

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
IP ESTATE: NEW DELHI

No. Admnl/Misc/2019/301

Dated: 07.03.2019

Sub: Guidelines for the disposal of Lost Property

Following are the guidelines duly approved by the Competent Authority for disposing the lost property items:

1. Any articles left over by the travelling public in the buses or terminals should immediately be deposited in the lost property section by the concerned conductor/ driver.
2. Person responsible for keeping & maintaining such lost articles should enter these articles in the register called the "Register for lost property articles" with complete detail of bus No., duty No., conductor B.No., driver B.No., timing, date & place etc.
3. The articles shall be serially entered by date when received & a label showing serial No. be attached/ pasted to the article.
4. The articles shall be kept in the lock & key with the In-charge of lost property section.
5. The period after the expiration of which unclaimed articles or goods may be sold by the corporation by public auction from the date, the articles or goods come into possession of the corporation shall be as follow: -


| S.No. | Category of Articles or Goods | Period after which they are to be disposed of. |
|-------|---|--|
| (a) | Perishable goods | After expiry of 24 hrs. |
| (b) | Foodgrains | After two months. |
| (c) | Other goods or articles not covered by (a) or (b) above | After three months. |

6. Notwithstanding anything contained in sub-clause (5) above, arms ammunition, explosives and other dangerous goods, intoxicating liquor, opium, and its preparation and hemp drugs the sale of which by unlicensed persons is prohibited by law, shall be

made over the Police or Excise Authorities as soon as possible after they come into the possession of the corporation.

7. A storage charge not exceeding Rs.5/- per day per article exceeding one day for the period during which it remains in the possession of the corporation as lost property subject to a maximum amount of Rs.200/-, shall be received from the claimant.
8. Whenever a person claims for any lost property articles/items, In-charge lost property on behalf of DTC will verify his/her identity with proof alongwith an undertaking in the form of an Affidavit, will hand over the items after approval of the Depot Manager/ Manager/ Dy. Manager to the legitimate claimant after receiving a storage charges. In-charge lost property will keep record of identity proof, original ticket/ pass copy of the claimant & an Affidavit from the claimant before releasing & satisfying himself about the correct ownership of the lost property.
9. Auction shall be made every year in the month of April for articles depositing in lost property section during last calendar year i.e. 1st January to 31st December of the last year.
10. A depot level committee constituted by the Depot Manager will prepare item/condition wise list of different lots, tallying with stock register made for the purpose of lost property.
11. A committee including one officer of Account Department will be constituted by concerned Regional Manager to assess the reserve price of each lot & auction thereof.
12. An auction date decided by Regional Manager concerned has to be notified in all depots of the Region for information of the staff/public to participate in the auction. The conditions of the auction will be as follows: -
 - (a) Highest bidder has to pay the bidding amount in cash/ DD/ on line transfer/ Cheque (subject to realisation of amount) immediately after confirmation of his bid.
 - (b) Successful bidder has to take over his lot/items immediately after payment.
 - (c) Lost property will be auctioned on the basis of "As is where is".
 - (d) The chairperson of bidding committee will have right to cancel any bid.
 - (e) Successful bidder has to pay tax as per rules applicable.

13. A registration charge of Rs.100/- (Non-refundable) be charged from all willing participant bidders. However, for a successful bidder taking lost property of more than Rs.500/-, registration charge of Rs.100/- will be adjusted in final bill.
14. The auction committee will be empowered to dispose of any lot at a price less than reserve price also to get rid of the junk items.
15. In case of silver/ gold or like silver/ gold, items have to be kept in safe custody with cashier in the chest of cash section duly sealed & signed by a depot level committee & before auction, the value of same may be got assessed from an Authorised Agency/ Show Room/ Assessor of MMTC. In case of no bidder for costly items like silver, gold or any other items the same may be sold by the above committee to an Authorised Agency/ Show Room of MMTC & the value alongwith selling bill etc. may be deposited with depot cash section.
16. In case of junk items lost property which are in very poor shape/ size/ condition & not bid during auction may be disposed off as garbage by the above committee.
17. During auction Depot Authority should arrange a tent enclosure alongwith chairs/ tables for bidders to avoid entry of unregistered bidders.
18. Once the event of auction is completed the board must reconcile & prepare a list of sold & unsold items.
19. Unsold old clothes may be hand over to N.G.O., Orphanage or night shelter.
20. Revenue collected from the auction be deposited in depot cash section.


(Ankur Garg)
07/03
Manager (Admn)

All Depot Managers/ Unit Officers
All Dy CGMs/ RMs/ Addl CAO

Copy to: All HODs: for kind information please.
Copy to: OSD to MD: for kind information of MD Please.
Copy to: RM (South): along with shadow file.