



# उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उ०प्र०) – 206 130

Uttar Pradesh University of Medical Sciences

Saifai, Etawah (U.P.) - 206 130

सं०: 2600 / यूपीयूएमएस / प्रशासन(966-सी०डी०) / 2023-24

दिनांक: 10 अक्टूबर, 2023

सेवा में,

संयुक्त निदेशक (सामग्री प्रबंधन),  
उ०प्र० आयुर्विज्ञान विश्वविद्यालय,  
सैफई, इटावा।

विषय: विश्वविद्यालय की कार्य परिषद की ग्यारहवीं बैठक दिनांक 12.09.2023 में एजेण्डा बिन्दु 11-3 के अन्तर्गत लिये गये निर्णय का अनुपालन सुनिश्चित किये जाने के संबंध में।

महोदय,

उपर्युक्त विषयान्तर्गत अवगत कराना है कि दिनांक 12.09.2023 को आयोजित विश्वविद्यालय की कार्य परिषद की ग्यारहवीं बैठक में एजेण्डा बिन्दु 11-3 "UPUMS Condemnation & Disposal (C&D) Policy-2022 के प्रस्तावित ड्राफ्ट पर अनुमोदन के संबंध में" के अन्तर्गत अवगत कराया गया कि कार्यालय आदेश सं० 2499 / यूपीयूएमएस / प्रशासन (69) / 2022-23 दिनांक 03 अगस्त, 2022 के द्वारा गठित समिति ने UPUMS Condemnation & Disposal (C&D) Policy-2022 का ड्राफ्ट तैयार किया गया है। समिति द्वारा तैयार किए गये ड्राफ्ट में उल्लेख किया गया है कि "The guidelines would be effective following the approval by the Vice Chancellor & ratifications by the executive Committee, and subsequent notification thereafter." मा० कुलपति महोदय द्वारा UPUMS Condemnation & Disposal (C&D) Policy-2022 के ड्राफ्ट को अनुमोदित किया जा चुका है, साथ ही मा० कार्य परिषद के समक्ष अनुमोदन हेतु प्रस्तुत किए जाने के निर्देश दिए गये हैं।

तदक्रम में समिति द्वारा तैयार किए गये UPUMS Condemnation & Disposal (C&D) Policy-2022 के ड्राफ्ट पर मा० कार्य परिषद द्वारा अनुमोदन प्रदान किये जाने संबंधी प्रस्ताव पर मा० कार्य परिषद द्वारा निम्नवत् निर्णय लिया गया:-

कार्य परिषद का निर्णय- मा० कार्य परिषद द्वारा UPUMS Condemnation & Disposal (C&D) Policy-2022 के ड्राफ्ट पर अनुमोदन प्रदान किया गया।

अतः मा० कार्य परिषद के उक्त निर्णय के क्रम में आवश्यक कार्यवाही सुनिश्चित करने का कष्ट करें।

संलग्नक: UPUMS Condemnation & Disposal (C&D) Policy-2022

भवदीय,

(डा० चन्द्रवीर सिंह)  
कुलसचिव

प्रतिलिपि: निम्नलिखित को सूचनार्थ/आवश्यक कार्यवाही हेतु प्रेषित-

1. प्रभारी-सी०ए०सी०(आई०टी०) को UPUMS Condemnation & Disposal (C&D) Policy-2022 की प्रति सहित इस आशय से कि उक्त को तत्काल विश्वविद्यालय की वेबसाइट पर अपलोड करना सुनिश्चित करें।
2. वैयक्तिक सहायक को मा० कुलपति महोदय के अवलोकनार्थ।
3. निजी स्टाफ, प्रतिकुलपति।
4. निजी स्टाफ, कुलसचिव।
5. गार्ड फाइल।

(डा० चन्द्रवीर सिंह)  
कुलसचिव



# उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उ०प्र०)-206130

Uttar Pradesh University of Medical Sciences

Saifai, Etawah (U.P.)-206130

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संलग्नक - 5

**Subject : Draft of the UPUMS Condemnation & Disposal Policy 2022, for Deliberation & Approval by the Executive Committee of UPUMS in Compliance of office order No. 6543/UPUMS/Admin.(69)/2021-22 date. 24.03.2022**

With regard to Compliance of officer order No. 6543/UPUMS/Admin.(69)/2021-22 date. 24.03.2022 (Folio no. 14) and subject mention above, a committee has been formed with the proper approval of vice-chancellor (Note sheet no. 05) to discuss and prepare the Standard Operating Procedure (SOP) for condemnation and disposal policy. In compliance of office order no 2499/upums/admin(69)/2022-23 date 03-08-2022, (Folio No. 17) under the Chairmanship of Dr.(Prof.) S. P. Singh, Medical Superintendent, a Ten members committee has been formed. Several meetings were held on dated 02.12.2022, 05.01.2023, 24.02.2023 & 10.03.2023 to discuss the issues pertaining to Condemnation of assets unfit for use in the University. In the meetings, it was decided the Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA), Non medical goods, E-waste, Office records etc will critically examine the existing guidelines vis-à-vis Guidelines made available to the committee by various other organizations of national importance as is in vogue at their end: UPUMS SAIFAI, SGPGI Lucknow, AIIMS Raipur, AIIMS Patna, ESIC New Delhi, ICMR New Delhi, GMC Kathua, GFR-2017, Government of India Orders, Uttar Pradesh Government Orders, Ministry of Finance Government of India, UPUMS SAIFAI, Income Tax Department Government of India (Annexure I-13 attached).

The Committee after having gone through and after having evaluated the provision contained there-in from UPUMS perspective and in sync with the ethos of the GFR – 2017: in its considered opinion frames the draft of the UPUMS Condemnation & Disposal Policy 2022 for its on word processing. The guidelines would be effective following the approval by the Vice Chancellor & ratifications by the executive Committee, and subsequent notification thereafter.

## Proposed Draft of the UPUMS Condemnation & Disposal (C & D) Policy – 2022

### 1. Broad objectives:

1. To develop a uniform mechanism for Condemnation & Disposal.
2. To introduce efficient & economic practices for Condemnation & Disposal.
3. To establish cost effective structure for life cycle of goods and optimum resource utilization.

### 2 (A). Purpose of SOP for Condemnation and Disposal (C & D) Policy

The University needs to have a condemnation policy for the following purposes

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- (a) For carrying out the activities of condemnation of Medical Equipments/Allied Accessories/Non medical Goods/ E-waste/ Hospital Records/ Linen Items/ radioactive instruments etc.
- (b) Removal of instruments/ radioactive instruments from patient care areas, open areas and corridors or in critical service areas of the hospital and all other premises of the University.
- (c) For safe and cost effective condemnation of the above mention items/Equipments.

**2 (B). Definitions (in the context of C&D Policy):**

1. **Regulatory Body:** Executive Committee of UPUMS, Saifai, Etawah.
2. **Vice Chancellor:** Vice Chancellor of UPUMS, Saifai, Etawah.
3. **University:** Means Uttar Pradesh University of Medical Sciences, Saifai, Etawah.
4. **Condemnation:** A Process of discarding the assets which are unfit for use as per the guidelines of the University.
5. **Disposal:** A process of liquidating the assets which are unfit for use anymore after the condemnation.
6. **Condemnation Committee:** Means committee mentioned at serial No.01 to 07 except serial no. 05 of the Table mentioned in Part-3A
7. **Disposal Committee:** Means Committee Mentioned at Serial No-5 of the Table mentioned in Part 3A.
8. **DCC - Departmental Condemn Committee**

**2 (C) Criteria for condemnation of equipments:** The following criteria must fulfill for condemnation.

**I) -Obsolete:**

Equipment may be declared obsolete on the basis of following category:

- (a) **Technically obsolete:** The equipment may be considered for condemnation when parts and service support are no longer available. A certificate from the manufacturer/authorized service agent may be obtained in this regard.
- (b) **Clinically obsolete:** The clinician using the device recommend replacement for clinical reasons (e.g. Diagnostic Ultrasound imaging usually becomes clinically obsolete after a certain period due to the rapid improvements in imaging technology, but can still be used and supported by the supplier).

**II) - Hazardous equipment:**

The safety of operating the equipment is paramount in considering the ergonomics of health scenario of medical / paramedical personnel. Some of the equipment may become hazardous during the functionality of the equipment over the years and their further use is not only unsafe to the patients but also to the staff using the equipment. Therefore it is essential that the competent authority keep regular update on such equipment in a time bound manner, in terms of hazardous nature of equipment.

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**III-Beyond Economical repair:**

When recurring expenditure on equipment becomes more than the actual costs so that it becomes financially unviable. If total expenditure exceeds 50% of the current value including CMC/AMC expenditure of the equipment it should be condemned.

Current value of the equipment means cost after depreciation

**IV-Prescribed life by manufacturer -**

The life of each equipment is to be considered as quoted by manufacturer in the supporting document. Where life of the equipment has not been prescribed / indicated by the manufacturer, warranty + cmc period decided at the time of purchase should ordinarily be taken as the life of the equipment.

**V- Unforeseen reasons:**

It is learnt from the past experience that unforeseen reasons are also responsible for damage of equipment. Equipment that has been damaged due to fire or any other unforeseen reasons needs to be certified as beyond repair by the authorized service agency, it should be considered for condemnation.

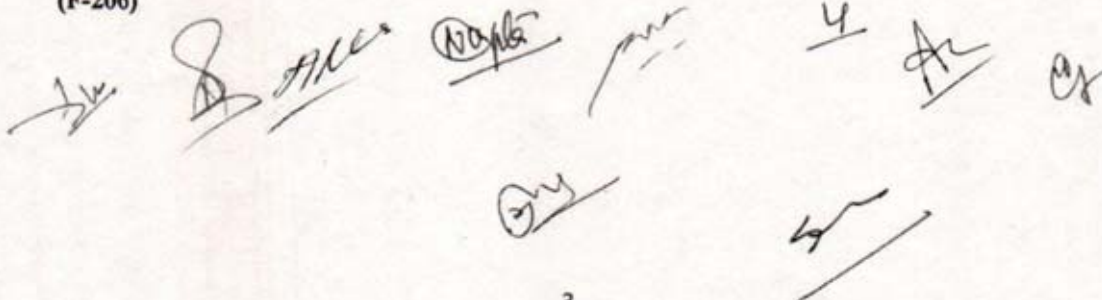
**VI- Miscellaneous:**

1. If equipment becomes unserviceable due to mishandling fraud or mischief on the part of employee the item needs to be condemned and responsibility for the same should be fixed.
2. Equipment that has been damaged by contamination to be considered for condemnation.
3. If equipment's use may be risky/problematic after repairing than equipment should be condemned.

**VII - Key points:**

1. Condemned items should be stored at department/scrap yard of the university.
2. Depreciation cost of equipment should be decided by the Condemnation Committee as per income tax depreciation rule. (Annexure 13)
3. Equipment details (Purchase details, Installation date etc.) should be provided by end user department, purchase department and store.
4. Condemnation process of equipment/items will be started by user department.
5. Condemnation process of miscellaneous items like patient waiting chairs, office furniture may be done by the department by following the rules and regulation mentioned in the SOP.
6. All the entry of obsolete surplus and unserviceable item for disposal will be done in the format - C attach.

(F-206)


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**3. Centralized Condemnation & Disposal Committee:**

The procedure for condemnation is being stated as below. Modification if needed/decided by members of the committee within the framework of guideline may be resorted to subject to approval by the Vice Chancellor & Executive Committee.

There shall be seven committees as has been mentioned in the Table in Part-3A below. A suitable designed Scrap Yard. A scrap yard of appropriate area (Approximate 100x100 sq ft) & at appropriate location need to be made available for interim storage of the condemned equipment till its final disposal.

All the committees will work under direct administrative control of Vice Chancellor through the Chairman, (CCME & AA): who will also be de-facto prof. in-charge, Centralized Condemnation & Disposal cell. The Scrap yard will be under operational control of J. D. (MM)

Condemnation Committees will be responsible for making recommendations only, in accordance with the provisions of the guideline, to the Vice Chancellor. The Vice Chancellor will approve the recommendations and forward to J. D. (MM) for execution.

Condemnation & disposal process will be carried out twice every year or as per the need. Responsibility of the Committee will be to ensure the continuity of the process under provisions of the guidelines.

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**3(A) Committees & their Jurisdiction:**

Sr. No.	Name of the Committee	Proposed Members	Jurisdiction
1	Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA)	Chairman - Medical Superintendent, Two Faculty Members Nominated by Vice Chancellor, Finance Officer or Nominee, Registrar or Nominee, JD (MM)/ Nominee, SPO, Legal Adviser. External Experts - As en-provisioned herein User department-HOD or Nominee.	Medical Equipments Involved in patient care
2	Condemnation committee for Non - Medical Goods (CCNMG)	Chairman - One Senior Faculty Nominated by Vice Chancellor, Two Faculty Members Nominated by Vice Chancellor, Finance Officer or Nominee, Registrar or Nominee, Concern HOD, JD (MM)/ Nominee, SPO, Legal Adviser, AE. External Experts - As en-provisioned herein User department-HOD or Nominee.	Everything else ie Hospital & Office Furniture Except all that included in 1 & 3
3	Condemnation Committee for E-Waste (CEEW)	Chairman - One Senior Faculty Nominated by Vice Chancellor, Two Faculty Members Nominated by Vice Chancellor, Finance Officer/Nominee, Registrar/Nominee, Concern HOD, JD (MM)/Nominee, SPO, Legal Adviser, CAC Incharge or nominee. External Experts - As en-provisioned herein Concern.	Only E-waste CAC (IT) Department
4	Condemnation Committee for (Medical + Office) Records	Chairman - One Senior Faculty Nominated by Vice Chancellor, Two Faculty Members Nominated by Vice Chancellor, Finance Officer/Nominee, Registrar/Nominee, Concern HOD, JD (MM)/Nominee, SPO, Legal Adviser, MRD Incharge or nominee. External Experts - As en-provisioned herein Concern.	Hospital Records MRD Department
5	Disposal Committee (DC)	Chairman - Medical Superintendent, Two Faculty Members Nominated by Vice Chancellor, Finance Officer / Nominee, Registrar/Nominee, Concern HOD, JD (MM)/Nominee, SPO, Legal Adviser, AE, External Experts - As en-provisioned herein Concern.	Only Disposal of all of the above (serial no. 1-4)
6	Condemnation and Disposal Committee for Small Hospital Equipment of Cost Value up to 25000 per Unit	Chairman - One Senior Faculty Nominated by Medical Superintendent, Finance Officer /Nominee, JD (MM)/Nominee, SPO/Nominee, NS/Nominee	Condemnation and Disposal of Small Hospital Equipment of Cost of up to 25000 per unit
7	Condemnation and Disposal Committee for Linen Items	Chairman -Senior Faculty Nominated by Medical Superintendent, Finance Officer /Nominee, Registrar/Nominee, JD (MM)/Nominee. SPO, NS, DNS	Condemnation and Disposal of Linen items.

**Note:** JD (MM) will be the member secretary for all the condemnation committee.

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**3(B) Responsibilities of Condemnation Committee.**

The major responsibility of the condemnation committee formed at the facility may include following:

- (a) To follow the condemnation policy at the University.
- (b) To inspect all the areas of the University for any Junk Material present/accumulated in various areas of the University.
- (c) To decide the minimum upset price for which tendering is required and minimum upset price for which public auctions can be made.
- (d) To gather and maintain information or list of items from different areas of the University that need to be condemned or are beyond use.
- (e) To maintain a record of items that is stored in the University for Condemnation.
- (f) To approve the condemnation of junk and other materials.
- (g) To demarcate and allocate space within the University for storage of junk material before its disposal.
- (h) To follow relevant rules while disposing of the condemned articles.

**4. File Movements:**

Departmental condemn committee through Head of department.

- Members Secretary of the University condemn Committee (J.D. (MM)).
- Chairman of the respective Committee.
- Vice Chancellor.
- J.D. (MM)
- J.D. (MM) to disposal committee.

**5. Work Flow of the Condemnation Process:**

- Department Condemnation Committee
- Respective University Condemnation Committee
- University Condemnation Committee to JD (MM)
- JD (MM) to disposal committee.

**6. Functions and Scope of the Condemnation Committee:**

6.1 In addition to the existing members of the Condemnation Committee, the External Technical Expert would be co-opted to attend the meeting convened to decide about High Value Condemnable Equipment/Goods, as & when needed, considering the fact that whether the equipment has outlived its normal life or, not. If equipment/Goods has not out lived its normal functional life, then inviting external expert would become mandatory, in case of high value condemnable equipment/goods. The proposed structure is as below:

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**6.1 (A) Condemnation Committee for Medical Equipment/Allied Accessories (CCME&AA)**

- a. For all equipment proposed to be condemned which are worth more than **Rs. 50 lac but less than one crore** of their initial purchase value, One External Technical Expert will be nominated by the user HOD/Concern Officer and will have to be approved by the Vice Chancellor, as is being followed in case of procurement.
- b. In case of equipment worth more than one crore, two external experts from two different organizations will be roped in, as per the procedure mentioned as above.

**6.1 (B) Condemnation Committee for Non - Medical Goods (CCNMG)**

- a. For all non-medical goods proposed to be condemned which are worth **more than Rs. 50 lac but less than one crore** of their initial purchase value, one External Technical Expert will be nominated by the user HOD/Concern Officer and will have to be approved by the Vice Chancellor, as is being followed in case of procurement.
- b. In case of equipment worth more than one crore, two external experts from two different organizations will be roped in, as per the procedure mentioned as above.

**6.1(C) Condemnation Committee for E-Waste & Hospital (Medical Office) Records.**

- a. For all non-medical goods proposed to be condemned which are worth more than **Rs. 50 Lac but less than one crore** of their initial purchase value, one external Technical Expert will be nominated by the user HOD/Concern Officer and will have to be approved by the Vice Chancellor, as is being followed in case of procurement.
- b. In case of equipment worth more than one crore, two external experts from two different organizations will be roped in, as per the procedure mentioned as above.
- c. The committee will ensure compliance with all the rules as applicable to this segment of condemnable goods /items including that of the Central Pollution Control Board or, its U P State counterpart.

- 6.2 Disposal of the condemned equipment would be done by the disposal committee as per the provisions outlined and would be Independent of the Condemnation Committee.

**Standard operating Procedure for Condemnation****Step A: Obligations of the User department**

1. Procedure is to be initiated by condemnation committee after the recommendation of DCC.
2. The head of Department (HOD) will follow the guideline approved by the Vice Chancellor, UPUMS for initiating the process.

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3. Department Condemnation Committee (DCC) will be constituted by the Head of the User department for condemnation. It should have at least 3 faculty members, Including the HOD. In case the department has less than 3 faculty members, then faculty member from allied department will be co-opted. One of the members of the DCC will be opted from other department and that member will be named as internal external member.
4. The department condemnation committee (DCC) will ensure that the item/equipment which is to be condemned must fulfill the following criteria for condemnation.
  - (a) Non-functional & beyond economical repair.
  - (b) Non -Functional & obsolete.
  - (c) Functional, but obsolete.
  - (d) Functional, but hazardous.
  - (e) Functional, but no longer required.
5. **Time duration for the item to get condemn** - The time duration for individual items to get declare condemn will be followed as per the Uttar Pradesh University of Medical Sciences office order No. **5955/O.O./UPUMS/2017-18 Dated. 18 December 2017 ( Annexure - 1)** in case any item/equipment for condemnation is not mentioned in the above order then GFR-2017 Appendix-9 and Gazette of India Part II, Section 3, Subsection (i), Extraordinary Dated. 09.04.2003 and Uttar Pradesh Government Order will be effective (**Annexure - 8,9 and 10**)
6. **Condemn Policy for Vehicle** - All the vehicles which have been declared condemned or reached 15 Years of age, whichever is earlier, shall only be scrapped. Scrapping of such vehicles shall only be at registered Vehicle Scrapping Facilities (RVSF) - Government of India Office Order No. **01(18)/2022 - E, II (A) Ministry of Finance Department of Expenditure E.II(A) Branch, North Block, New Delhi, Dated. 09.12.2022 (Annexure - 11)**
7. On receipt of request for condemnation, the meeting would be convened by the Head of the User department for recommending the equipment/goods to be condemned under provisions of these guideline. The duly certified recommendation along with the Minutes of Meeting will be forwarded to the respective Condemnation Committee along with the request for condemnation of the equipment as detailed in Format - A (F-212), as per the procedure laid down & within the time frame as conveyed by the condemnation committee.
8. For equipment worth up to 50 lac no external member would be needed. For individual equipment worth more than Rs. 50 lac but less the 1 crore (as per their original cost price), one external expert (of the specialty concerned) will be called upon, which would be mandatory.

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9. The minutes of the Department Condemnation Committee with / without external expert (of the specialty concerned) should include the following;

9.1 Details of the equipment to be condemned - as enumerated in the Format- A (F-212)

9.2 If the equipment had been procured under External grant-in-aid or not?

9.3 Service report/ letter from the principal/ local agent certifying that (as the case may be)

- o Equipment has completed period/stipulated life period.
- o Equipment beyond economic repair.
- o Running cost of equipment.
- o Cost of repair exceeds cost of new equipment.
- o Inventory of the unused spares if any of the equipment concerned along with their value.

9.4 Depreciation value of the equipment: The format A (F-212) and format B (207) attached for the necessary information of the equipments will be filled by the user Head of Department.

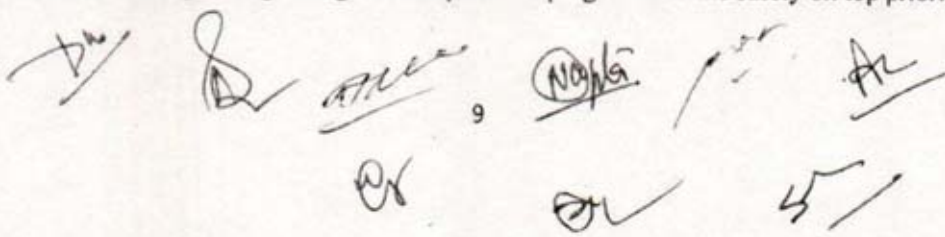
In the point no. 17 of the same format (format A), there is a provision of Calculation of depreciation value of the equipment. The calculation sheet for depreciation is attached in the F207 for the calculation purpose. The calculation of depreciation value will be done by the user head of department with the help of Annexure no -13

9.5 The Departmental Condemn Committee will explore the possibility of buy back of the condemnable equipment during prospective procurement cycle and should state the same in the minutes of the meeting whenever applicable, in case the committee recommends buy back. The concerned HOD will seek the approval of the competent authority under direct intimation to the respective condemnation committee.

9.6 In case the equipment has been procured through the grant from any funding agencies (national or international) e.g. ICMR, OMR, DST, DET under an extramural project the permission for condemnation from the agency granting the aid will need to be enclosed, if project is under currency. A minimum of three (03) consecutive letters will be send to the concern funding agency. If after three letters the funding agency is not responding, then the equipment will be declared condemn according to UPUMS policy.

9.7 In case of project had been completed and the equipment has been given to user department, the condemnation rules and regulations of University will be followed.

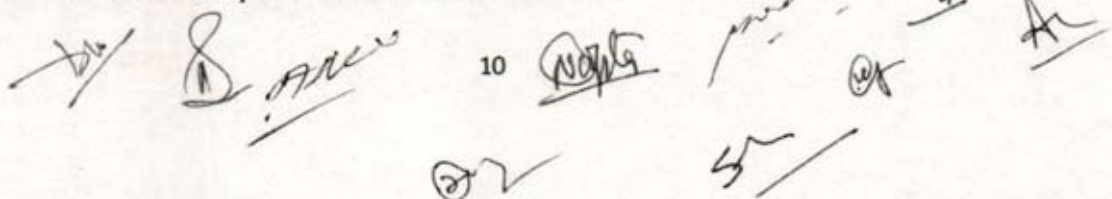
9.8 In case the equipment proposed to be condemned, have any hazardous substances (eg. Radioactive materials, chemicals and other biohazards), details must be furnished and permission from appropriate bodies which are authorized to permit disposal of these equipment be enclosed, Adequate safety steps are to be ensured during condemnation. The Implementation of these machine should be ensured by the User Head of Department at all levels including during storage and disposal keeping in mind the safety on top priority.


  
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10. The Head of the Department will ensure that all the necessary details have been made available to the Condemnation Committee in accordance with the Check as detailed in format-A & B Deprecation format,
11. The Proposal along with the supporting documents need be sent in duplicate to the chairman including a copy to Member Secretary of the respective Condemnation Committee. The appropriate format (A,B,C,D,E,F,G) has to be filled by DCC
12. The DCC will be responsible for the authenticity of the data provided in the Format-A & B the same will be sent under certification by the concerned HOD.
13. All the department condemnation committee may complete their condemnation request and submit their condemnation proposal, complete in all respects, between 25-30<sup>th</sup> day of the every second month of financial Year to the Condemnation Committee through member secretary {JD (MM)}.
14. The Condemnation Procedure will be as per the prevailing rules of the University if the equipment/goods have been taken on in the University Stock Book, or as per the direction of the concerned funding agency.

### STEP B: Obligations of the University 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 once in every two month or, even before that as & when needed. The meeting would be convened by the Member Secretary in consultation with the Chairman Condemnation Committee. The members including the External Technical Expert (if needed) would be informed by the Member Secretary. At least 2/3rd of members must be present in condemnation meeting.
3. The Head of department (HOD) would be invited as members of the Condemnation Committee, while deliberating upon proposal of the concerned department.
4. Vice Chancellor, UPUMS would approve condemnation of the equipment on the recommendation of the respective Condemnation Committee.


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5. For all the equipment and machinery obtained to the university by any means except purchase through purchase department, the condemnation rules of our university i.e. Uttar Pradesh University of Medical Sciences, Saifai, Etawah will be applicable unless and until the concern firm or authority has given or make obligatory to implement their own policy. in case of condemnation of such item, only information of condemnation to the concern firm or authority will be given.

**STEP C: Disposal for Condemned Equipment/Goods**

It would be the sole prerogative of the Disposal Committee as stated below and approval as per the executive committee meeting to dispose off assets condemned by the condemnation committee in accordance to the procedure mention in the SOP. The Reserve value of the equipment would be based on the depreciation value calculation in the format provided by the account department. The guide line approved and amendment made in the future will automatically implement in these guidelines.

**Step D: Procedures to be followed for disposal of equipment**

Sale and disposal of condemned equipment: Member Secretary, Disposal Committee in consultation with the User department, will initiate the speedy disposal of their condemned goods as per the guidelines as laid below:

Once the goods are condemned declaring it obsolete/surplus/unserviceable/scrap etc. the same may be sent for disposal to the disposal committee.

The following procedure for dispose of condemned equipment shall be followed as far as practicable.

- a) Open Tender
- b) Auction
- c) Buy back from suppliers or third party

**Mode of disposal** - According to reference rule 218 of GFR-2017 (**Annexure No. 8**)

(I) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lac should be disposed of by:

- (a) Obtaining bids through advertised tender or
- (b) Public auction.

(II) For outdated or obsolete or unserviceable goods with residual value less than Rupees Two lac, the mode of disposal will be determined by the disposal Committee, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. University should as far as possible prepare a list of such equipment/items.

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(III) Certain outdated or obsolete or unserviceable goods such as expired medicine, food grain Boi-Medical waste etc. which are hazardous or unfit for human consumption, should be disposed or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods,

(IV) Outdated or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. negotiable instruments, receipt books, stamps, etc.) should be disposed of/destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

The following general Instructions shall be followed by all officers entrusted with the disposal of condemned equipment:

I) In case the equipment contains any Radioactive (X-Ray/CT - Machine) substances, necessary Precautions should be ensured by the User department. Condemnation of such items must start after obtaining decommissioning approval of the concern regulatory body (Atomic energy regulatory board, Government of India, Mumbai)

II) **Sale Account** - A sale account shall be prepared in Sale Account Form (maintain and update by nominee of finance controller on regular basis). 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. Necessary corrections should be done in the form GFR-11 (Rule 222 of GFR-2017), (Annexure-8)

**Disposal of outdated equipment/items:-** (Reference Rule 2017 to 223 of GFR-2017) (Annexure-8)

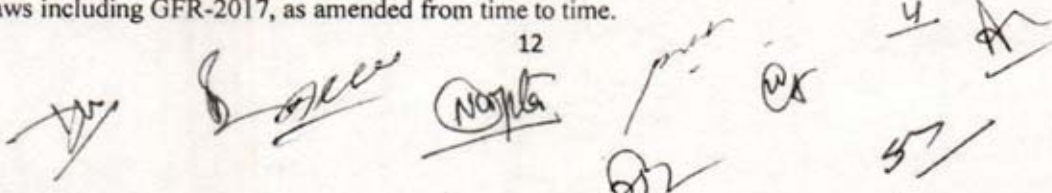
An item may be declared surplus or obsolete or unserviceable if the same is of no use. The reason for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.

**Expeditious disposal of condemned equipment**

To ensure that the condemned equipment fetches good return, it would be responsibility of the Disposal Committee to ensure that:

1. The equipment is auctioned / sold at the earliest after condemnation.
2. Proper Protection is ensured till their removal by the purchaser, and the time between the declaration and actual disposal of equipment ought to be, minimum.
3. Condemnation of assets unfit for use & disposal of condemned assets shall be sourcing to applicable laws including GFR-2017, as amended from time to time.

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**Disposal of linen item** - A separate committee is already exists in the University in compliance of office order No. 6491/UPUMS/Admin.(69)/2021-22 date.16.03.2022 for the condemnation and disposal of linen items only (annexure-12). The committee is already active under the chairmanship of Dr. Prof. Somendra Pal Singh General Surgery and other five members (finance officer or Nominee, Registrar or Nominee, JD (MM) or Nominee, SPO or Nominee and Nursing Superintendent or Nominee). This committee to work as before and perform all the work of declaration of condemn and disposal of linen items

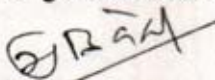
**Scarp/yard**

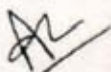
All the equipment/goods, to be condemned shall be kept in the User department, until these are declared condemned by the condemnation committee.

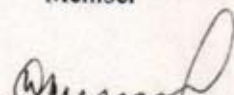
And after recommendations are accepted by the competent authority, all equipment/Goods shall be kept in the proposed Scrap Yard till its final disposal.

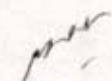
However, the committee feels strongly that since presently there is no Scrap Yard the Condemned Equipment should be kept in the custody of the User department till it is finally disposed. University will take immediate steps for construction of Scrap Yard.


The User department will maintain records/acknowledgement from the in-charge, Scrap Yard for each of goods received by the Scrap Yard.

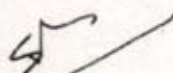
  
(Mr. Rohit Dwivedi)  
Legal Cell  
Member

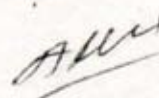
  
(Mr. Atul Mishra)  
Lecturer Radiation Physics  
Member

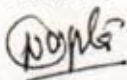
  
(Mr. K.B. Agarwal)  
Sr. Admin Officer  
Member

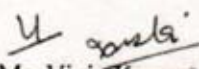
  
(Dr. Roopak Agarwal)  
Prof. Blood Bank  
Member

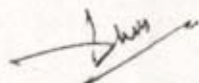
  
(Dr. Amit Singh)  
Professor Microbiology Deptt.  
Member

  
(Prof. Dr. S.P. Singh)  
HOD Surgery Deptt./ Medical  
superintendent  
Chairman

  
(Mr. A.R. Khan)  
JE Civil  
Member

  
(Mr. Nand Kishor Gupta )  
Lecturer, Anatomy  
Member

  
(Mr. Vipin Kumar)  
SAO  
Member

  
(Dr. Dhiraj Kumar Srivastav)  
JD(MM)/SPO  
Member Secretary

**Uttar Pradesh University of Medical Sciences, Saifai, Etawah**

Ref:

Date:

**Part A : To be filled-in by the User/Head of the Department**

Sl. No (to be assigned by the condemnation Committee) : .....

**Fact sheet of the Equipment/Goods Recommended for Condemnation  
(Note : Must include documentary evidences, 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	CMC/AMC Details	
13	Source of funding (encircle whichever is applicable)	Grant in Aid : UNIVERSITY FUND RESEARCH FUND ANY OTHER (specify)
14	Expected Functional Life as laid down by the manufacturer	
15	First External Expert's Recommendation (for cost value more than 50 Lac but less than One Crore)	
16	Second External Expert's Recommendation (for cost value more than One Crore)	
17	Depreciation value of the equipment (enclose calculation sheet format B)	
18	Is the equipment proposed to be condemned under buy back, If yes give details	

19	Does the Equipment have any Biohazards, if so, necessary permission from appropriate authorities to be enclosed	
20	Stock Book Entry Done (encircle) If Yes : Central Store Ledger Entry No	Yes                      No
21	Minutes of the meeting of the Departmental Condemnation Committee (Please enclose copy)	
22	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 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>	
23	This is being certified that this equipment has not been condemned earlier.	
	Notes: 1. Fill separate form for each equipment 2. The condemnation of accessories item will be effective as per supply order. 3. Equipment functioning effectively need not be condemned 4. For additional information, please attach a separate sheet 5. Price conversion in Indian rupees in case of imported equipment 6. Please enclose the report/minutes of department condemn committee.	

(Member - D C C)

(Member -DCC-Indenter/User)

(1st External Expert)  
If applicable

(2nd External Expert)  
If applicable

(Head of the Department/Concern Officer)

*[Handwritten signatures and initials]*



**Part B: To be filled-in by, Concerned Department, UPUMS**

1	Recommendation from supplier for condemnation	
2	Justification for Condemnation	
3	Alternative uses of the equipment/goods and its parts	
4	Proposed method of disposal which may result in maximum benefit to the University	
5	Any other remarks	
(Department OF ....., UPUMS)		

**Part C: Information to be filled-in by Material Management Department**

1	Date of Purchase of Equipment	
2	Cost Value of Equipment (in INR at the time of purchase)	
3	Cost of Spares available in store (If any)	
4	Any other remarks	
Signature of Joint Director (MM)		

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

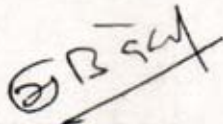
Remark :

.....  
 .....  
 .....


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

F O or his Nominee	JD (MM) or his Nominee/ SPO	Member	Member	Member Hod
External Tech. Expert (If Applicable)	User HOD	Member Secretary	Chairman Condemnation Committee	
Vice Chancellor, UPUMS				

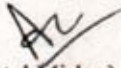
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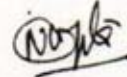
(Mr. Rohit Dwivedi (Advocate))  
Legal Cell  
Member



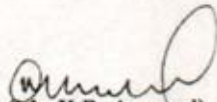
(Mr. A.R. Khan)  
JE Civil  
Member



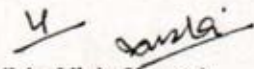
(Mr. Atul Mishra)  
Lecturer Radiation Physics  
Member



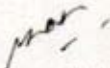
(Mr. Nand Kishor Gupta )  
Lecturer, Anatomy  
Member



(Mr. K.B. Agarwal)  
Sr. Admin Officer  
Member



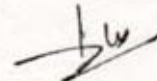
(Mr. Vipin Kumar)  
SAO  
Member



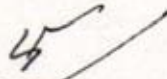
(Dr. Roopak Agarwal)  
Prof., Blood Bank  
Member



(Dr. Amit Singh)  
Professor, Microbiology Deptt.  
Member



(Dr. Dhiraj Kumar Srivastav)  
JD(MM)/SPO  
Member Secretary



(Prof. Dr. S.P. Singh)  
HOD Surgery Deptt./ Medical  
superintendent  
Chairman

UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES SAIFAI,  
ETAWAH-206130 (U.P.)

Format-B

Format of Depreciation Value for the Medical Equipment  
(As per Format-A Point No. 17 to be filed by User Department )

Sr. No.	Details of Equipment	
1	Name of the Department	
2	Name of the Equipment	
3	Site/Place of Installation	
4	Current Location	
5	Total cost of Equipment	
6	Date of Installation	
7	Total Number of Years of Utilisation/bearing by the Department	
8	Rate of % of Depreciation per year	
9	Total % of Depreciation	
9 (a)	1st year	
9 (c.)	2nd year	
9 (d)	3rd year	
9 (e)	4th year	
9 (f)	5th year	
9 (g)	6th year	
9 (h)	7th year	
9 (i)	8th year	
9 (j)	9th year	
9 (k)	10 year	
9 (l)	11th year	
9 (m)	12th year	
9 (n)	13th year	
9 (o)	14th year	
10	Remaining Value of Item after Depreciation	
11	Total Amount to be waived by the competent Authority	

(Member - D C C )

*[Handwritten signature]*

(Member -D C C )

*[Handwritten signature]*

18

*[Handwritten signature]*

Head of Department

*[Handwritten signature]*

*[Handwritten signature]*

(HOD)

UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES SAIFAI, ETAWAH-206130 (U.P.)						
FORMAT-(C)						
Report of Surplus, Obsolete and Unserviceable Items & Equipments for Disposal (Based on GFR 2017 Rule 217(iii) Form GFR 10)						
Sr. No.	Particulars of Items & Equipments	Quantity/Weight	Book Value/Original Purchase Price	Condition and year of Purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....

Designation.....

Date.....


 A collection of handwritten signatures and initials in black ink, including a large signature on the left, several smaller signatures in the middle, and initials on the right.

UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES SAIFAI, ETAWAH-206130 (U.P.)

FORMAT-(D)

SALE ACCOUNT

(Based on GFR 2017 Rule 222, Form GFR 11)

Sr. No.	Particulars of Items & Equipments	Quantity/ Weight	Name and Full Address of Purchaser	Highest Bid Accepted	Highest Bid Rejected	Earnest Money Realized on the Spot	Date on which the complete amount is realized and Credited into UPUMS Bank Account	Whether the articles were actually handed over on the spot. If not the actual date of handing over of the articles with quantities	Acknowledgement from Accounts department
1	2	3	4	5	6	7	8	9	10

*Handwritten signatures and initials:*  
 bh, D, HCC, NCC, M, Y, AL, CV

*Handwritten signature:* 45

Signature.....

Designation.....

Date.....



उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय  
सैफई, इटावा (उ०प्र०)-206130  
Uttar Pradesh University of Medical Sciences  
Saifai, Etawah (U.P.)-206130

Format-I

Format for Condemnation of old printing/Stationery Items

Certified that following Items are used in the department of ..... These items will not required in future and can be disposed off. Necessary information mentions in these paper/items are stored in soft copy in the department. All the legal and confidential paper are mention and highlighted so the condemnation must be done according to the guidelines of the university.

Sr. No.	Particulars/Types of Items	weight in K.G & Gram	Criteria for disposed of no. of year passed

Member of DCC/ Nominated  
member by the HOD

Member of DCC/ Nominated  
member by the HOD

Head of Department  
(HOD)

*[Handwritten signatures and initials]*

21

*[Handwritten signature]*



उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय  
सैफई, इटावा (उ०प्र०)-206130  
Uttar Pradesh University of Medical Sciences  
Saifai, Etawah (U.P.)-206130

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Formet-F

Format for Condemnation of Unusable and torn linen Items

Certified that following Linen Items are Unusable and torn in the department of .....  
..... These Linen Items can be disposed off.

Date:- \_\_\_\_\_

So. No.	Name of Items	Last Condemnation Detail with Date.....			At Present Proposed Condemnation Detail		
		Qty. Held	Cond. Qty	Balance	Qty. Held	Condemn	Balance

Dealing Assitt./Nursing  
Incharge

ANS/ Nominated member by the  
HOD

Head of Department  
(HOD)

Note-

1. For Hospital ward, OT and OPD Nursing Incharge and ANS will sign above.
2. For the rest Dealing Assistant and Nominated member by the HOD will sign.
3. HOD will sign in both the case at prescribed space.

*[Handwritten signatures and initials]*  
22



उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय  
सैफई, इटावा (उ०प्र०)-206130  
Uttar Pradesh University of Medical Sciences  
Saifai, Etawah (U.P.)-206130

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Format-G

Format for Miscellaneous Items (Value up to Rs. 25000 Per Unit)

SL.NO.	NAME OF ITEMS	Supply Order No. and date	Qty.	Rate Per Unit	Make/Model	Condemn Quantity	Balance Quantity
		1	2	3	4	5	6

Dealing Assitt./Nursing  
Incharge

ANS/Nominated member by the HOD

Head of Department  
(HOD)

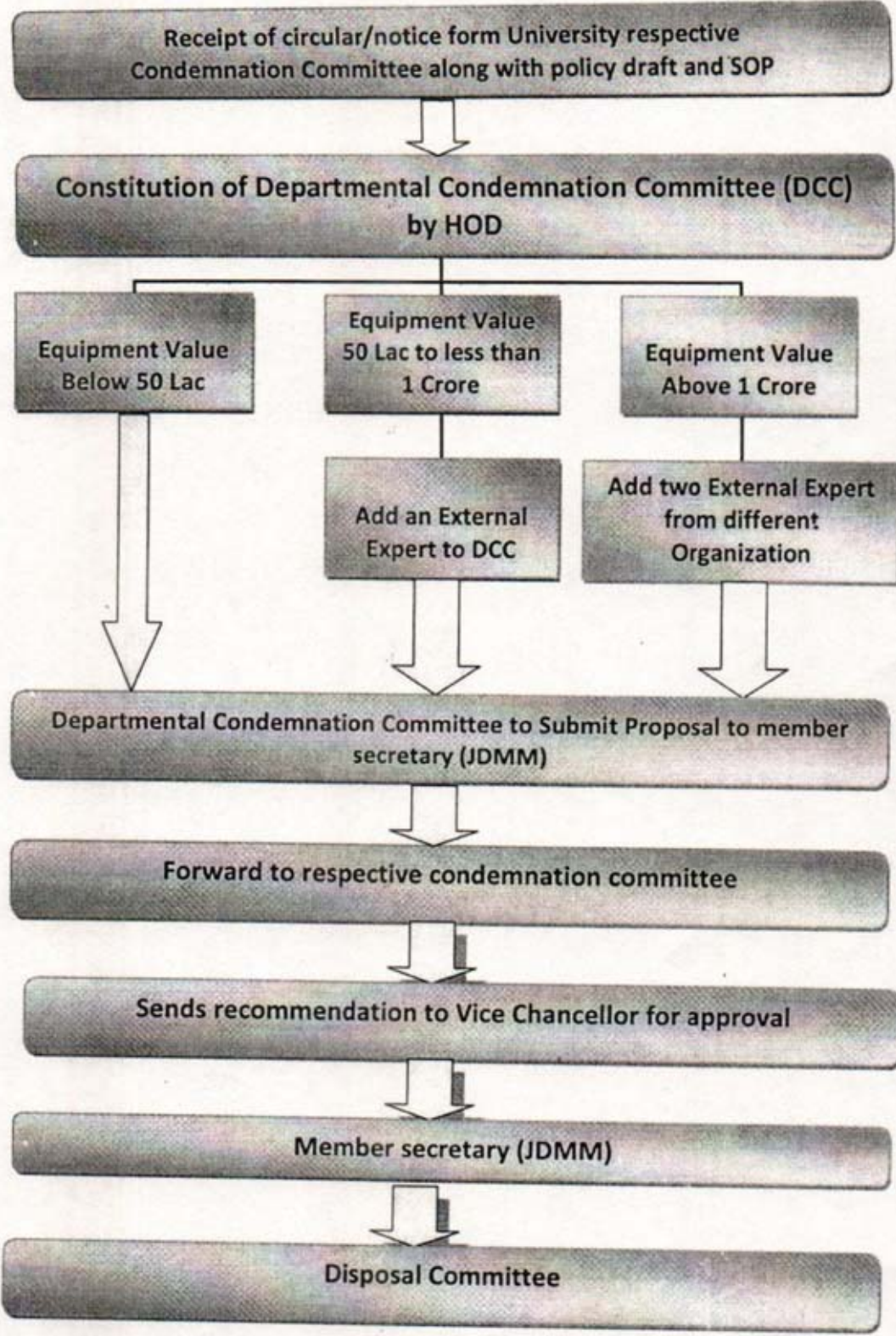
Note-

1. For Hospital ward, OT and OPD Nursing Incharge and ANS will sign above.
2. For the rest Dealing Assistant and Nominated member by the HOD will sign.
3. HOD will sign in both the case at prescribed space.

*[Handwritten signatures and initials]*



**FLOWCHART OF CONDEMNATION PROCESS FOR USER DEPARTMENT OF UPUMS**



*Handwritten signatures and dates:*  
24  
24