



जनस्वास्थ्य अभियांत्रिकी विभाग, हरियाणा  
PUBLIC HEALTH ENGINEERING DEPARTMENT, HARYANA

Bays No. 13-18, Sector-4, Panchkula- 134112  
Ph. 0172-2561672, Website: <https://phedharyana.gov.in>  
SNK Toll Free No. 1800-180-5678



From

Engineer-in-Chief, Haryana,  
Public Health Engineering Department,  
Panchkula.

To

All Superintending Engineers,  
Public Health Engineering Circles in Haryana State.

All Executive Engineers,  
Public Health Engineering Divisions in Haryana State.

Memo No. 83803-875 -PHED/MM (2)

Dated Panchkula the, 8-8-2019

**Subject: - Instructions regarding Issue of Auctioned Material to agency on PHED website.**

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Kindly refer to subject cited above.

In this connection it is intimated that auctioned material is to be issued to the agency only after necessary approval from the competent authority through indent. As and when, the agency deposits the cost towards the material as per the terms and conditions, the material may be issued/handed over to the agency, after following the proper procedure.

Further, an online provision has been created on departmental website by IT Cell for entering the details of Allotment-Order No. & date / name of agency on PHED website, alongwith online provision of issue of auctioned material by the field office.

**The detailed steps are as under: -**

Activity	Level	Steps (from the Login ID of MM Cell, Head Office)
Entry of Basic information of Allotment-Order of auctioned material	Head Office	>>Login PHED Website ( <a href="https://phedharyana.gov.in">https://phedharyana.gov.in</a> ) >>Select Store Inventory Management System >> Click on Tool & Utilities >> Auction order of Material >> Fill all Required Fields & then Click on Save Button.

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The detailed steps to be followed by Store SDE/JE/ Munshi are as under: -

Activity	Level	Steps (from the Login ID of Store SDE/ JE / Munshi)
Conversion of Item from Numbers into Weight	Store SDE/ JE/ Munshi	<p>&gt;&gt;Login PHED Website (<a href="https://phedharyana.gov.in">https://phedharyana.gov.in</a>)</p> <p>&gt;&gt;Select Store Inventory Management System</p> <p>&gt;&gt; Click on Tool &amp; Utilities</p> <p>&gt;&gt; Click on Convert Obsolete items into the Scrap</p> <p>&gt;&gt; Fill all Required Fields &amp; then Click on Save Button.</p> <p><b>Note:-</b></p> <p>After clicking on save button, the new Bin Card of scraped item will be created automatically. Then the material can be issued to the agency through indent as per usual procedure which is being already adopted.</p>

In view of above, from now onwards the auctioned material shall only be issued strictly in consonance to above procedure. Copy of these instructions shall be conveyed to all concerned.

**This may be treated as MOST IMPORTANT.**

Executive Engineer (Mont.)  
For Engineer-in-Chief, Haryana

Endst. No. 83876-889

Dated: 8-8-2019

8/8/19

A copy of the above is forwarded to the following for information and necessary action:-

1. Chief Engineer Rural/ Prog./ Urban/ Project/ Mont./ Works/ Mech. & Chief Engineer-Cum-Dir.(WSSO), Public Health Engineering Deptt.
2. SE (Rural) Head Office.
3. E.E. (Co-ord.) Head Office w.r.t. his Section U.O. No. 78003 dt. 26.07.2019.
4. All other officers and Branch In-charges in Head Office.

Executive Engineer (Mont.)  
For Engineer-in-Chief, Haryana

8/8/19