

fax**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"> ■ Printing Consumables (Ink, Toners, Cartridges) ■ DVDs, CDs, Floppies ■ UPS Batteries 	As per usage
II. Fast Obsolescence	<ul style="list-style-type: none"> ■ Laptops, Notebooks, Tablets ■ Mobile Phones ■ Pen Drives ■ External Hard Disk Drives (HDD) 	4 years
III. Medium Obsolescence	<ul style="list-style-type: none"> ■ Servers, Desktop Computers ■ Printers, Scanners, Copiers ■ Multi-Functional Devices ■ Projectors ■ UPS Systems (excluding battery) ■ All Networking items (Active Devices) 	5 years

IV. Slow Obsolescence	<ul style="list-style-type: none"> ▪ FAX, EPABX ▪ Electronic Attendance Systems ▪ Digital Cameras ▪ DVD Players ▪ TVs, LCDs, LEDs ▪ Other Electronic items 	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: 2018.10.29 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