

**Department of Women & Child Development
Government of NCT of Delhi
1, Canning Lane (Pt. Ravi Shankar Shukla Lane)
Kasturba Gandhi Marg, New Delhi-110001**

F.39 (80)/Condemnation/DWCD/CTB/2017/ 42167-78

Dated: 28 MAR 2017

Circular

Department of Women and Child Development intends to condemn all non working & more than 5 years old Computers / Printers/ Multifunction Printers & Photocopier machines which have outlived its life . For condemnation of these old and non working computer hardware items, we need to know the exact quantity of non working and old computer hardware items.

Therefore, for collecting the exact quantity of non working and old computer hardware items installed at each offices/homes/institutions/districts of WCD Department, kindly provide the information in following format as detailed below within two weeks from the date of issue of this circular to Caretaking Branch (WCD-HQ) for starting the process of condemnation of computer hardware items.

S.No	Details of all more than 5 year old and non working Computers/ Printers/MFPs/Photocopiers in _____ (Name of Branch/Office/Homes/Institutions/Districts)						
	Computer /Printer/ MFP/ Photocopier	Qty	Make	Model	Serial No.	Approx. value in Rs.	Year of purchase

This issues with the prior approval of Director-WCD


**Asst. Director (CTB)
WCD-HQ**

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Copy to:

1. OSD. to Director WCD
2. All Offices /Branch/Institutions/Homes/Districts of WCD Department


**Asst. Director (CTB)
WCD-HQ**