



कयर् बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Govt. of India)

कयर् हउस / Coir House
एम.जी.रोड / M.G. Road
कोच्ची / Kochi-682 016
तार / Gram: Coir Board
दूरभाष / Ph: 0484-2351954
2351807, 2351788
फैक्स / Fax: 0484-2370034, 2354397
ई-मेल / E-mail: coirboard@nic.in,
info@coirboard.org
वेब / Web: www.coirboard.nic.in
www.coirboard.gov.in

नं.

No: I-11011(17)/1/2025-ERS

दिनांक

Date 08/04/2025

CIRCULAR

Subject: Compliance with Condemnation Procedure for Procurement of Machinery and IT Equipment

As per the orders of the Chairman, Coir Board, procurement of any machinery or IT-related equipment shall be undertaken only after the completion of the condemnation procedure.

In this regard, as per Rule 217 of the General Financial Rules (GFR), obsolete and unserviceable equipment must be reported in the prescribed format of GFR-10. All Office In-charges are, therefore, requested to furnish details of such equipment in the GFR-10 format at the earliest.

A Condemnation Committee at the Coir Board HO has been constituted to review the submissions and provide their recommendations before any proposal for new equipment is considered. The committee shall review and submit its recommendations before processing any proposal for new equipment procurement.

All concerned offices are requested to comply with the above instructions and ensure submission of the GFR-10 format prior to furnishing any new proposals for procurement of equipment.

GFR 10 format and direction of Chairman, Coir Board is also enclosed.

This circular is issued with the approval of the Chairman Coir Board.


Deputy Director (ERS)

Enc :

1. Orders of Chairman, Coir Board
2. GFR form 10.

To

1. All the Establishments of the Board
2. Sections at Head Office
3. Web-site / E-Office

**Ministry of Micro, Small and Medium Enterprises
Office of Joint Secretary (ARI) & Chairman, Coir Board**

No. JS(ARI)/Misc/2025/Coir

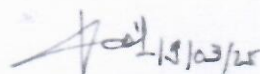
Dated: 19.03.2025

Sub: Procurement of new IT equipments (Desktop, Printer, UPS etc.) and machineries including DG Set etc. in Coir Board Offices.

On review of several e-office files on procurement of IT equipments and machineries (Comp.No.14432, 15988, 16261 & 16382), it is noted that new IT equipments are being proposed for purchase without following the due condemnation procedure based on codal life of existing equipments and without recommendations of the Condemnation Committee.

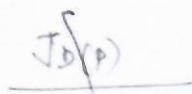
It is directed that for procurement of any machinery or IT related equipments, Condemnation Committee should review the status of existing equipments and submit their recommendation before proposal for the new equipments is processed.

Further necessary action to be taken up by all concerned on priority.

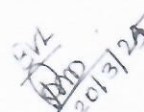

(Vipul Goel)
Joint Secretary (ARI) &
Chairman, Coir Board

Secretary, Coir Board

For Compliance pl.


JS(P)


JS(EFS)


JS(P)

Form GFR – 10

(See Clause – iii of Government of India's Decision – under Rule 217)

Report of Surplus, Obsolete and unserviceable Stores for Disposal

Item No	Particulars of IT equipments	Quantity/ Weight	Book Value/ Original Purchase Price	Condition and date of purchase	Mode of Disposal (Sale, auction, e- waste or otherwise)	Remarks

Signature : -----

Name and Designation : -----

Name of the Office : -----

Date : -----