

**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/4958-76

Dated:08/10/07

**CIRCULAR**

**1. Subject: Guidelines for condemnation & disposal of IT Equipments.**

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.
- Data Communication Equipment

**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 / Data Communication Equipment/ Package Software which has been used for atleast five years **and they are not in working condition.**
- 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 should be sent to I. T. Department and Finance Department for concurrence/approval.
- Equipment that has been damaged due to fire or any other reason. Such cases shall be sent to Department of I.T. and Finance Department for concurrence/approval.

**Contd.**

#### 4. Disposal:

Such equipments shall be disposed off strictly following the procedure as laid down in Rule 196 to 201 of GFR 2005

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

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.

#### 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 the 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 of the government on maintenance of records for condemnation of non-consumables items will be adhered to in these cases.
- 5.4. The condemnation report so prepared by the department based on these guidelines shall be sent to I.T. 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 twice in a year during the months of May-June and Nov.- Dec.
6. This issues with the approval of Finance department UO number 48373/Fin. B dated 04/06/2007.

Sd/-

(Rajendra Kumar)  
Secretary (IT)

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.