

DIRECTORATE OF LOGISTICS

Customs & Central Excise

4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110 511.

F.No. 441/25/2010/EX-XBIS/Con/ 8451-89 Dated the 14th November 2012.

Commissionerate of Customs

Ahmedabad / Amritsar / Bangalore / Mangalore / Chennai (Airport) /
Chennai (Port-Import) / Cochin / Tuticorin / Tiruchirapalli / Delhi (I&G) /
Delhi (Air Cargo Export) / Delhi (ICD) / Jodhpur / Kolkata (Port) /
Kolkata (Airport & Admn.) / Kolkata (Prev.) / Mumbai (Mulind CFS & Gen.) /
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The Commissionerate of Customs & Central Excise

Chandigarh-I / Jammu & Kashmir / Calicut / Thiruvananthapuram / Coimbatore /
Madurai / Hyderabad-II / Siliguri / Kanpur / Nagpur / Goa / Visakhapatnam-II

Sir,

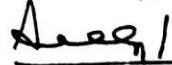
Subject: Condemnation and disposal of the X-ray Baggage Inspection Systems.

This Directorate has procured and installed X-ray Baggage Inspection Systems (XBIS) at various locations in CBEC such as Airports, ACC, LCS, ICD and FPOs.

2. In order to carry out the condemnation of old/obsolete XBIS, guidelines were circulated vide this Directorate's letter F.No. 441/13/XBIS-Con./2007 dated 15.12.2008. However, due to non availability of Technical member, condemnation of old XBIS lying in some Commissionerates were not been carried out. The guidelines in consultation with Ministry and IFU, have been revised. Copy of the same, duly approved by the Ministry, are enclosed herewith for information please.

3. Necessary action, as deemed fit, may be initiated.

Yours faithfully,



(P.K. SINGH)

COMMISSIONER

JK

Encls: As above


14/11/2012
RESPATCHED

Government of India
Ministry of Finance, DoR
Directorate of Logistics
Customs and Central Excise
4th Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi

REVISED GUIDELINES FOR MAINTENANCE, CONDEMNATION AND DISPOSAL
OF X-RAY MACHINES INSTALLED IN FIELD FORMATIONS

1. Custody / Responsibility of the XBIS

X-ray machine installed in the field formations shall be in the Custody of the concerned Commissionerates for all purposes. Machine shall be under the charge of an officer nominated by the Commissioner. The custodian shall be responsible for safe custody, upkeep, maintenance of the machine, maintenance of logs / records for the machines. Responsibility for the systems and services shall lie with the Commissioner of Customs in accordance with Board circular No. 42/2002 dated 18.07.2002.

2. Test / Operation of the XBIS

X-ray system shall be switched on daily by the operator. After automatic self test to check / verify the hardware and software loaded in the machine, is performed satisfactorily by the XBIS, either test piece provided by the Contractor or any other test item shall be passed through the X-ray to verify the operational status of the XBIS.

3. Maintenance of the System

- 3.1 Any fault or malfunctioning occurred during operation of the system shall be reported immediately without delay to the nearest office of the Contractor by fax, letters or phone. A record of all the calls made, shall be maintained listing the time of making the call and the time the fault is rectified.
- 3.2 Officer in-charge of the Customs station should ensure supervision while repair / replacement of machine is being done.
- 3.3 After repair is carried out and the system starts functioning satisfactorily, service report shall be issued by the Contractor. The report shall also be countersigned by the officer-in charge of the Commissionerate and all necessary entries with respect to date and time of fault reported and subsequently rectified, nature of fault and parts repaired / replaced shall be made in the report. In case the system is not made functional by the Contractor within the prescribed max. free time limit the same shall be reported by the concerned Commissionerate in the verification report issued after the end of the maintenance period along with relevant copy of the service report.

- 3.4 If the machine remains non operational for some period during replacement of the parts, same shall also be reported in the verification report along with relevant copy of the service report indicating no. of days the machine remained non operational during replacement of parts.
- 3.5 Proper record of all service reports shall be maintained as they may be required to analyses the performance of the machine at any stage.
- 3.6 Periodic Preventive maintenance of the machine as prescribed in Contract shall be carried out by the Contractor. Officer-in-charge shall also be associated in the process and will verify all the major parameters conforms to the specification prescribed for the particular model/make.
- 3.7 Regular entries in the log book as per proforma prescribed in Annexure-II of the contract document shall be made by the operating staff. Log books and all Service Reports shall be countersigned by the in-charge officer of the Commissionerate in association with the Contractor's representative.
- 3.8 Day-to-day Actual Running Time Detail register indicating each XBIS as prescribed in the Annexure-III of the contract document shall be maintained.
- 3.9 In case if the machine is not being utilized to its optimum, Commissionerate shall report to the Directorate of logistics so that it can be diverted to more needy formations. Commissionerate can also forward their suggestions for better utilization of system within the same formation.
- 3.10 Due to some construction work or any other reason if the machine is required to be kept in ideal condition, care must be taken to keep all the peripheral of the system in proper custody of the Commissionerate.

4. Training

Advance training should be provided to the staff earmarked to operate X-ray system. Services of the maintenance contractor may be utilized for this purpose. Whenever there will be changes in the duties of the staff or any modifications / improvement in the software or hardware of the machines is carried out, Contractor shall be asked to provide required training to the staff.

5. Condemnation

Commissioner, Directorate of Logistics shall be the competent authority to condemn the machines which are 8 years old or more. Condemnation of the machines before 8 years of installation shall be carried out with the approval of the Ministry. X-ray systems which have become obsolete/ unserviceable/ beyond economic repair shall be considered for condemnation as per recommendation of a condemnation Board duly constituted for the purpose by the concerned Commissionerate.

5.1 Hiring of Chartered Engineer

Before convening the meeting of Condemnation Board, Commissionerate, if consider appropriate, can engage/hire services of Govt. approved Chartered Engineer, having specialization in the field of X-Ray / Radiology/ Electronics. The Report of Chartered Engineer giving detailed status of XBIS and its tentative reserve price, will be placed before the Condemnation Board as an input to take the final decision on Condemnation of XBIS and recording of its reserve price as required in Annexure 'I' of the Condemnation Board proceedings. Fee/remuneration paid to the Chartered Engineer for rendering such services, will be paid by the Commissionerate from their Budgetary allocation. This fee/remuneration should not exceed Rs. 1000/- per XBIS.

5.2 Convening & Composition of Condemnation Board

Condemnation board shall be constituted to condemn the X-ray machine as per GFR rule 196. The board shall have two members from the concerned Commissionerate and one member from this Directorate. Composition of the board shall be as under:

- | | | |
|-----|--|-------------------|
| (a) | Addl./Joint Commissioner
In-charge of Prev. wing
concerned Commissionerate | Presiding Officer |
| (b) | Deputy/Asstt. Commissioner
concerned Commissionerate | Member |
| (c) | Deputy/Asstt. Commissioner
Or
Deputy/Asstt. Director
Directorate of Logistics | Member |
| (d) | One Officer from Dept. of Electronics,
Ministry of Communication & IT | Technical Member |

If the Technical Member does not attend the meeting of Condemnation Board, the Board can decide to hold the meeting without Technical Member, if the expertise is available with the other Members/Presiding officer.

5.3 Board Proceedings:

Board proceedings shall be prepared in triplicate as per the proforma contained in the Annexure-I enclosed. Format of the proforma is based on GFR form 17. One copy shall be earmarked each for the concerned Commissionerate and Directorate of Logistics. In the third copy, Condemnation Board shall record the reserve price of the said machine which shall be kept in a sealed cover for opening on the date of auction. Every sheet of the proceedings shall be signed by all the members of the Board and counter-signed by the Presiding Officer. Appropriate reasons/grounds recommending condemnation of the X-ray machine shall be recorded in the remark column. Following document shall be required to be produced before the Board during the proceedings.

- (a) Duly completed Log book indicating useful life rendered by the machine
- (b) Report of the Contractor
- (c) Report of Chartered Engineer, if the services are hired as per para 5.1

5.4 Approval of the Competent Authority

- (a) Findings of the condemnation Board proceedings shall be forwarded to the competent authority by the user Commissioner for necessary approval. The letter shall be accompanied by the copy of Board proceedings meant for Directorate of Logistics, log book of the machine and/or other grounds on which the machine has been rendered unserviceable along with report of the Contractor.
- (b) A copy of order convening the meeting of the condemnation board shall also be enclosed.

6. Writing off of the Condemned machine

After receipt of competent authority's approval on the board proceedings, the machine shall be written off from the records maintained by the concerned Commissionerate and also by this Directorate.

7. Disposal of condemned machine

GFR provisions with regard to Disposal of the condemned goods shall be followed along with any other instructions that have been issued by the Govt. on the subject.

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