

# Guidelines For Condemnation and Disposal

Dated: .....



**Govt. of India**  
**Central Institute of Psychiatry**  
**Kanke, Ranchi, Jharkhand**  
**834006**

Sl. No.	Particulars	Value		Condition	Year of Purchase	Mode of Disposal	Remarks
		Original Price (Rs.)	Current Value (Rs.)				

*Mini*  
10/11/2024



## **Guidelines for Condemnation and Disposal**

### **GFR 217- 2017 Disposal of Goods**

- i. An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- ii. The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- iii. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GRF-10.
- iv. In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- v. Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

**The following procedure is being followed by Central Institute of Psychiatry, Ranchi.**

### **Condemnation:**

1. As per GFR 217- 2017, a report for disposal of the items shall be prepared in accordance with Form GFR-10.

### **FORM - GFR 10**

#### **Report of surplus, Obsolete and Unserviceable stores for Disposal**

Item No.	Particulars of Stores	Qty/ Weight	Value		Condition and year of		Mode of disposal (Sale, Public auction or otherwise)	Remarks
			Book Value (Rs.)	Original Purchase Price (Rs.)	Condition	Year of Purchase		



Signature with date, Name, Designation of all the members of the Condemnation Committee of the Institute, Counter signed by the Director of the Institute with seal.

2. The Department may also obtain the relevant certificates from the concerned Firms for each equipment and item certifying condemnation of the said equipment and item.

3. **Committees and their Jurisdiction:**

Sl. No.	Name of the Committee	Proposed Members	Jurisdiction
1.	Condemnation Committee for Medical Equipment	1. 2. 3.	Medical equipment involved in patient care
2.	Condemnation Committee for Non-Medical Equipment/Goods	1. 2. 3.	Everything else i.e Hospital & office furniture, except all that is included in row 1 & 3
3.	Condemnation Committee for E-Waste, Hospital ( Office Records and OPD Records)	1. 2. 3.	Only E-Waste & Hospital Records (under various administrative sections and OPD)
4.	Disposal Committee	1. 2. 3.	Only disposal of all the above

4. **File Movement:**

- Member Secretary of the respective Committee (through their office staff, as provided)
- Chairman of the respective committee



- c) Administrative Officer
  - d) Director, CIP
5. After examining all the relevant documents and after physical verification of all the items the Condemnation Committee may recommend condemnation of the items.
  6. The minutes of the Condemnation Committee should be signed by all the members of the committee with name, designation and on the same date.
  7. As per the existing institute practice duly completed proposal as per GFR for condemnation, including minutes of the condemnation committee and along with all the relevant documents, of all the items, furnitures, equipments, vehicles including computer/printer/UPS etc. are sent to the Director for the approval.
  8. After the approval of the Director the proposal is processed by the respective Division of the institute and accordingly they may process for mode of disposal.

**GFR 218 - 2017 Modes of Disposal**

- i. Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
  - (a) Obtaining bids through advertised tender or
  - (b) Public auction
- ii. For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh should be disposed by:
  - a) The mode of disposal will be determined by the competent authority, keeping in view of the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposal of. Departments should, as far as possible prepare a list of such goods.
- iii. Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard/ or environmental pollution and also the possibility of misuse of such goods.
- iv. Surplus or obsolete or unserviceable goods, equipment and documents,



which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

#### **GFR 221 - 2017 Disposal at scrap value or by other modes**

- If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

#### **Standard Operating Protocol for Condemnation**

##### **STEP A: Obligation of the Nodal Department**

1. Procedure is to be initiated by the Head of the Nodal department, following prior approval from the Director, CIP, Ranchi for initiating the process.
2. On receipt of the request from the department, the Condemnation Committee of the institute will examine the equipment/goods to be condemned and give their recommendation under provisions of this guideline.
3. For equipment up to Rs. 10 Lacs, no external member (on the speciality) would be needed. For individual equipment worth more than Rs. 10 Lacs (as per their original price, external expert (on the speciality concerned) will be called upon, which would be mandatory, inter-alia general provisions as has been made out before.
4. The department would provide the details of the equipment to be condemned-
  - a) As enumerated in the **Format- X**.
  - b) Service report/ letter from the Principal/ local agent certifying that (as the case may be)-
    - Equipment has completed period/ stipulated life period.
    - Equipment beyond economic repair.
    - Running cost of equipment.
    - Cost of repair exceeds cost of new equipment.
    - Inventory of the unused spares, if any of the equipment concerned along with their value.
  - c) Residual/depreciated value of the equipment- The calculation would be based on the existing rules laid down by the Government from time to time. The department will calculate the value based on these guidelines and enclose the calculation sheet.
  - d) The department and the Condemnation Committee will explore the possibility of buy back of the condemnable equipment during prospective cycle and should state the same while giving recommendation. The concerned department or dealing official will seek the approval of the competent authority while processing buy back.
  - e) In case the equipment proposed, has any hazardous substances (e.g. Radioactive materials, chemicals and other biohazards), details must be furnished and permission from appropriate bodies which are authorized to permit disposal of these equipment be enclosed. Adequate steps are to be



- ensured during storage and disposal of any such equipment as per the recommended guidelines. The implementation of these should be ensured by the Nodal Department at all levels including during storage and disposal.
5. The Head of the Department/dealing official of the services will ensure that all the necessary details have been made available to the Condemnation Committee in accordance with Check List as detailed in **Format-X**.
  6. The proposal along with the supporting documents need be sent in Duplicate to the Condemnation Committee.
  7. The department will be responsible for authenticity of data provided in the **Format-X**. The same will be sent under certification by the concerned HoD.
  8. The condemnation procedure will be as per the prevailing rules of the institute if the equipment/goods have been taken on in the Institute's Stock Book, or, as per the directions of the concerned Funding Agency.

#### **STEP B: Obligation of the Institute Condemnation Committee**

1. The Condemnation Committee would review the request for condemnation with all details as stated in STEP A. The enclosures of all necessary documents needed would be examined by the condemnation committee. In case, these are not complete, the same would be intimated to the concerned department. On completion of all necessary documents, the proposal would be place before the condemnation committee by the member secretary.
2. The Condemnation Committee would meet at least once every year or, even before that as & when needed. The members will be informed about the meeting by the member secretary.
3. The Condemnation Committee will ensure compliance with all the rules as applicable to the above mentioned categories of condemnable goods/items including that of the Central Pollution Control Board or, its Jharkhand counterpart.
4. Director, CIP will approve condemnation of the equipment, upon recommendation of the condemnation committee.

#### **STEP C: Disposal of Condemned Equipment/Goods**

1. It would be the sole prerogative of the Disposal Committee to dispose off assets condemned by the condemnation committee.
2. The 'Reserve value of the equipment' would be based on the depreciation value as per the Central Government. Rest of the guidelines will be as enunciated in the GFR-2017, as amended from time to time.

#### **STEP D: Procedure to be followed for disposal of equipment**

Sale and disposal of condemned equipment: Member secretary, condemnation committee in consultation with nodal department will initiate the speedy disposal of their condemned goods as per the guidelines as laid below:

1. The following procedure for sale of condemned equipment shall be followed as far as practicable:
  - i. Open Tender or, Auction
  - ii. Buy Back from suppliers or third party
2. The following general instructions shall be followed by all departments entrusted with disposal of condemned equipment:
  - i. In case the equipment contains any bio-hazardous substances, necessary precautions should be ensured by the Nodal Department.
  - ii. A sale Account shall be prepared in Sale Account Form. The Sale Account should be signed by the officers who supervised the Auction/sale after

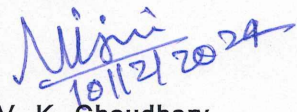


comparing the entries made in the Sale Account of condemned equipment.

iii. Proceeds will go to the Institute account. Minimum reserve price has to be 10% of the purchase price.

3. The equipment should be auctioned/sold at the earliest after condemnation. Proper protection is ensured till removal by the purchaser, the time between the declaration and actual disposal of equipment ought to be minimum.
4. All the equipment/goods, to be condemned shall be kept in the Nodal department until these are declared condemned by the condemnation committee.
5. After the recommendations are accepted by the competent authority, all equipment/goods should be kept in the proposed Scrap Yard in the Male O.T. till its final disposal.
6. The Nodal departments will maintain records/acknowledgement from the In-charge, Scrap Yard for goods received by the Scrap Yard.

Dated:

  
10/11/2024  
Dr. V. K. Chaudhary  
Director



Govt. of India  
**Central Institute of Psychiatry**  
 Kanke, Ranchi -834006

Ref :

Date : .....

**Part A : To be filled-in by Head/Nodal Officer of the Department/Services**

**Factsheet of the Equipment/Good Recommended for Condemnation**

(Note : include documentary evidence, in support of the data)

Name of the Department :	
Name of the Equipment :	
Site/Place of Installation :	
Current Location :	
Function of the Equipment :	
Sl. No.	DETAILS OF THE EQUIPMENT
1	Make
2	Model No.
3	Supply Order No.
4	Serial No.
5	Manufacturer / Supplier
6	Indian Agent
7	Purchase Cost (in INR)
8	Date of Purchase
9	Date of Installation
10	Warranty Expired on
11	Non-functional/out of use since when?
12	Expected Functional Life as laid down by the manufacturer
13	External Expert's Recommendation, as applicable
14	Residual or Depreciated value of the equipment (enclose calculation sheet)
15	Is the equipment proposed to be condemned under Buy back, If yes give details
16	Does the equipment have any Biohazards, if so, necessary permission from appropriate authorities to be enclosed.
17	<div style="display: flex; justify-content: space-between;"> <span>Stock Book Entry Done (encircle)</span> <span>YES</span> <span>NO</span> </div> <div style="margin-top: 5px;">If Yes : Central Store Ledger Entry No.</div>
18	REASON (S) BEHIND RECOMMENDING FOR CONDEMNATION (Please tick mark all that apply) <ul style="list-style-type: none"> <li>Beyond economic repair</li> <li>Inability to get spares</li> <li>Clinically obsolete</li> <li>End of life (as declared by manufacturer)</li> <li>Running cost of equipment is very high</li> <li>Any other (specify)</li> </ul>
19	This is being certified that this equipment has not been condemned earlier.
	Notes: <ol style="list-style-type: none"> <li>Fill separate form for each equipment.</li> <li>Separate form is required if an equipment has come as an accessory with the main equipment.</li> <li>Equipment functioning effectively need not be condemned.</li> <li>For additional information, please attach a separate sheet.</li> <li>Price conversion in Indian rupees in case of imported equipment.</li> </ol>

(Biomedical or, Concerned Engineer)

(External expert, if any)

(Indenter/User)



**Part B : To be filled-in by CIP Engineer / Biomedical Engineer / Concerned Engineer of the Agency**

1	Technical Inspection Report of Equipment / Good	
2	Justification for condemnation	
3	Alternative uses of the equipment / good and its parts	
4	Proposed method of disposal which may result in maximum benefit to the Institute	
5	Any other remarks	
(Signature of Engineer of the Agency, if applicable)		
(Counter signature of Biomedical / Concerned CIP Engineer)		

**Part D : Recommendation of the Institute Condemnation Committee**

Remarks :

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**Condemnation of the Equipment: Recommended / Not Recommended**

Member Secretary	External Tech. Expert	Member condemnation Committee	Member Condemnation Committee	Member Condemnation Committee
Director, CIP, Ranchi				