

Delhi Transport Corporation  
(Govt. of NCT of Delhi)  
I.P. Estate: New Delhi-110002

No.: ITD-HQ/Condemnation/2017/ 21/ITDTC/84-128. Dated: 31.01.2017.

Sub: Procedure for Condemnation of IT Equipments.

In line with the policy for Condemnation of IT Equipments and disposal thereof as per circular No. 1(29)/2004/IT/4958-76 dated 08/10/2007 of GNCTD, the following internal system/ procedure will be followed:

A) Each depot/ unit will prepare equipment wise Condemnation Performa as per format (Annexure – A) in respect of equipment's in the state of not working/ beyond economical repair.

B) A committee of officers will physically inspect each equipment and recommend the same for condemnation. The constitution of committee will be concerned DM/Unit Head, Dy. Manager (F)/ Acctt. & Manager/Dy. Mgr. (Mech./Traffic) working in the depot/Unit/Region in case of depots and any three Officers nominated by concerned RM/Dy. CGM out of which one will be Acctt./Dy. Manager (F) in case of other units/department.

C) The unit-wise committee shall submit equipment-wise condemnation Performa duly filled to IT Section, HQ for examination by **Condemnation Committee** comprising of the following:

- Sr. Manager (Stores & Purchase) MS-II.
- Sr. Manager (Accounts) Hqrs.
- Manager (IT)
- One external member with IT background to be nominated by IT Deptt., GNCTD.

The condemnation proposal will be processed by core group of IT Department and approval will be obtained from CMD after concurrence of Finance Division.

D) The equipments finally declared condemned/scrapped shall be shifted to MS-I for final disposal as per guidelines of IT Department, GNCTD.

Therefore, in view of the above all concerned Unit Heads are requested to submit Annexure 'A', duly filled in respect of IT equipments which are proposed for condemnation on various grounds like beyond economical repair, obsolete, spare Parts not available etc. To IT Section, HQ by 15.02.2017 for processing a consolidated proposal.

Encl: Annexure 'A'

(Vivek Kumar Tripathi)  
Chief General Manager (IT)

All HODs  
All RMs  
All DMs  
All Unit Officers

Unit/Depot/Department

**Condemnation Performa of IT Equipments**

1. Equipment No.
2. Equipment Description
3. Equipment Make
4. Equipment Model
5. Equipment serial No., if any
6. Asset Register No.
7. Purchase Date
8. Purchase Price
9. Approx. Period for which equipment not in working condition
10. Estimated Repair Cost
11. Recommendations of OEM, if any
12. Reason for Condemnation

Signature of I/c Computer  
Name & Desig. If I/c Computer

**Committee Recommendations**

Committee has physically inspected above equipment & recommend it for Condemnation on ground of beyond economical repair/obsolete/non availability of spares etc.

Unit Officer

Dy. Manager (F)/Acctt.

Manager/Dy. Manager