

CHAPTER XXII

LOSSES OF PROPERTY

1. General
2. Action in regard to loss or damage to Property
3. Losses occurring in Campuses or Institutes
4. Damages caused to university properties by students

CHAPTER XXII

LOSSES OF PROPERTY

1. General

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| <p>1.1 “Loss” means physical loss of or damage to property belonging to the Commission or a Higher Educational Institution/ Institute or to property not belonging to them but held in their custody. It includes loss by damage, shrinkage or deterioration, but does not include loss caused by natural catastrophes to property normally installed or kept in the open.</p> | <p>Definition of
“Loss”</p> |
| <p>1.2 Every person employed in the Commission/ a Higher Educational Institution/ Institute shall at all times be personally responsible for the safe custody, proper use and due disposal of any property, whether belonging to the Commission or a Higher Educational Institution/ Institute, but held in its custody, which is issued to him or placed in his permanent or temporary custody by the Commission or a Higher Educational Institution/ Institute.</p> | <p>Personal
responsibility</p> |
| <p>1.2.1 In case of any loss or damage to such property, or in case of failure of a person to account for the property whenever called upon to do so, such person shall be liable to a surcharge of the value of the loss or damage as determined by the Accountant of the Commission or by the Bursar/ Treasurer of a Higher Educational Institution as the case may be or the most senior financial officer of an Institute/ Centre for Higher Learning.</p> | <p>Liability for
surcharge</p> |

1.2.2 Disciplinary action shall, in addition be taken against such person if the loss or damage is due to any carelessness, neglect, default or fraud and /or non-compliance with any instructions in regard to safe custody of stores.

Disciplinary
action

1.2.3 Store-Keepers and other persons charged permanently or temporarily with the functions of receipt, custody, issue and disposal of stores should be able at any time to account for the whole of the amount of stores in their custody. In case of failure to comply with this requirement they must immediately make good the value of such shortage as determined by subparagraph 1.2.1 above and may also face disciplinary action under subparagraph 1.2.2 above.

Accountability of
Store-Keepers

2. Action in regard to loss or damage to Property

2.1 All persons having custody of or responsibility for property should immediately report to the officer responsible for custody of property of the Commission or Higher Educational Institution/ Institute as the case may be, of any loss to property in their custody or responsibility. The matter should also be reported to the Chairman of the Commission or to the Principal Executive Officer of the Higher Educational Institution/Institute. Monetary value of losses and damages assessed beyond an amount to be determined by the Commission from time to time should be reported to the Commission or the Governing Authority of the Higher Educational Institution/ Institute concerned.

Obligation to
report losses and
damages

2.2 The officer responsible for the custody of property of the Commission/ Higher Educational Institution/ Institute, should follow the procedure given below in

Procedure in
regard to loss or
damage

connection with any report of loss or damage to property:

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| (a) Make adequate security arrangements regarding the books and records in respect of the property involved in the loss or damage. | Adequate security arrangements |
| (b) Institute immediate inquiry to ascertain the extent and cause of the loss or damage and to fix the responsibility for such loss or damage. This should be held internally by a suitable officer or a member of an academic staff. The inquiry should be directed towards eliciting all available information for the full report; vide (f) below. | Immediate inquiry to ascertain loss or damage |
| (c) Make a preliminary report to the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, if a delay of over seven (07) days is envisaged in making a full report; vide (f) below. | Preliminary report |
| (d) In the case of loss or damage assessed above an amount to be determined by the Commission, commence preliminary inquiry immediately, pending appointment of an Inquiring Officer/ Board of Inquiry by the Chairman of the Commission/ or Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be. The Chairman of the Board should be an officer holding a senior position or a teacher not below the rank of a Senior Lecturer Grade II. | Preliminary inquiry |
| (e) Report immediately to the Police in case of losses of certain types, e.g. theft, fraud, accidents, etc. | Report to the Police |

- (f) As soon as the report of the inquiry under (b) above is received and in any case not later than three (3) months of the occurrence of the loss or its discovery, make a full report to the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be and to the Auditor General giving:
- Full report within three months
- i. quantity or number of each category of article;
 - ii. the maximum recoverable value:
the cost of the replacement of the article by a new one plus customs duty and turnover tax if any, at current rates and departmental charges of 25 % of the cost of replacement;
 - iii. causes which led to the loss or damage;
 - iv. name and designation of the person or persons directly or indirectly responsible for the loss or damage;
 - v. whether fraud, negligence, delay, omission or other fault is involved;
 - vi. recommendations regarding the recovery of the loss;
 - vii. whether any disciplinary action is proposed;
 - viii. was this loss the subject of a Court case? If so, what is the result;
 - ix. is the loss covered by insurance? If so what is the amount;
 - x. action already taken or proposed to be taken to prevent similar losses or damages in the future; and,
 - xi. recommendations regarding "write-off" if any, following the accepted procedures.
- "Write-off"

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| <p>2.3 The following losses need not be reported if no negligence, fraud or other fault is involved:</p> <ul style="list-style-type: none"> i. Loss of consumable stores not exceeding Rs.500/- and no write-off is involved; and ii. Loss not exceeding Rs.500/- and full recovery has been made. | <p>Losses which need not be reported</p> |
| <p>2.4 The following action should be taken on receipt of the decision of the Chairman of the Commission/Principal Executive Officer of Higher Educational Institution/ Institute as the case may be.</p> <ul style="list-style-type: none"> (a) Institute disciplinary proceedings where the inquiry revealed negligence, fraud or other fault; (Disciplinary inquiry should be instituted whether or not any recovery is ordered in respect of the loss or damage from the person or persons concerned). (b) Communicate with the Accountant of the Commission/Bursar of the University/ Treasurer of the University College/the most senior financial officer of the Centre for Higher Learning as the case may be, of the recovery if any, to be made from the person or persons concerned and the order to "write off" if made by any of the above officers. (c) Carry out any other instruction of the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be. | <p>Action on decision of relevant authority</p> <p>Disciplinary proceedings</p> <p>Communication to finance officer</p> |
| <p>3. Where losses of property occur in Campuses or Institutes, the most senior officer of the administrative staff shall report the fact to the Registrar of the University to which the Campus/ Institute is attached/affiliated, who will thereupon take action as indicated in this Chapter and give directions in terms of the decision as set out in subparagraph 2.4 above.</p> | <p>Losses occurring in Campuses and Institutes</p> |

4. Damages caused to properties of university system by students

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| 4.1 When it is evident that damages are caused to properties of university system by students, they should be made accountable for such damages and recover the cost of damages from responsible individuals or reduce the cost of damages from the allocations made to student councils after a proper inquiry. | Responsible persons to be made accountable |
| 4.2 When an identified student/ group of students are responsible for damages the cost of such damages should be recovered from such student/group of students. | Recovery of cost of damage |