a departmental proceedings for damage of materials.
- (e) Condemnation committee shall fix the probable sale price of those materials which the Committee proposes for condemnation and recommends for approval. Sale price of the materials shall be consistent with the market price according to existing conditions of the materials.
- (f) Condemnation Committee will submit their opinion and recommendation based on their observations to the concerned Director/ Superintending Engineer/ Senior General Manager/ General Manager
- (g) In case of Project Store, Superintending Engineer will place it before the appropriate authority for approval.

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- (h) In case of BREB Central Warehouse, Director (CS&M) will place it before the appropriate authority for approval.
- (i) In the case of PBS Store, Senior General Manager/General Manager will place it to concerned Director of PBS Monitoring & Management Operation through Board resolution for authority's approval.

4. AUTHORITY FOR APPROVAL OF CONDEMNATION PROPOSAL:

The authority at different level for approval of Condemnation Proposals according to the sale price of the materials (recommended/ determined by the Condemnation Committee) to be condemned shall be delegated as under:

(i) For PBS Store:

| | | | |
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| (a) | Up to Tk. 2 lac | - | PBS Board. |
| (b) | Above Tk. 2 lac to Tk. 5 lac | - | Director, PBS Monitoring & Management Operation, BREB. |
| (c) | Above Tk. 5 lac to Tk. 10 lac | - | Executive Director, BREB. |
| (d) | Above Tk. 10 lac to Tk. 25 lac | - | Member (PBS Management), BREB. |
| (e) | Above Tk. 25 lac to Tk. 50 lac | - | Chairman, BREB. |
| (f) | Above Tk. 50 lac | - | BREB Board. |

(ii) For Central Warehouse:

| | | | |
|-----|--------------------------------|---|-----------------------------|
| (a) | Up to Tk. 25 lac | - | Chief Engineer (P&O), BREB. |
| (b) | Above Tk. 25 lac to Tk. 50 lac | - | Member, P&D, BREB. |
| (c) | Above Tk. 50 lac to Tk. 1 core | - | Chairman, BREB. |
| (d) | Above Tk. 1 Core | - | BREB Board. |

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5. GUIDELINES FOR DETERMINATION OF BOOK VALUE / SALE PRICE OF MATERIALS TO BE CONDEMNED

- (a) For unused material book value of any item will be the present value of the such item as per books of accounts.
- (b) For used material book value will be the depreciated value of the item to be condemned. Depreciation will be calculated from the present value of such new item. Rate of depreciation will be as per PBS instruction no. 200-21. Following general principle will be applied for calculating period of depreciation.
 - i. Period of depreciation for items of materials, for which equipment record cards (such as Transformer, OCR, CT, PT, voltage regulator, meter) are maintained, will be determined from the record cards Records cards should be modified inserting a new line for price.
 - ii. Period of depreciation for used wooden poles will be determined from the date of manufactures of pole if available in the pole less one year or as per books of accounts.
 - iii. For an item of material withdrawn from the lines of PDB or any other operator in the power sector for which period of use before withdrawal cannot easily be determined, depreciated value should be 50% of the book-value of such item on the date of withdrawal/ acquisition.

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- iv. For all other item for which period of use cannot be easily determined, depreciated value should be 50% of book value of a new item on the date of initiative of condemnation proposal.
- (c) Condemnation committee will fix the market value of all materials along with those which are not regular storeitems of BREB/ PBS and for which no documented price are available.

| ক্রমিক নং | আইটেম নং | মালামালের বিবরণ | | পরিমাণ | প্রস্তুতের সন (সম্ভব হলে) | বুক ভ্যালু | অবচয় | অবচিত মূল্য | একক বিক্রয় মূল্য | মোট বিক্রয় মূল্য | মন্তব্য |
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| ১ | ২ | আইটেম | প্রস্তুতকারী প্রতিষ্ঠান (সম্ভব হলে) | ৫ | ৬ | ৭ | ৮ | ৯(৭-৮) | ১০ | ১১(৫×১০) | ১২ |
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6. DISPOSAL PROCEDURE:

Disposal Committee shall take following action for disposal of the materials from the material Stores according to approved Condemnation list.

- (a) All materials shall be sold through open auction (whether the probable sale price prevails or not) if such sale is not risky for environmental pollution or safety reasons.
- (b) In case of sale through auction, price fixed by condemnation Committee will be primarily taken as the lowest price.
- (i) If this price is less than Tk. 300,000 (Three Lac), quotations in sealed envelope shall be collected by serving notice in BREB / PBS website and notice boards

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of the BREB, PBS and other organization/ local govt. offices (offices of DC, City Corporation, Municipal Corporation, LGED, SP, Roads & Highway etc.) and shall be sold on auction at the highest price.

- (ii) In case the price is above Tk. 300,000 (Three Lac), quotations in sealed envelope shall be invited through advertisement in newspaper, and shall be sold at the highest price.
 - (iii) In both cases, earnest money @25% on the quoted price shall be taken along with the quotations. If accepted, the tendered shall deposit the balance 75% amount and remove the materials within 15 (fifteen) days. Earnest money shall be forfeited if the materials are not removed within 15 days from the date of issuance of letter regarding acceptance of quotation.
 - (iv) When the highest quoted price equal to or higher then the set price, Convener of the committee will approve the sale and for any deviation the sale shall be made after getting approval of the concerned Member.
 - (v) VAT and all applicable taxes/ duties will be paid by the purchaser of the condemned materials as per Govt. rate.
- (c) Materials unfit for sale due to environment pollution or safety reason shall be buried in the ground or burnt or thrown into river so that environment is not polluted or safety is not hampered. Care should be taken to ensure that the materials are not back to the stores or goes under custody of any person. The Convener of the Disposal Committee may take advice of the expert or Consultant regarding destruction procedures.

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7. **REMOVAL OF CONDUCTOR CUT PIECE AND/ OR OTHER ALUMINUM ITEMS:**


- (a) The present policy for sale of condemned aluminum conductor cut-pieces or super enamel copper wires to the Enterprises of Bangladesh Machine Tools Factory (BMTF), Senakalyan Sangstha., Bangladesh Muktiyoddah Sangsad Central Command Council, Bangladesh Diesel Plant (BDP), Bangladesh Police Welfare Association, NKFTCL of Bangladesh Navy, Falcon Traders of Bangladesh Air Force and Other Organizations enlisted by BREB from time to time shall continue.
- (b) The price of the saleable materials (condemned aluminum conductor cut-pieces or super enamel copper wires) and percentage of quantity to be sold to the said enterprises shall be set by BREB Board from time to time.
- (c) Before sale, approval of the list of materials shall be obtained from the competent authority through the determination/ identification of such materials by Condemnation Committee.
- (d) If such organizations as specified in Clause-(a) fails to purchase the items, such items may be sold to other Govt. or Semi-govt. organizations at the set price subject to prior approval of BREB.
- (e) If such organizations as specified in Clause-(a) & (d) fails to purchase the items, such items may also be sold through press tender at competitive price provided that the sold price shall not below the price level as set by BREB Board (as in Clause-b) from time to time.

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8. **DISPOSAL OF PACKAGING MATERIALS:**

- (a) The following Committee will dispose the packaging materials e.g. packing wood, steel band, torn paper etc. as per procedure set below:

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| i) | Deputy General Manager (to be selected by GM) {in absence of DGM senior most AGM)} | : | Convener |
| ii) | Assistant General Manager (Finance-Accounts) | : | Member-Sec. |
| iii) | Assistant Engineer, concerned Project Division BREB {in absence of Assistant Engineer, concerned Project Division, BREB Assistant General Manager (O&M)} | : | Member |
| iv) | Store Coordinator/ Storekeeper | : | Member |

- (b) For disposal of packaging materials quotations in sealed envelope shall be collected by serving notice in BREB/PBS website notice boards of the BREB, PBS and other organization/ local govt. offices (offices of DC, City Corporation, Municipal Corporation, LGED, SP, Road & Highway etc.) and shall be sold at the highest price. But in case the saleable price is above Tk. 300,000 (Three Lac), quotations in sealed envelope shall be invited through advertisement in newspaper, and shall be sold at the highest price. In both cases, earnest money @25% on the quoted price shall be taken along with the quotations. If accepted, the tenderer shall deposit the balance 75% amount and remove the materials within 15(fifteen) days. Earnest money shall be forfeited if the materials are not removed within 15 days from the date of issuance of letter regarding acceptance of quotation.

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- (c) The approval authority for disposal of packing materials will be as per below. When the highest quoted price is equal to or higher than the set price, the approval authority will approve the sale.

| | | | |
|-------|------------------------------------|---|--|
| (i) | Up to Tk. 1.00 lac | - | Senior General Manager /General Manager. |
| (ii) | Above Tk. 1.00 lac to Tk. 3.00 lac | - | PBS Board |
| (iii) | Above Tk. 3.00 lac | - | Director, PBS Monitoring & Mgt. Opn. (concerned zone), BREB. |

For any deviation the sale shall be made after getting approval of the concerned Member.

9. **ADJUSTMENT OF STORES(S) ACCOUNTS FOR DISPOSED MATERIALS:**

- (a) Issue voucher and gate pass shall be prepared at the time of disposal of all materials declared condemned and included in the store register. For materials not included in the store register, only gate pass shall be issued for disposal from the stores provided that a record shall be maintained in a separate subsidiary ledger.
- (b) Separate proposal for write-off shall be placed before the BREB Board for write-off the financials loss due to the disposal of condemned materials from the stores. Materials, which have become unusable due to normal uses, the financial loss will be the book value of the materials minus price received during the disposal. For materials which have become unusable without being ever issued or being obsolete.

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the financial loss for such materials would be the book value (Ledger/CPR price) minus amount received through disposal and the amount received as compensation of any. (Book value-amount received through disposal-compensation received if any).

- (c) In case of PBS stores proposal for write-off shall be placed to BREB Board through Member (Samity Management).
- (d) In the case of BREB stores proposal for write-off shall be placed to BREB Board through Concerned Superintending Engineer/ Director and with the consent of the concerned Member. The full authority for approval of all write-off proposals shall lie with BREB.
- (e) Steps shall be taken to sell or destroy the material as soon as it is declared condemned. Issue voucher shall be prepared for these materials at the time of removal of the same from the store for sale or destruction.
- (f) For those materials which are to be destroyed, from project stores and central warehouse, issue voucher containing detail description/ quantity of the materials and stamped 'DESTROYABLE' shall be sent to the Accounts Directorate.

For saleable material, in case of project stores/central warehouse submission to Accounts Directorate, upon stamping the Store Tickets with the 'SALEABLE' during removal of the materials from the stores, description and quantity of the materials along with the price at which these have been sold, shall be ensured to the Accounts Directorate. But, in both the cases, steps for placement before the Board for 'write-off' the price of these materials shall be taken.

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|---|-------------|-------------|----------------|--------------|
| Revision: | | | | |
| BANGLADESH RURAL ELECTRIFICATION BOARD | | | | |
| PBS Instruction 300-52 : REMOVAL, SALE, DESTRUCTION OF CONDEMNED MATERIALS | | | | |
| Original Date | Reviewed by | Approved by | Section & Page | Rev. No |
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| Revision Dates: 10-01-1994, 29-03-1995, 30-05-1995, 31-10-1996, 07-12-1999, 01-09-2013, 29-04-2014, 04-05-2014, 19-02-2020. | | | | |

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Consultant TAPP BREB

(Md. Duhidul Islam)
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PD, TAPP, BREB.

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

- (g) In case of materials to be destroyed or saleable from PBS stores same procedure be followed but the issue vouchers/ store tickets be sent to Plant Accountant/Finance Section of PBS.


10. INTERVAL OF RECOMMENDATION FOR CONDEMNATION:


Usually every store shall place condemnation proposal once in every year. If there is no condemnation proposal from a store in any year, this shall also be intimated to the concerned Superintending Engineer/ Director, Under special circumstances more than one condemnation proposal may be placed by showing suitable reasons.

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| BANGLADESH RURAL ELECTRIFICATION BOARD | | | | |
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Attachment-1

List of Stores in BREB/ PBSs

| | | |
|----|--|--|
| 1. | Central Warehouses: (a) Dhaka Central Warehouse (b) Khulna Central Warehouse (c) Chittagong Central Warehouse | |
| 2. | Project Stores/ PBS Stores/ Other Stores in PBSs | |
| 3. | Stores under system Operation Directorate. | |
| 4. | Stores under Training Directorate. | |
| 5. | Stores under Estate & Logistics (Except Transports) | |
| 6. | Engine Operated Transports, etc of BREB | |

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|---|-------------|-------------|----------------|--------------|
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| PBS Instruction 300-52 : REMOVAL, SALE, DESTRUCTION OF CONDEMNED MATERIALS | | | | |
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০