

## FURNITURE

31.1 The furniture will be purchased and accounted for in the Dead Stock Register as provided in Rule 112 of the General Financial Rules, 1963. For purchase/condemnation of furniture, the principles laid down in Chapter 8 (Store) and Appendix of General Financial Rules, 1963 are to be observed.

31.2 **Scale of Furniture prescribed for various offices**

The following scales of furniture may be laid down for various officers of Head Office and branches, subject to availability of funds and any other orders/instructions issued by the CBI, Head Office/Government from time to time:

I. Director, Special. Director, Additional Director and Joint Directors

Sl.No.	Nomenclature	Scale
1	Secretariat table 6' X 4'	One
2	Side Racks	Three
3	Chairs/Armed deluxe	Eight
4	Sofa Set	One
5	Centre Table	One
6	Tiffin Table/Corner Table	One
7	Steel Almirah	Need based
8	File Cabinets	Need based
9	Woollen/Acrylic/Synthetic Carpet from wall to wall	One
10	Wall Clock	One
11	Pillow	One
12	Hat Stand	One
13	Wash basin with stand	One
14	Foot Rest Board	One
15	Screen	One
16	Confidential Boxes	Need based
17	Book shelf with glass doors	One
18	Wooden/Plastic Tray	Need based

II. Deputy Director, DIsG and ALAs.

<b>Sl No.</b>	<b>Nomenclature</b>	<b>Scale</b>
1	Secretariat tables 6' X 4'	One
2	Side Racks	Need based
3	Armed Chairs	Six
4	Sofa Set	One
5	Centre Table	One
6	Tiffin Table/Corner Table	One
7	Steel Almirah	One
8	File Cabinet	One
9	Woollen Carpet from wall to wall	One
10	Wall Clock	One
11	Pillow	One
12	Wash basin with stand	One
13	Foot Rest Board	One
14	Screen	One
15	Confidential Boxes	Two
16	Book shelf with glass doors	One
17	Wooden/Plastic Tray	Need based

III. The following furniture will be supplied to Sr.SsP, AIGs, ADs, SsP, Ex. Eng., C.T.O., DLAs and AOs :

<b>Sl.No.</b>	<b>Nomenclature</b>	<b>Scale</b>
1	Secretariat tables	One
2	Side Racks	Need based
3	Armed Chairs	Five
4	Sofa Set	One
5	Centre Table	One
6	Tiffin Table/Corner Table	One
7	Steel Almirah of File cabinet	One
8	Woollen Carpet from wall to wall	One
9	Wall Clock	One
10	Pillow	One
11	Wash basin with stand	One
12	Foot Rest Board	One
13	Screen	One
14	Confidential Boxes	Two
15	Wooden/plastic trays	Need based

IV. ASsP, STO, JTO, DSsP, Sr.PP, OS, Hindi Officer/PPS/PS/ Programmer

<b>Sl. No.</b>	<b>Nomenclature</b>	<b>Scale</b>
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1	Officer's table 5' X 3"	One
2	Side Rack	One or two
3	Armed Chairs	Three
4	Easy Chair	One
5	Foot Rest Board	One
6	Steel Cabinet / Almirah	One
7	Confidential Box	One
8	Wooden trays/Plastic trays	One

V. Inspectors, PPs, APPs, SIs, Assistants, Head Clerks, PA, Stenographers, UDCs.

<b>Sl. No</b>	<b>Nomenclature</b>	<b>Scale</b>
1	Clerical table 4' X 2 1/2' with wooden top or rexine/Sun-mica	One
2	Side Rack	One
3	Armed Chair	One
4	Steel Almirah	One
5	Inspectors, SIs in the branches will be given one extra chair for the suspects and one confidential box for keeping their records.	

VI. Clerks, Typists, ASIs, HCs and Daftries.

<b>Sl.No.</b>	<b>Nomenclature</b>	<b>Scale</b>
1	Clerical table 4' x 2/12' with wooden top or rexine top/sun-mica	One
2	Armed Chair	One

31.3 The furniture will be purchased through DGS&D on rate contract where such contract exists in respect of the items sought to be purchased. If an item is not available on DGS&D rate contract then purchases can be made from M/s Super Bazar, M/s Kendriya Bhandar and M/s NCCF. In case these societies are also unable to supply furniture items, the purchases can be resorted to from the open market by observing the codal formalities after obtaining a "No Objection Certificate" from them. For purchase of furniture, quotations from a number of firms may be invited after giving necessary specifications to them as provided in Annexure to Chapter 8 of the GFR, 1963. Open tender system that is, invitation to tender by public advertisement should be used as a general rule in cases in which estimated value of the demand is Rs. 2 lakh and above.

31.4 The lowest quotation as a rule will be accepted. No negotiation is permissible except with L-1 i.e. lowest tender.

31.5 On receipt of the furniture, it should be inspected by the committee and certified to have been correctly received as per specifications/quantity/quality. A certificate to that effect should be recorded on the bill before making payment. The furniture so purchased be got numbered with white paint to facilitate its physical verification and checking of pilferage.

31.6 Director, CBI as Head of Department, has full powers to incur expenditure on fixtures and furniture, purchase and repairs subject to conditions and scales fixed by Ministry of Urban Affairs. These powers have further been re-delegated to the various officers.

31.7 **Condemnation of Furniture:**

31.7.1 Items of unserviceable furniture which cannot be economically got repaired will be condemned with the approval of the competent authority after obtaining recommendations of a committee and sold by public auction. A list of all such furniture showing the original price of the items of furniture, date of purchase of the items etc. will be shown. Sufficient publicity will be given to such auctions, which will be conducted by the office. The sale proceeds of such auctions will be deposited in the government Account under sub-head "Miscellaneous Receipts". These items will then be written off in the stock register indicating therein the file number in which the condemnation sanction had been obtained. For condemnation, procedure laid down in Rule 124 of General Financial Rules, 1963 will be followed scrupulously.

31.7.2 Losses of furniture and stores will be dealt with according to the provisions of Rules 122 & 123 of GFR.

31.8 **Entitlement of Air Conditioner**

31.8.1 As per circular No. 15014 (1)/85-Pol.III dated 21.3.2000 issued by the Directorate of Estates, the officers drawing the basic pay of Rs. 18,400/- and above would be eligible for provision of air conditioners in their office chambers according to the following prescribed norms:

- i) For rooms having area upto 30 sq. mts., one number 1.5 ton capacity window type air conditioner.
- ii) For rooms with area above 30 sq. mts. and upto 40 sq. mts., one number 2 ton capacity window type air-conditioner.
- iii) The capacity and number of air conditioners for rooms having area in excess of 40 sq. metres may be worked out accordingly. If necessary, advice may be sought from the Chief Engineer (Electrical), CPWD.

31.8.2 The provision for air conditioners as stated above is also subject to the conditions that the existing air conditioner should not be replaced and these guidelines shall be applicable for new office rooms and for replacement of old air conditioners which are beyond economic repairs. Life of window type air-conditioner prescribed by CPWD is 5 years. Purchase of an air-conditioner is to be done only through DGS&D and with the approval of DCBI.

31.8.3 All other officers may be provided with desert coolers/room coolers as per the scales indicated below, if the existing cooling system is considered inadequate:

- i) For rooms with area upto 25 sq. mts. one cooler with 300 mm diameter exhaust fan may be provided.
- ii) For rooms with area above 25 sq. mts. one cooler with 375 mm diameter exhaust fan may be provided.
- iii) For rooms with area above 32 sq. mts. but upto 55 sq. mts. one cooler with 450 mm diameter exhaust fan may be provided. The capacity and number of desert coolers for rooms having area in excess of 55 sq. mts. may be worked out accordingly. Life of Desert cooler (1500-2000 cfm (evaporative type) is 7 year and that of room cooler cheap type (100 cfm) is 5 years.

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