

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Endst No. GMCH-IT- 44-63

Dated : 16-01-2020

A copy of minutes of meeting regarding disposal of obsolete/unusable/unserviceable IT and electronics equipments of GMCH held on 26.12.2019 hereby circulated alongwith condemnation performa with request that those departments who have already deposited their computer and computer peripherals earlier in Central Store are requested to kindly fill the given requisite performa and send it to Information Technology Centre within 15 days from the date of issue of this letter so that the case may be further processed for the disposal off the same.

1. PS to DP for kind information of Director Principal please.
2. PA to JDA for kind information of Joint Director (Admn.) please.
3. PA to MS for kind information of Medical Superintendent please.
4. All HOD's, Govt. Medical College & Hospital, Chandigarh
5. HOD, MRD, Govt. Medical College & Hospital, Chandigarh.
6. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
7. The DMS-I & DMS-II , Govt. Medical College & Hospital, Chandigarh
8. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
9. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
10. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
11. Registrar(Academic), Govt. Medical College & Hospital, Chandigarh
12. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
13. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
14. Stores officers(I & II), Govt. Medical College & Hospital, Chandigarh
15. Librarian, Govt. Medical College & Hospital, Chandigarh
16. Law Officer, Govt. Medical College & Hospital, Chandigarh
17. In charge RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
18. Genetic Lab, Govt. Medical College & Hospital, Chandigarh
19. RTI Cell, Govt. Medical College & Hospital, Chandigarh
20. College of Nursing, Govt. Medical College & Hospital, Chandigarh


(Dr. Surinder Singh)
HOD-IT Centre
Govt. Medical College & Hospital,
Chandigarh

Minutes of the Meeting

A Meeting regarding disposal of obsolete/unusable/unserviceable IT and electronics equipments in Government Medical College & Hospital, Sector 32, Chandigarh, was held in the Office of HOD-IT on dated 26.12.2019 at 11.30 pm.

The following members attended the meeting:

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|----|---|----------|
| 1. | Dr. Surinder K Singhal
HOD-IT, GMCH-32, Chandigarh | Chairman |
| 2. | Sh. Amanjeet Singh
Technician, Deptt. Of Information
Technology, UT. Chandigarh | Member |
| 3. | Sh. Sushil Kumar Yadav
ASO, GMCH-32, Chandigarh | Member |
| 4. | Sh. Mukesh Kumar
Computer-Operator, GMCH-32, Chandigarh | Convenor |

The committee members thoroughly discussed the disposal of obsolete/unusable/unserviceable IT and electronics equipment of the entire Government Medical College & Hospital, Sector 32, Chandigarh. DIT official briefed the guidelines for disposal of obsolete/unusable IT and Electronics equipment as under:

Procedure for replacement and disposal of obsolete items

- 4.1. All the IT & Electronics equipment covered under these guidelines are procured with a prescribed warranty period. No replacement of any of the equipment would be permissible so long as it is within the stipulated warranty period built in upfront at the time of the purchase order.
- 4.2. The minimum life for replacement/disposal of the equipment must be followed as defined for each category separately (refer table no.1, section 2). However, in case any equipment gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair/maintenance cost is not economically viable (i.e. where the repair costs exceed the depreciated value of the item), such items can also be

disposed off with the recommendation of a Technical Committee to be constituted for the purpose.

- 4.3 All the Departments of Chandigarh Administration must constitute a Technical Committee for declaring the IT & Electronics equipment fit for disposal as per the instructions of these guidelines. One technical expert from Department of Information Technology, Chandigarh, must be the member of such Committee.
- 4.4 An "e-Waste management Cell" shall be created by Department of Information Technology, Chandigarh in consultation with Chandigarh Pollution Control Committee, which would be responsible for auctioning, collection and disposal of the e-Waste generated by Departments of Chandigarh Administration in a proper manner as per the e-Waste (Management & Handling) Rules, 2011 and Batteries (Management & Handling) Rules, 2001 of Govt. of India.
- 4.5 No separate physical store would be set-up by the Department of IT. The items once declared to be fit for replacement/disposal would remain physically only within the stores of respective Departments till the process of auction /collection of e-Waste is completed by e-Waste Management Cell.
- 4.6 For items under Category-I, no residual value has been assigned. Hence, once consumed and on further non-usability, these items shall immediately be declared as electronic waste and be transferred to e-Waste Management Cell at zero value for electronic waste management and recycling purposes and can be written off from the books of the respective Department once the process is completed.
- 4.7 Replacement of equipment: Depending upon the specific requirement of the respective Department, the officers/officials using the items under Category-II, III and IV, may seek replacement of the equipment after the completion of productive life period (refer table no.1, section 2). Once declared fit for replacement, the following procedure be followed:
 - 4.7.1 On completion of replacement period, it would be at the discretion of the Department to allow the concerned user of the item to retain/purchase the item for its personal use at

the depreciated value. In such case, the user has to pay the depreciated value of the item to Department from its own pocket.

4.7.2 In case the concerned user is not interested, the items declared fit for replacement may also be offered to all the Govt. employees working across the various Departments of Chandigarh Administration at the depreciated value. In case more than one person are interested for same item, it may be allotted by holding a draw of lots.

4.7.3 Wherever no Government employee comes forward to purchase such items, the items shall be added for buy-back by the vendors in the indent for purchase of new items/equipment of better configuration to be purchased by the Department. However, the buy-back should not be made below the calculated Reserve Price.

4.7.4 In case the equipment is not to be replaced with a new one, the same may be transferred to e-Waste Management Cell at the depreciated value. These items would be auctioned centrally by Department of IT every six months by inviting rates through press tenders or from empanelled vendors. In such case, the depreciation value of the item would be fixed as Reserve Price, unless fixed lower by the Technical Committee for reason to be recorded in writing.

4.7.5 In case where repeatedly either sufficient bids are not being received for disposal of items at the Reserve Price or bids received are for a value lower than the Reserve Price, it would be at the sole discretion of Department of IT to negotiate with the participating bidders to avoid re-auctioning. Such negotiations would be informed in advance to the respective Departments before finalizing the vendor for disposal.

4.7.6 The department of IT would be entitled to retain the funds/proceeds collected over and above the Reserve price from disposal of such items in lieu of the processing/advertisement charges for inviting rates through press tenders. The Department of IT would also be liable to pay the applicable sales taxes to the department of Excise & Taxation. The funds collected would be transferred to respective departments after the necessary deduction of sale taxes; however, the amount transferred should not be more than the reserve price. The item can be written off from the books of the respective department once the disposal process is completed.

4.8 **End of Life equipment:** The items who have attained/completed their end of life period (refer table no.1, section 2), shall immediately be declared as e-Waste, if unusable. Once declared e-Waste, the following procedure be followed :

4.8.1 Such items shall be transferred to e-Waste Management cell at zero value for electronic waste management and recycling purposes.

4.8.2 Department of IT would dispose off these items with the e-Waste collector/dismantler/recycler registered by the Pollution Control Board/Committees of the States/UTs of India as per the provisions made under the e-Waste (Management & Handling) Rules, 2011.

4.8.3 Department of IT would be entitled to retain the funds/proceeds collected from disposal of such items. No payment would be made to the respective Department in such cases. The items can be written off from the books of the respective Department once the disposal process is completed.

4.9 The concerned Department, in any case, would have to maintain the inventory of all the transfers/disposals made with the Department of IT in their books of record.

4.10 The respective Department shall be required to submit the details of such items to Department of IT in the following performa :

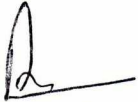
S.no.	Item Description	Invoice/Bill Date	Invoice/Bill Value (INR)	Qty	No. of Years from the date of Invoice	Depreciated Value (INR)

Performa to be filled for submission of e-Waste to Dept. of Information Technology, GMCH Chandigarh

4.11 Department of IT may also consider donating the obsolete items after end of life period which are still usable, to State/Central Govt. recognized nonprofit service organizations/ institutes. A certificate shall be recorded for such purpose.

The committee members unanimously decided that a circular may be circulated to the various department of GMCH so that user department may fill the requisite information and send back it to Committee for further necessary action.

Meeting ended with vote of thanks to the Chair.



Sh. Amarjeet Singh
Member



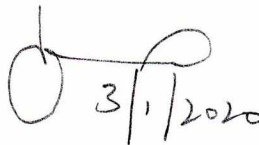
Sh. Sushil Kumar Yadav
Member



Sh. Mukesh Kumar
Convenor



Dr. Surinder K. Singhal
Chairman



Name of the Department _____

Name of the Article (s)	No. of Article(s)	Date of purchase/ indenting	Page No. of S/R	Book Value	Reason for condemnation	Estimated scrap value to be determined, if any	Remarks/recommendations of the condemnation board

(a) the above articles are unserviceable and irreparable

(b) there is no loss involved into it as the above articles have become unserviceable due to their wear and tear after actual use.

(c) the loss does not disclose a defect in rules or procedure, the amendment of which requires orders of the higher authority or Finance Ministry.

(d) that there has not been any serious negligence on the part of any Govt. servant which may call for disciplinary action by a higher authority.

(e) that the above item(s) is/are recommended for declaring unserviceable/condemnation.

Signature of Stores Officer

Signature of user officer

Recommended for condemnation or not?

Signature of HOD of the concerned Department

Recommendations/remarks of the condemnation board as to whether the stores may be declared condemned for the public action or not.

- (a) Whether recommended for condemnation or not?
If yes, the approximate value or reserve price to be fixed for the disposal of the condemned machinery/equipment(s)
- (b) Any other suggestion for use of the condemned material through recycling or otherwise.

Officer of user
Department

Member

Member

Member

Convenor

Chairman - Condemnation Board (Lower/Higher)