



## മഹാത്മാഗാന്ധി സർവ്വകലാശാല

പുറത്തഴുത്ത് നം. 136480/AD A3/4/2021/ADMIN

തീയതി 09.02.2022

സർക്കാർ വകുപ്പുകളിലെയും സ്ഥാപനങ്ങളിലെയും ഉപയോഗ ശൂന്യമായ ഇലക്ട്രോണിക്സ് / ഐ.റ്റി. ഉപകരണങ്ങളുടെ Condemnation/ Scrapping/ Disposal സംബന്ധിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ച GO(Ms) No. 27/2018/ITD, Dated, 28.10.2018 സർക്കാർ ഉത്തരവും ടി ഉത്തരവ് പരിഷ്കരിച്ചുകൊണ്ടു പുറപ്പെടുവിച്ച GO(Ms) No. 30/2021/ITD, Dated, 01.10.2021 ഉത്തരവും, മിനിറ്റ്സ് ഇനം നം. 123/22.01/136480/ADA3/4/2021/ADMIN തീയതി 31.01.2022 പ്രകാരം സർവ്വകലാശാലയിൽ നടപ്പിലാക്കാൻ സിൻഡിക്കേറ്റ് തീരുമാനിച്ചിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

രമേഷ് ആർ.

അസിസ്റ്റന്റ് രജിസ്ട്രാർ 1 (ഭരണം)

രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്:

1. എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വി.സി./പി.വി.സി.എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/എഫ്.ഒ/സി.ഇ എന്നിവരുടെ പേർസണൽ അസിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി.,മഹാത്മാഗാന്ധി സർവ്വകലാശാല
5. എ.ആർ./ഡി.ആർ./ജെ.ആർ.(ഭരണം/അക്കാദമിക്/ഫിനാൻസ്/പരീക്ഷ).
6. പി.ആർ.ഒ /സിറ്റാഡ്/സി.എം.എസ് (വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
7. എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് 1/ഓഡിറ്റ് 1/5/ഐ.ക്യു.എ.സി.
8. എഡി എ1/എഡി എ2/എഡി എ4/എഡി എ5/എഡി സി.1/2/3/
9. സ്റ്റോക്ക് ഫയൽ /റെക്കോർഡ്സ് സെക്ഷൻ/ഫയൽ കോപ്പി.

To inform RDS, mob & Supdt  
w/ bse

File No.ITCell-2/209/2018-ITD

IT section

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## GOVERNMENT OF KERALA

### Abstract

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

ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

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

### 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: 2018.07.19 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

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം



**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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Forwarded /By order

Signed by Sajeev K

Date: 04-10-2021 13:22:50

Reason: Approved  
Section Officer