

**Govt. of N.C.T. of Delhi**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**9<sup>th</sup> Level, B – Wing, Delhi Secretariat,**  
**I.P. Estate, New Delhi – 110002**

NoF. 1(29)/2004/IT/2740

Dated: 08/10/2004

**CIRCULAR**

**1. Subject:**

**Policy for condemnation of IT Equipment and disposal.**

The IT equipments will include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop
- Package Software
- Technical books and manuals pertaining to Hardware and Software being condemned.

(LAN equipments are not covered by this order. For them separate order will be issued)

**2. Applicable to:**

- All Government departments under Govt of NCT of Delhi
- All autonomous bodies/local bodies under Govt of NCT of Delhi
- All PSU's Under Govt of NCT of Delhi

**3. Grounds for condemnation:**

The IT equipments can be condemned on following grounds:

- Technically obsolete:
  - Hardware: Equipments purchase on or before **31.03.1998** and **they are not in working condition.**
  - Third party Software/books/Manual: Software/books/Manual purchase on or before **31.03.1997** will be treated as obsolete in case service/technical support is no longer available.
- Beyond economical repair: When repair cost is considered too high after looking at the current value (taking depreciation into account), and the age of the equipment. Such cases will be put up before IT and Finance department for concurrence/approval.
- Equipment that has been damaged due to fire or any other reason. Such cases will be put up before IT and Finance department for concurrence/approval.

**4. Disposal/Alternate use:**

Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipments.

There may be an alternative use for such equipments such as:

- Research project
- Training at different poly-techniques/Govt school etc
- Sold to vendor under buy back scheme

If there is an alternative use, the equipment may be kept at area allocated for scrapped equipment until it can be handed over to third party. In case of Research project or Technical Institutions, department must sign an agreement with them that they will use it for community development and will not sell the same in the market.

Department will also ensure removal of service and inventory labels from such equipments. All data including operating system must be removed after taking proper backup.

**The equipment that cannot be put to alternative use as indicated above must be auctioned as per prevailing Govt policy.**

## **5. Responsibility of Department:**

- 5.1. Each unit of department will prepare equipment condemnation note which should be individually numbered having equipment description, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.
  - 5.2. Department will constitute a condemnation committee which will review all condemnation notes and decide about the condemnation of equipments as per guidelines given above. The committee should have at least one member having IT background.
  - 5.3. All procedure and rules made under relevant Rules of the government on maintenance of records for condemnation of non-consumables items will be made in these cases.
  - 5.4. The condemnation report so prepared by the department based on these guidelines will be sent to IT department for approval. The condemnation will be done only after approval is obtained from IT department. To avoid piece-meal approach, all cases of a department may be processed once a year in May-June.
6. This issues with the approval of Finance department UO number 522/Fin (E-I) dated 30/9/2004 .

**(Prakash Kumar)**  
**Secretary (IT)**  
**Tel: 23392254**  
**secyit@nic.in**

Copy for information to: -

- All HODs / Secretaries / Pr. Secretaries
- Chairman /MDs of PSUs
- All head of local bodies/autonomous bodies
- All Secretaries to the Ministers
- OSD to Chief Secretary
- Secretary to L.G.