

Annexure <sup>1</sup>/<sub>C</sub>

No: 8-11/2012-13/IT-I  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
(Information Technology Cell)

Dated: 09-01-2015

**Subject: Guidelines for condemnation/Scrapping & disposal of IT products/Equipment.**

Kindly find enclosed a copy of the circular No. 8-11/2012-13/IT-I dated 26/12/2014 regarding guidelines for condemnation/scrapping & disposal of IT products/equipment which has been approved by Secretary (T).

2. Further, your kind attention is invited to Para No. 4.b and 4.c of the circular wherein the action to be initiated by each unit of the department is mentioned. It may kindly be ensured that the action is initiated and the condemnation note so prepared is received in IT section within three weeks from the date of issue of this OM.

3. The condemnation notes may be forwarded to ADG(IT-III) for compilation and further processing of the same.



(A K Tripathi)  
Director (IT-III)

Encl. as above.

Div (IT3) for use.  
IT Records may be got updated.

To,

- ADG (IT-III) 16/1/15  
Pls. comply and keep the data ready.
- 1) PS to MOC&IT
  - 2) PPS to Secretary (T) Department of Telecom. DoT Hq.
  - 3) PPS to SS(T)/Sr PPS to Administrator(USO Fund)/ PPS to CVO/ Department of Telecom. . DoT Hq
  - 4) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F) . DoT Hq
  - 5) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom. . DoT Hq
  - 6) JS(T)/JS(A)/Jt. Admin(USOF), Department of Telecom. . DoT Hq
  - 7) All DDG's, Department of Telecom. . DoT Hq
  - 8) This circular along with annexure is also available in Knowledge Management System (KMS).

118901/2015/IT-I  
13/1



**No.: 8-11/2012-13/IT-I**  
**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**(Information Technology Cell)**

**Dated: 26-12-2014**

**Subject: Guidelines for condemnation & disposal of IT Equipment.**

**1. Applicability**

These guidelines will be applicable to all IT equipments installed in DoT Head Qtrs. and include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop/Note-book/tablet
- Data Communication Equipment/LAN switches/routers/data cables.

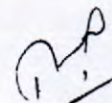
**Note:**

- i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
- ii) IT items like pen drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

**2. Grounds for condemnation:**

The IT equipment can be condemned on following grounds:

- a) Equipment outlived its prescribed life and certified by IT Wing as unfit for its useful contribution. The prescribed life of various IT equipment is as following
  - 1) Servers/PC's/dumb terminals/printers- 5 years





- 2) Laptop/Note-book- 4 years or till the fitness of such device is certified by NIC of the ministry/department, whichever is later.
  - 3) UPS excluding battery- 5 years
  - 4) Battery of UPS- 1 year after warranty period.
  - 5) Printers - 5 years
  - 6) Softwares do not require any physical scrapping.
  - 7) Data Communication Equipment/LAN switches/routers/data cables 5 years.
- b) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
  - c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
  - d) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the IT Wing of DoT.

### **3. Disposal:**

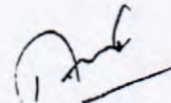
Such equipment shall be disposed strictly following the procedure as laid down in Rule 196 to 201 of GFR 2005(copy attached as Annexure II for ready reference) and notification regarding disposal of E-Waste issued by Ministry of environment and forests (copy attached as Annexure III for ready reference). Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment. Department will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipments/instruments should be stopped with the effective date of scrapping. All data including operating system must be removed after taking proper backup and preserved by user of the equipment.





#### 4. Procedure

- a) IT wing will be the nodal section for all the IT equipments procured. It will prepare and maintain assets' register for the same. However, individual section will also be provided with all the basic information.
- b) Scrapping proposal will be initiated by the user section which will be compiled by IT wing for further processing for scrapping.
- c) Each unit of department will prepare "IT equipment condemnation note" in the pro-forma attached as Annexure-I.
- d) Department will constitute a condemnation committee which will review the condemnation notes and recommend about the condemnation of equipment as per approved guidelines. The committee should have at least one member from IT section and one from the finance wing.
- e) All procedure and rules of the government on maintenance of records for condemnation of non-consumable items will be adhered to in these cases.
- f) The condemnation report so prepared shall be put up for approval. The condemnation will be done only after approval is obtained from competent authority having such powers to approve condemnation. It is suggested that such Scrapping Committee will meet twice in a year during the months of May-June and Nov. - Dec. in order to avoid piling up of unusable IT items.



**A K Tripathi**  
**Director(IT-III)**  
**DoT, HQ**

#### Copy to

- 1) PPS to Secretary (T) Department of Telecom.
- 2) PPS to SS(T)/Sr PPS to Administrator(USO Fund), Department of Telecom.
- 3) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F)
- 4) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom.
- 5) JS(T)/JS(A), Department of Telecom.
- 6) All DDG's, Department of Telecom.



**Performa for Preparation of Information for Scrapping of IT Equipment**  
**(To be filled by user)**

**Part - A**

Name of user: .....

Designation: .....

Section: .....

Room no.: ..... Tel. no.: .....

Sr. No.	Item	Make & Model	Sr. No. of Item	Reason for Scrapping
1				
2				
3				
4				

(Signature of Concern user)

(Recommendation of Concerned DDG/JS)

**Part - B****(To be filled by Procurement Section)**

Sr. No.	Name of the Item with Serial no.	Date of Purchase as per Record	Purchase Cost as per Record	Asset/Stock Reg. Entry Page No.
1				
2				
3				
4				

(Signature of concern ADG)

**Part - C****(To be filled by Scrapping/condemnation Section)**

Sr. No.	Name of the Item	Reason for scrapping	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Scrapping In-charge)