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~~27/2/13~~

GOVERNMENT OF KERALA

Abstract

HEALTH & FAMILY WELFARE DEPARTMENT – CONDEMNATION OF UNSERVICEABLE HOSPITAL EQUIPMENTS, FURNITURE AND ELECTRICAL EQUIPMENTS IN ALL HOSPITALS - INSTRUCTIONS – ORDERS ISSUED.

**HEALTH & FAMILY WELFARE (M) DEPARTMENT**

G.O.(Ms) No. 63/2013//H&FWD

Dated, Thiruvananthapuram, 23.02.2013.

ORDER

A large number of unserviceable hospital equipments, furniture and electrical equipments are lying for the past several years in institutions from Medical Colleges to Primary Health Centres. These waste a lot of space and create large scale public hazard. These items are not likely to be used again in future. But the officers are afraid to effect the condemnation of these articles on account of possible audit queries and consequent withholding of pensionery benefits. The centralized powers of district condemnation committee is also a reason for the delay.

2. Since the removal of these articles is a public interest necessity, the directions below are issued to ensure that officers face no hurdles in condemnation of unserviceable articles. In order to facilitate the removal of unserviceable items, the following directions are issued.

- (i) The Superintendents of the hospitals will be personally held responsible for ensuring that meeting of the condemnation is held once in 6 months and items ordered to be condemned are disposed within the next 2 months if there is no re-auction and 3 months if there is re-auction.
- (ii) There shall be condemnation committees for
  1. Primary Health Centre Level and below,
  2. Community Health Centre Level
  3. Taluk Head Quarters Level/ Government Hospital Level
  4. District Hospital/General Hospital Level
  5. Medical College Hospitals/ Specialty Hospitals/ Super Specialty Hospitals

6. Other institutions under Director of Health Services (e.g. State Public Health Laboratory, Chief Government Analysts Laboratory, Health Transport Work Shops (Static & Mobile), Etc.)

(iii) The condemnation committees constituted at each level are

- a. Primary Health Centre Level and below
  - i. Medical Officer in Charge of C H C of the area - Chairman
  - ii. Medical Officer in Charge of P H C
  - iii. Pharmacist
  - iv. One Staff Nurse / Para Medical Staff
  - v. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)
- b. Community Health Centre Level
  - i. Superintendent of Taluk Head Quarters Hospital of the area - Chairman
  - ii. Medical Officer in Charge of C H C
  - iii. Pharmacist
  - iv. One Staff Nurse / Para Medical Staff
  - v. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)
- c. Taluk Head Quarters / Government Hospitals Level
  - i. Superintendent of District Hospital/General Hospital of the area - Chairman
  - ii. Superintendent of Taluk Head Quarters/ Government Hospital
  - iii. Junior Consultant/ Consultant/ Senior Consultant of the Specialty concerned
  - iv. Lay Secretary & Treasurer
  - v. Nursing Superintendent
  - vi. Pharmacist / Para Medical Staff
  - vii. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic

equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)

d. District Hospital/ General Hospital Level

- i. District Medical Officer of Health of the District - Chairman
- ii. Superintendent of District Hospital/General Hospital
- iii. Junior Consultant/ Consultant/ Senior Consultant/ Chief Consultant of the Specialty concerned
- iv. Lay Secretary & Treasurer
- v. Nursing Superintendent
- vi. Pharmacist Store Keeper / Para Medical Staff
- vii. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)

e. Medical College Hospital/ Specialty Hospital/ Super Specialty Hospital Level

- i. Principal, Medical College/ District Medical Officer of Health of the District - Chairman
- ii. Head of Department of specialty concerned
- iii. Superintendent of Medical College Hospital/ Specialty Hospital/ Super Specialty Hospital
- iv. Lay Secretary & Treasurer
- v. Nursing Superintendent
- vi. Pharmacist Store Keeper/ Para Medical Staff
- vii. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)

f. Other institutions under Director of Health Services other than those mentioned above (State Public Health Laboratory, Chief Government Analysts Laboratory, Health Transport Work Shops (Static & Mobile)Etc.)

- i. District Medical Officer of Health of the District - Chairman
- ii. Head of the Institution/State Health Transport Officer
- iii. Admn. Asst. / Senior Superintendent, DMOH of the District
- iv. Senior/ Junior Scientific Officer / Charge man / Foreman-Mechanic
- v. Analyst / Laboratory Technician / Mechanic / Electrician
- vi. Technical Experts (in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period or beyond the scope of economical repairs but before the date of expiry of life period)

3. The Technical Experts shall be included only in the case of Mechanical, Electro-mechanical, Electrical, Medical Electronic equipments and instruments and Hospital Furniture which do not have fixed life period by government or beyond the scope of economical repairs but before the expiry of life period. The experts for different levels of Hospitals/ Institutions shall be as given below:

<b>Level of Institution</b>	<b>Type of equipment/instrument/furniture</b>	<b>Technical Expert</b>
Primary Health Centre Level and below,	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering, Government Polytechnic or his nominee
-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering, Government Polytechnic or his nominee
-do-	3. Electrical	Head of Department, Electrical Engineering, Government Polytechnic or his nominee
-do-	4. Medical Electronics	Head of Department, Electronics Engineering, Government Polytechnic or his nominee

Community Health Centre Level	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering, Government Polytechnic or his nominee
-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering, Government Polytechnic or his nominee
-do-	3. Electrical	Head of Department, Electrical Engineering, Government Polytechnic or his nominee
-do-	4. Medical Electronics	Head of Department, Electronics Engineering, Government Polytechnic or his nominee
Taluk Head Quarters Level/ Government Hospital Level	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering, Government Polytechnic
-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering, Government Polytechnic
-do-	3. Electrical	Head of Department, Electrical Engineering, Government Polytechnic
-do-	4. Medical Electronics	Head of Department, Electronics Engineering, Government Polytechnic
District Hospital/General Hospital Level	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	3. Electrical	Head of Department, Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	4. Medical Electronics	Head of Department, Electronics and Communication or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
Medical College Hospitals/ Specialty Hospitals/ Super Specialty Hospitals	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College

-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	3. Electrical	Head of Department, Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	4. Medical Electronics	Head of Department, Electronics and Communication or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
Other institutions under Director of Health Services (State Public Health Laboratory, Chief Government Analysts Laboratory, Health Transport Work Shops (Static & Mobile) Etc.)	1. Mechanical & Hospital Furniture	Head of Department, Mechanical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	2. Electromechanical	Head of Department, Mechanical/ Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	3. Electrical	Head of Department, Electrical Engineering or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College
-do-	4. Medical Electronics	Head of Department, Electronics and Communication or his nominee, Government / IHRDE/ LBS / KSRTC/ Quasi Government Engineering College

4 The following powers are delegated for the effective functioning of the system

(1)The above committees will have full power:

To dispose off all articles which are life expired after they are surveyed and approved by the committee as fit for condemnation without orders from higher authorities

To fix upset value/ reserve price and to declare the articles as condemned after they are surveyed, of articles which do not have fixed life period or beyond the scope of economical repairs but before the expiry of life period

(2) The Heads of Institutions will have full power:

To dispose of the condemned articles in public auction and to confirm the bid if the quoted rate is up to 75% of the upset value/reserve price. If the 75% of the upset value is not received, Superintendents will have the power to dispose of the item in re-auction when up to 50% of the upset value may be accepted. If this is also not available there will be no lower limit on the level up to which the quoted rate can be accepted.

To confirm the bid of the condemned articles in public auction of next lower level institution, if the bid amount is between 50% to 75% of the upset value/ reserve price provided that a re-auction may not fetch a higher bid and the same shall be recorded as per rules in force

If the bid amount is less than 50% of the upset value/ reserve price, the procedure for re – auction must be adopted.

If the articles were received by public contribution or the articles were purchased by government money such auction amount shall be remitted to the Treasury concerned. If it is purchased originally by the Hospital Development Committee/ Hospital Development Society/ Hospital Management Committee fund, that auction money will be remitted to such fund.

(4) All Heads of Institutions shall ensure that the condemnation and disposal of unserviceable and beyond the scope of economical repair equipments, instruments, furniture, consumable articles etc. are done every six months. The process shall be complete on 30<sup>th</sup> June and 31<sup>st</sup> December every year.

5. The audit committees from the Directorate of Health Services or the Accountant General will not hold the Superintendent liable for any of the

value fixed by the committee mentioned above. They will also not be held accountable for disposing of the articles as directed above. Even if such a remark is made by the Accountant General in spite of directions above, pension benefits of the Superintendents will not be withheld by the Director of Health Services on account of any action taken in compliance of this order.

(By Order of the Governor)  
RAJEEV SADANANDAN,  
Principal Secretary to Government.

To

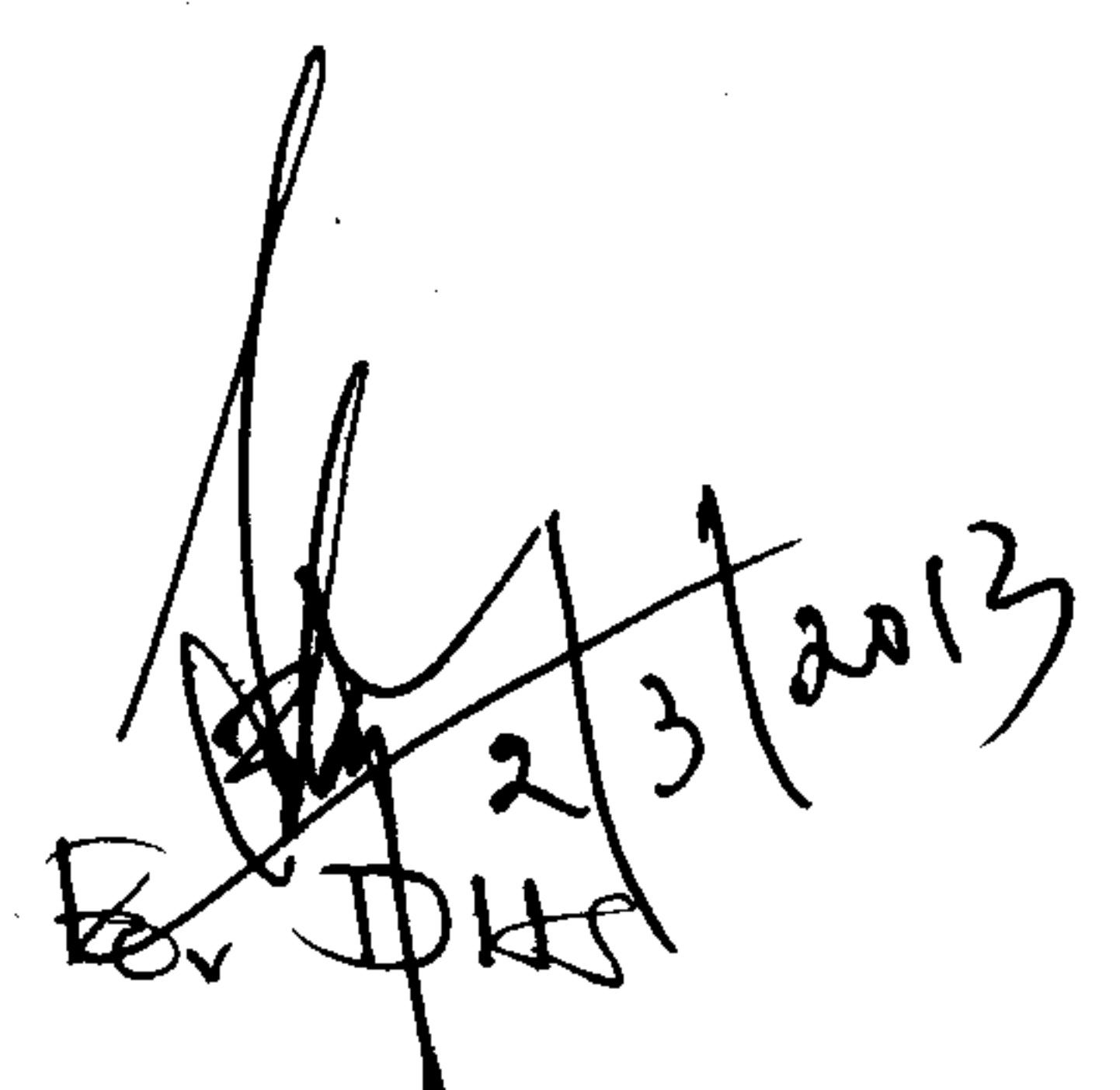
The Director of Medical Education, Thiruvananthapuram.  
✓ The Director of Health Services, Thiruvananthapuram.  
All Principal's, Medical College Hospital. (Through DME)  
All District Medical Officer's/Superintendents (Through DHS)  
Accountant General (A&E / Audit) Kerala, Thiruvananthapuram.  
Finance Department.  
Stores Purchase Department.  
Health & Family Welfare (E/J/K) Department  
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Forwarded / By Order

  
Jim  
Section Officer

File No: MSP/14/12/13/14 Date 12-12-2013

Copy communicated to all DMO's for information  
and urgent ~~Follow up~~ <sup>further action</sup> action.

  
23/13  
For DHS  
23/13 (2013)

Copy to: CA to DHS / CA to Addl. DHS (Med.) / CA to Addl. DHS (Pl.)  
Senior Finance Officer / Stores Officer

Supdt. MSP Section / Supdt. MSA Section / Supdt. AE Section /  
Supdt. AB Section / Pl. / Stock file

for

## GOVERNMENT OF KERALA

### Abstract

Electronics & Information Technology Department – Condemnation / Scrapping / Disposal of Electronics & IT equipment – Guidelines - Approved - Orders issued.

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**ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT**

**G.O.(Ms)No.27/2018/ITD**      Dated, Thiruvananthapuram, 28/10/2018

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### ORDER

After the computerization of Government Departments in Kerala, a number of unusable, irreparable or redundant IT and Electronics equipment are lying in the stores of various Departments. Since, there is no guideline for Condemnation / Scrapping / Disposal of such equipment for the State, Departments are following different procedure for its disposal. Hence, a common guideline is necessary for Condemnation / Scrapping / Disposal of Electronics & IT equipment.

2. In the above circumstances, Government are pleased to issue following guidelines for Condemnation / Scrapping / Disposal of Electronics & IT equipment lying in various departments/institutions:

#### 1. **Applicability**

These guidelines will be applicable to all Electronics & IT equipment installed in the offices under Government of Kerala and include following items:

- Servers
- Desktop Computers
- Laptop / Note Book / Tablet
- Printers
- Scanners
- Mobile Phones
- Pen Drives

- External Hard Disk Drives (HDD)
- Data Communication Equipment / LAN Switches / Routers
- FAX, EPABX
- Electronic Attendance Systems
- Digital Cameras
- DVD Players
- TVs, LCDs, LEDs
- Other Electronic items etc.

## 2. Life of equipment

The following table may be used for classifying the equipment for replacement / disposal:

Category	Name of Equipment	Life of equipment
I. Immediate Obsolescence	<ul style="list-style-type: none"> <li>■ Printing Consumables (Ink, Toners, Cartridges)</li> <li>■ DVDs, CDs, Floppies</li> <li>■ UPS Batteries</li> </ul>	As per usage
II. Fast Obsolescence	<ul style="list-style-type: none"> <li>■ Laptops, Notebooks, Tablets</li> <li>■ Mobile Phones</li> <li>■ Pen Drives</li> <li>■ External Hard Disk Drives (HDD)</li> </ul>	4 years
III. Medium Obsolescence	<ul style="list-style-type: none"> <li>■ Servers, Desktop Computers</li> <li>■ Printers, Scanners, Copiers</li> <li>■ Multi-Functional Devices</li> <li>■ Projectors</li> <li>■ UPS Systems (excluding battery)</li> <li>■ All Networking items (Active Devices)</li> </ul>	5 years

IV. Slow Obsolescence	<ul style="list-style-type: none"> <li>■ FAX, EPABX</li> <li>■ Electronic Attendance Systems</li> <li>■ Digital Cameras</li> <li>■ DVD Players</li> <li>■ TVs, LCDs, LEDs</li> <li>■ Other Electronic items</li> </ul>	7 years
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**Note:** The above table describes only the average life of an equipment, however, all these items (except items under Category-I) can be used beyond the mentioned / specified life till the time these items continue to serve the purpose.

### 3. Grounds for Condemnation / Scrapping

The IT equipment can be condemned / scrapped on following grounds:

- a. 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 economical.
- 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:** In case, any equipment gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair / maintenance is considered too high, such items can also be disposed off with the recommendation of the Technical Committee constituted as per GO (Ms) No. 18/2017/ITD dated 23.07.2017.
- 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 Cell / Wing of the Department.

### 4. Procedure

- a. IT Cell / Division of the Department will be the Nodal Section for all the IT equipment procured.

- b. The Nodal Section should maintain a register (manual / digital) with details of products (Make, Model, Serial Number, Asset ID, Purchase Order number & Date, Warranty details etc.).
- c. Proposal for Scrapping / condemnation will be initiated by the Nodal Section.
- d. The Departmental Technical Committee constituted as per GO (Ms) No. 18/2017/ITD dated 23.07.2017 should vet the scrapping proposal before the approval of the competent authority. The Head of the Department / Office, is competent to approve scrapping proposal.
- e. The Nodal Section should maintain a register for entering details of scrapped items in the format given as annexure.

## 5. Disposal

Once, the equipment has been condemned / scrapped, it should be removed from the office, strictly following directions from Government regarding disposal of e-waste from time to time. Department should also ensure removal of service and inventory labels from such equipment. AMC, if any for such equipment / items 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.

(By order of the Governor)

**M. SIVASANKAR**

**SECRETARY**

To:

All Departments in Secretariat

~~✓~~ All Heads of the Departments

~~✓~~ All Heads of the Corporations/ Boards/ Societies/ Public Sector Undertakings/Universities/ Autonomous Institutions/ Local Bodies

~~✓~~ The Director, Kerala State IT Mission

The Principal Accountant General (Audit) Kerala

The Principal Accountant General (A & E) Kerala

The Web & New Media, Information & Public Relations Department

Stock File / Office copy

Signature valid

Digitally signed by: SAJEEV K  
Date: 2018.10.29 11:00:47 IST  
Reason: Approved

Annexure

## FORMAT OF SCRAP REGISTER

Sl. No.	Item Type	Manufacturer	Model No.	Sl. No. of the item	Asset Id (if exists)	Scrap Order No and date	Remarks



## GOVERNMENT OF KERALA

### Abstract

Electronics & Information Technology Department – Guidelines for Condemnation / Scrapping / Disposal of Electronics & IT equipment – Modified – Orders issued.

### **ELECTRONICS & INFORMATION TECHNOLOGY (IT- CELL) DEPARTMENT**

G.O.(Ms)No.30/2021/ITD

Dated, Thiruvananthapuram, 01/10/2021

Read:- 1. G O (Ms) No 27/2018/ITD dated 28.10.2018.

2. Minutes of the meeting of the Technical Committee of E & IT Department held on 13.09.2021.

### ORDER

As per Government order read as 1<sup>st</sup> paper above detailed guidelines for Condemnation / Scrapping / Disposal of Electronics & IT equipment in various Departments / Institutions were issued.

2. The Department Technical Committee constituted for vetting the scrapping proposal met on 13.9.2021 have decided to revise the guidelines for Condemnation / Scrapping / Disposal of Electronics & IT equipment.

3. Government have examined the matter in detail and are pleased modify the existing Guideline for Condemnation / Scrapping / Disposal of Electronics & IT equipment as detailed below:

The Head of the Department / Office can directly approve the scrapping proposal without the recommendation of Technical Committee, subject to satisfying the following conditions :

- i. If the items have already exceeded the minimum life stipulated in the Government order read as 1<sup>st</sup> paper above.
- ii. If the items are irreparable or redundant and does not exceed the minimum life stipulated in the Government order read as 1<sup>st</sup> paper above, after obtaining a certificate from a technical expert from Kerala State IT Mission, stating that the items are irreparable or redundant.

3. The Government order read as 1<sup>st</sup> paper above stands modified to this extent.

(By order of the Governor)

Prakash C V  
Joint Secretary

To:

All Departments in Secretariat

All Heads of the Departments

All Heads of the Corporations / Boards / Societies / Public Sector Undertakings /Universities/ Autonomous Institutions / Local Bodies

The Director, Kerala State IT Mission,Thiruvananthapuram.

The Principal Accountant General (Audit) Kerala,Thiruvananthapuram.

The Principal Accountant General (A & E) Kerala,Thiruvananthapuram.

The Web & New Media, Information & Public Relations Department

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Section Officer