

Government of Rajasthan
Department of Information Technology & Communication
1st Floor, B-Block, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur
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No. F 5(324)/DoIT/Tech/08/1429

Dated: 13/06/08

CIRCULAR

Subject: Policy for condemnation of IT Equipment and disposal.

1. Definition 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
- Mouse
- NETWORK HUBS/SWITCHES below 100 MBPS capacity
- Dialog Modems with less than 33 KBPS speed
- LAN cabling 100 MBPS or below

2. Applicability of Policy

This policy shall be applicable to the following departments and bodies:

- All Government departments under Govt of Rajasthan.
- All autonomous bodies/local bodies under Govt of Rajasthan.
- All PSU's under Govt of Rajasthan.

3. Grounds for condemnation:

The IT equipments can be condemned on the following grounds:

- Technically obsolete:
 - Hardware: Equipments having completed a period of 5 (FIVE) Years **and currently not in working condition.**
 - Third party Software/books/Manual: Software/books/Manual having completed a period of 10 (TEN) years will be treated as obsolete in case service/technical support is no longer available.
- Beyond economical repair: When repair cost is considered too high in comparison to the current value (taking depreciation into account), and the age of the equipment. Such cases will be put up to the IT&C Department for concurrence/approval prior to condemnation and disposal.
- Equipment that has been damaged due to fire or any other reason. Such cases

will be put up before IT&C Department for concurrence/approval prior to condemnation and disposal.

4. Disposal/Alternate use:

Once the equipment has been condemned, it should be removed from office use and kept in an area allocated for scrapped equipments. There may be alternative uses for such equipments such as:

- For Research project
- For Training at different polytechnic institutions/Govt schools etc
- For Sale to vendor(s) under buy back scheme

If there is an alternative use, the equipment may be kept at an area allocated for scrapped equipment until it can be handed over to the third party. In case of use in research projects or in technical and educational institutions, the concerned Department must sign an agreement with them that they will use the computers for research project or for educational purposes only and will not sell the same in the market.

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

Where the equipment cannot be put to alternative use, it must be auctioned as per prevailing Govt policy.

5. Responsibility of Departments where condemnation of obsolete IT equipment and disposal of electronic waste is to be carried out:

- 5.1. Each unit of the Department will prepare equipment condemnation note with equipment description individually numbered, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.
- 5.2. The Department will constitute a condemnation committee which will review all condemnation notes and take a decision about the condemnation of equipments as per guidelines given above. The committee should have at least one technical member from Department of Information Technology & Communication.
- 5.3. All procedures stipulated under relevant Rules of the government on maintenance of records for condemnation of non-consumables items will be followed in these cases.
- 5.4. The condemnation report so prepared by the Department based on these guidelines will be sent to IT&C department for approval. The condemnation will be done only after approval is obtained from IT&C department. To avoid a piece-meal approach, all cases of a Department may be processed once a year in May-June.
- 5.5. The Department will ensure proper bio-friendly disposal of all electronic waste

containing substances like lead, cadmium, mercury, polyvinyl chloride (PVC) that have the potential to cause harm to human health and environment.

This issues with the approval of Finance Department vide ID No. 149 dated 7.5.08.


(C.K. Mathew)
Principal Secretary, IT&C

No. F 5(324)/DoIT/Tech/08/1429

Jaipur, Dated: 13/06/08

Copy for information and necessary action to:

1. Accountant General, Rajasthan
2. Chief Secretary, Government of Rajasthan
3. All Additional Chief Secretaries, Government of Rajasthan
4. All Principal Secretaries / Secretaries / Head of the Departments, Government of Rajasthan
5. All District Collectors/ Superintendents of Police, Government of Rajasthan
6. P.A. to Director, IT&C


Special Secretary & Director, IT&C