

Government of NCT of Delhi
Dr. Baba Saheb Ambedkar Hospital
Sector VI, Rohini, New Delhi – 110085
(I.T Branch)

F.No. 5(15)/2001-02/BSAH/R&M Pt.file/ 13189

Dated: 15/5/19

CIRCULAR

Subject: - Condemnation of IT equipments

This is in continuation of circular No. F.No. 5(15)/2001-02/BSAH/R&M Pt.file/10553 dated 22.04.2019 on the subject cited above. It is brought to my notice that the process of condemnation could not initiated as the reports from all Branch/Units/Cell have not been furnished and are still awaited.

It may be noted that a last opportunity is being provided for furnishing the condemnation report. A proposal of only that branch/units/cell will be sent to IT Department for approval, for which reports are received. The responsibility of non-condemnation of equipment in r/o those branch/units/cell from which report are not received will lie entirely with the respective Incharge/MOIC/HOD, as it will be presumed that, in these cases no computer or its peripherals is due for condemnation.

As such all the Incharge/MOIC/HOD/Administrative Officer/DCA are directed to send the condemnation report in the attached Performa, complete in all respects within one week from the date of issue of this circular. The information in the enclosed Performa (Part-A) may be submitted to Sh. Jabihul Qamar, Assistant Programmer – IT for compilation and further processing of the same. In case, no computer / peripherals requires condemnation, a NIL report may also be submitted.

This may be treated as most urgent.

Sunil Bhatnagar
DR. SUNIL BHATNAGAR
ADDL. MEDICAL SUPTD. (M)

Encls. As above.

F.No. 5(15)/2001-02/BSAH/R&M Pt.file/ 13190 — 197

Dated: 15/5/19

To,

1. PS to Medical Director, Dr. BSA Hospital
2. All AMS & DMS
3. All HOD's
4. DCA
5. Administrative Officer
6. MO I/C MRD
7. MO I/C PWD
8. MO I/C Store

Sunil Bhatnagar
DR. SUNIL BHATNAGAR
ADDL. MEDICAL SUPTD.(M)

Government of NCT of Delhi
Dr. Baba Saheb Ambedkar Hospital
Sector VI, Rohini, New Delhi – 110085

Proforma for preparation of information for Condemnation /Scrapping of IT Equipment

(To be filled by user)

PART – A

Name of user : _____

Designation : _____

Branch/Department : _____

Room No. : _____

Telephone No. : _____

Sr.No	Item	Make & Model	Sr. No. of item	Reason for condemnation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Signature of concerned User)

(Recommendation of concerned AMS/DMS/MO I/C)

Government of NCT of Delhi
Dr. Baba Saheb Ambedkar Hospital
Sector VI, Rohini, New Delhi – 110085
(I.T Branch)

F.No. 5(15)/2001-02/BSAH/R&M Pt.file/ ~~100~~ 10553

Dated:

22/4/19

CIRCULAR

Subject: - Condemnation of IT equipments

Kindly find enclosed a copy of the circular No. 1(29)/2004/IT/4958-76, dated 08.10.07 regarding guidelines for condemnation & disposal of IT Equipments which has been approved by Secretary (IT), Department of Information & Technology, Government of NCT of Delhi.

2. Further, your kind attention is invited to Para No. 5.1 and 5.3 of the circular wherein the action by each unit of the department is mentioned. It may kindly be ensured that the action is initiation and the condemnation note so prepared is received in IT Branch within two weeks from the date of issue of this circular.

3. The information in the enclosed proforma (Part-A) may be submitted to Sh. Jabihul Qamar, Assistant Programmer – IT for compilation and further processing of the same.

Sunil Bhatnagar
DR. SUNIL BHATNAGAR
ADDL. MEDICAL SUPTD. (M)

Encls. as above.

F.No. 5(15)/2001-02/BSAH/R&M Pt.file/

10554 → 561

Dated:

22/4/19

To,

1. PS to Medical Director, Dr. BSA Hospital
2. All AMS & DMS
3. All HOD's
4. DCA
5. Administrative Officer
6. MO I/C MRD
7. MO I/C PWD
8. MO I/C Store

Sunil Bhatnagar
DR. SUNIL BHATNAGAR
ADDL. MEDICAL SUPTD. (M)

Dr. Bhatnagar