

Centralized Condemnation & Disposal Cell
Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow

MANUAL



SUBMITTED BY
Dr. Dinank Patel
Dr. Swati Choudhari
MHA RESIDENT

Department of Hospital Administration

SANJAY GANDHI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES
RAEBARELI ROAD, LUCKNOW 226014

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

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REVISION HISTORY

Revision	Date	Modified by	Reason for Change
01			

Authorship and approvals			
		Signature:	Date:
SGPGIMS reviewer signs to confirm technical content			
Reviewed by:	Job title:	Signature:	Date:
Authorization			
	Job title:	Signature:	Date:



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

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Introduction

Despite careful use and adequate maintenance certain equipment either becomes obsolete or beyond economic repair over a period of time. Continuous use of equipment & various other factors including environmental factors cause progressive wear and tear and render the equipment unserviceable. Such equipment needs to be replaced to avoid interruption in services. However, prior to replacement, the equipment needs to be condemned in an appropriate manner. The process of condemnation is usually delayed or the condemnation does not happen due to lack of specific guidelines for condemnation and subsequent replacement of condemned.

The document is aimed to provide necessary guidance for condemnation and replacement of the equipment.

Aim

Manual for the Centralized Condemnation & Disposal Cell (CCDC) in SGPGIMS for effective condemnation of equipment.

Purpose

The purpose of this manual is to outline the management of condemnation of equipment. It is applicable to condemnation of medical, non-medical equipment.

The manual has been Drafted to describe the procedures to be used by CCDC members to validate the condemnation of equipment of the departments of SGPGIMS.


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SGPGIMS, Lucknow

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Definitions

- **Goods:** It includes all articles and consumables such as commodities, furniture, fixtures, raw material, spares, instruments, machinery equipment, I.T. Hardware, Software etc. purchased or otherwise acquired for the use of the Department.
- **Unserviceable Goods:** An articles/goods/equipment may be declared unserviceable, if the same is beyond economical repair and unfit for use by the Department.
- **Surplus Items:** Items that are in working order but are not required for use in a particular section. Such items also include stock in the stores of the hospital which has not been used for some time.
- **Obsolete Items:** Any goods/equipment which though in good and serviceable condition are not required by the Department due to change in program, procedure or policy of the Department which are to be disposed of in the interest of the Department as per the prescribed guideline.
- **Scrap:** Process waste, broken and any other item not covered above but has got resale value.
- **Condemnation:** A process of discarding the assets which are unfit for use as per the decision of the institute.
- **Disposal:** A process of liquidating the assets which are unfit for use anymore after the condemnation.
- **Institute:** Means Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.
- **Governing Body:** Governing body of SGPGIMS, Lucknow



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Executive Registrar
SGPGIMS, Lucknow

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Personnel at Centralized Condemnation & Disposal Cell

- **Member Secretary – Dr. R.Harsvardhan, HoD, Hospital Administration**
- **Junior Resident In-charge – Dr.Dinank Patel, PG–HA, Dr. Swati Choudhari, PG-HA**
Deptt. of Hospital Administration
- **Technical Assistant –Mr. Pramod Kumar**

Roles and Responsibilities of (CCDC) Members

Member Secretary

1. Review of all the necessary documents needed for condemnation.
2. On completion of all the necessary documents, he/she will put proposal for convening the meeting of the Inter Departmental condemnation committee.

Junior Resident In-charge

1. Responsible for the smooth functioning of the CCDC.
2. Supervising all the work performed by Technical Assistant.
3. Responsible for visiting Department in which equipment needs to be condemned for validation.
4. Visit Report
5. Maintenance of files and records.
6. Preparation of all the meetings to be convened regarding condemnation.

Technical Assistant

1. The technical assistant is responsible for checking the files received from the department.
2. Maintaining the records of files according to the type of the waste.
3. Maintaining the E-Record of all the files of all the departments



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SGPGIMS, Lucknow

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CCDC Activities and Procedures

No.	Activity	Description
1.	On receipt of request from the Department	Information in the condemnation cell is provided by the Sis In charge/Staff of the respective department in which there is need of condemnation of equipment or goods.
2.	Visit to the Department	A visit to the department is made by the Resident In-Charges along with technical assistant to explain all the procedures regarding condemnation. After that a visit report is made with relevant documents and photographs and put forward to Member Secretary for perusal.
3.	Preparation of the file	Resident In-Charges explain the Sis In-Charge/Designated staff to prepare separate files for the medical, non-medical and E-waste equipment. It must include all the necessary documents along with proper photographs. Format X to be duly filled. (Annexure 1 & Annexure 2)
4.	Receiving of the File in the CCDC.	After the completion of the file, the file is received in the Condemnation cell through Dak with RSD No. Further the file is being checked by the Resident In-charges and if there is any deficiency then deficiency letter is being issued to the respective department and further received after the corrections have been done. If there is no deficiency then it is forwarded to Member Secretary for further interventions.
5.	Member Secretary	After supervising all the files, he will put proposal for convening the meeting of the Inter Department condemnation committee. After the Inter Department condemnation committee meeting, files will be put forward in Governing Body Meeting for further perusal for condemnation of equipment.
6.	Committee Meeting	Meeting is convened for the final approval of the file for the governing body meeting. After the approval by the committee members the file is put forward for governing body meeting for the final approval for the condemnation.
7.	Governing Body Meeting	The Director recommends the file to the Governing Body for perusal and ratification. Once approved by the G.B. the file will be put forward to Department of Health, UP Government with a request to forward it to Director, Department of Health, Ministry of Health & Family Welfare, Government of India, New Delhi, then will be forwarded to Department of Economic Affairs (Japan-II), Ministry of Finance, Government of India, New Delhi Once ratified by the G.B. the Recommendation Report will go to JD(MM) for further processing.
8.	Shifting of the Equipment/Goods in the Scrapyard	After the approval by the Governing Body, the equipment is being shifted to the scrapyards for the disposal.


Lt Col Varun Bajpai VSM
Executive Registrar
SCPGIMS, Lucknow

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Committees & their Jurisdiction

Sl. No.	Name of the Committee	Authorized Member	No.	Jurisdiction
1.	Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA)	Chairman	01	Medical Equipment involved in patient care.
		Faculty Members (1 from Medical Physics)	03	
		JD(MM) or his Nominee	01	
		Finance Officer	01	
		Bio Medical Engineer	01	
		Sr. A.O. / A.O. (Legal)	01	
		Member Secretary	01	
		External Expert-if needed	01	
		Nodal Department (HoD or his Nominee)-As & when needed	01	
2.	Condemnation Committee for Non-Medical Goods (CCNMG)	Chairman	01	Everything else i.e. Hospital & Office Furniture, except all that included in row 1 & 2
		Faculty Members	03	
		JD(MM) or his Nominee	01	
		Finance Officer or his Nominee	01	
		Supdt. Engineer/His nominee	01	
		J.D. (Admin) /Nominee	01	
		Sr. A.O. / A.O. (Legal)	01	
		Member Secretary	01	
		External Expert-if needed	01	
		Nodal Department (HoD or his Nominee)-As & when needed	01	
3.	Condemnation	Chairman	01	Only E-Waste &

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	Committee for E-Waste & Hospital (Medical + Office) Records (CCEWHR)	Faculty Members (1 from B&HI)	03	Hospital Records (under Department of Biostatistics & Health Informatics)
		JD(MM) or his Nominee	01	
		Finance Officer or his Nominee	01	
		Sr. System Analyst	01	
		J.D. (Admin) /Nominee	01	
		Sr. A.O. / A.O. (Legal)	01	
		Member Secretary	01	
		External Expert-if needed	01	
		Nodal Department (HoD or his Nominee)-As & when needed	01	
4.	Disposal Committee (DC)	Chairman	01	Only Disposal of all of the above.
		Faculty Members	03	
		JD(MM) or his Nominee	01	
		Finance Officer or his Nominee	01	
		J.D. (Admin) /Nominee	01	
		Bio Medical Engineer	01	
		CRFC Nominee	01	
		Officer In-Charge, Scrap Yard	01	
		Sr. A.O. / A.O. (Legal)	01	
		Member Secretary	01	
		External Expert-As en-provisioned herein	01	
		Nodal Department (HoD or his Nominee)-As & when needed	01	

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Role of Centralized Condemnation & Disposal Cell Committee Members

- To frame/follow the condemnation policy at the hospital.
- To impact all the areas of the hospitals for any junk material present/accumulated in various areas of the hospital.
- To decide the minimum upset price for which tendering is required and minimum upset price for which public auctions can be made.
- To gather and maintain information or list of items from different areas of the hospital that need to be condemned.
- To maintain a record of items that are stored in the hospital for condemnation.
- To approve the condemnation of junk and other materials
- To demarcate and allocate space within the hospital for storage of junk material before its disposal.
- To follow relevant rules while disposing of the condemned articles.

File Movement:

- Member Secretary of the respective Committee (through their Office Staff, as provided)
- Chairman of the respective Committee.
- Prof. In-charge, Centralized Condemnation & Disposal Cell
- Director/Governing Body
- J.D. (MM)
- ATR from JD(MM) to Chairman

Work Flow of the Condemnation Process:

- Departmental Condemnation Committee
- Respective Institute Condemnation Committee
- Centralized Condemnation & Disposal Cell
- Director
- Governing Body for approval
- ATR from JD(MM) to Chairman



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Functions and Scope of the Condemnation Committee:

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 :

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 10 lacs but not more than one crore of their initial purchase value, an External Technical Expert will be nominated by the concerned HoD/Nodal Officer and will have to be approved by the Director, 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.

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 10 lacs but not more than one crore of their initial purchase value, an External Technical Expert will be nominated by the concerned HoD/Nodal Officer and will have to be approved by the Director, as is being followed in
- b. case of procurement.
- c. 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.

1 (C). Condemnation Committee for E-waste & Hospital (Medical +Office) Records (CCEWHR)

- a. For all non-medical goods proposed to be condemned which are worth more than Rs 10 lacs but not more than one crore of their initial purchase value, an External Technical Expert will be nominated by the concerned HoD/Nodal Officer and will have to be approved by the Director, 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.

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Disposal of the condemned equipment would be taken care of by disposal committee as per the provisions outlined and would be independent of the Condemnation Committee

STEP A: Obligations of the Nodal Department

1. Procedure is to be initiated by Condemnation Committee devolving down to Head of the Nodal Department, following prior approval from Director, SGPGI for initiating the process.
2. Departmental Condemnation Committee (DCC) will be constituted by the Head of the Nodal Department/Service for condemnation. It should have at least Three Faculty members, including the HOD. In case the department has less than 3 faculty members, then any faculty member from allied department will be co-opted. Bio medical engineer will invariably be a part of the committee.
3. On receipt of request from condemnation committee, the meeting would be convened by the Head of the Nodal Department/Service for recommending the equipment/goods to be condemned under provisions of this guideline. The duly certified recommendation along with the MoM will be forwarded to the respective Condemnation Committee along with the request for condemnation of the equipment as detailed in Format - X, as per the procedure laid down & within the. time frame as conveyed by the condemnation committee.
4. For equipment, worth up to Rs. 10 lacs, no external member (of the specialty concerned) would be needed. For individual equipment worth more than Rs. 10 lacs (as per their original price), external expert (of the specialty concerned) will be called upon, which would be mandatory, inter-alia general provisions as has been made out before.
5. The minutes of the Department Condemnation Committee with / without external expert (of the specialty concerned) should include the following:
 - 5.1: Details of the equipment to be condemned - as enumerated in the Format - X
 - 5.2: If the equipment had been procured under External grant-in-aid or not.
 - 5.3: 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.
 - 5.4: Residual / depreciated value of the equipment. The calculation would be based on the existing rules laid down by the Government from time to time (To be obtained from Material Management section). The department will calculate the values based on these guidelines and enclose the calculation sheet.
 - 5.5: The DCC 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, wherever applicable, in case the committee recommends buy back. The concerned Head/Nodal Officer will seek the approval

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of the competent authority under direct intimation to the respective condemnation committee.

5.6: In case the equipment has been procured through the grant from National funding agencies e.g. 'OMR DST, DET, NACO etc ., under an extramural project, the permission for condemnation from the agency granting the aid will need to be enclosed, if project is under currency.

5.7: In case the equipment proposed to be condemned, has 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 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.

6. The Head of the Department/Nodal Officer of the Services will ensure that all the necessary details have been made available to the Condemnation Committee in accordance with the Check list as detailed in Format - X.

7. 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.

8. The DCC will be responsible for the authenticity of the data provided in the Format - X. The same will be sent under certification by the concerned HoD.

9. All the departmental condemnation Committee may complete their condemnation process and submit their condemnation proposals, complete in all respects, between 20-28th day of the preceding month of end of each quarter of the Financial Year to the Condemnation Committee.

10. 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: Obligations 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 placed 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 meeting would be convened preferably in the third quarter of the financial year 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.

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3. Two members of the Nodal DCC including HOD would be invited as members of the Condemnation Committee, while deliberating upon proposal of the concerned department.
4. Director, SGPGIMS would approve condemnation of the equipment, on the recommendation of the respective Condemnation Committee. Director, SGPGI in turn, will recommend it to the Governing Body for perusal & ratification.
5. For equipment procured under grant-in-aid, (as under JICA), the necessary procedure as informed by the Department of Economic Affairs, Ministry of Finance, Govt. of India (letter no. F.4/22/CP190-Jap.li, dated 5th May 2005) would be initiated through Condemnation Committee. The list of equipment to be condemned would be placed before the Governing Body for approval. Once approved, this would be forward to Department of Health, UP Government with a request to forward it to Director, Department of Health, Ministry of Health & Family Welfare, Government of India, New Delhi, who in turn will forward it to the Department of Economic Affairs (Japan-II), Ministry of Finance, Government of India, New Delhi. The Department of Economic Affairs would obtain the final approval from Embassy of Japan. Only then would this equipment will be disposed. The Condemnation Committee would coordinate with the stake holders, so that the process could be completed expeditiously.
6. Once ratified by the G.B., the Recommendation Report will go to J D (MM), for further processing.

STEP C: Disposal of Condemned Equipment/ Goods

It would be the sole prerogative of the Disposal Committee as stated below and approved as per the Governing Body meeting, held on 27/11/01 to dispose off assets condemned by the condemnation committee as well as the office order PGI/DIR/246/2002, dated 15/3/02.

The "Reserve value of the equipment" would be based on the Depreciation value as per the State Government of Uttar Pradesh guidelines. Rest of the guidelines will be as enunciated in the GFR-2005, as amended from time to time.

STEP D: Procedures to be followed for disposal of equipment

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

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

- a) Open Tender or, Auction
- b) Buy Back from suppliers or third party


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The following general instructions shall be followed by all officers entrusted with the 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 should be signed by the officers who supervised the auction/sale comparing the entries made in the Sale Account of condemned equipment.
- iii) Proceed will go to the Institute account. Minimum reserve price has to be 10% of the purchase price.

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:

The equipment is auctioned / sold at the earliest after condemnation.

Proper protection is ensured till their removal by the purchaser, and the time between the declaration and actual disposal of equipment ought to be done.

Condemnation of assets unfit for use & disposal of condemned assets shall be suggest to applicable laws including GFR-2005, as amended from time to time.

Scrap Yard

All the equipment/goods, to be condemned shall be kept in the Nodal Department until these are declared condemned by the Condemnation Committee and; recommendations are accepted by the competent authority. After approval by Director/GB 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 Nodal department till it is finally disposed. Institute will take immediate steps for construction of Scrap Yard.

The Nodal departments will maintain records / acknowledgement from the In-charge, Scrap Yard for each of goods received by the Scarp Yard.


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STATUS OF CONDEMNATION

1. Approved By Governing Body

SI. No.	DEPARTMENT	REMARKS
MEDICAL EQUIPMENT		
1.	Emergency Medicine	Approved by GB for the Disposal.
2.	Anaesthesia	
3.	Gastroenterology	
4.	Medical Genetics	
5.	Endocrinology	
6.	Neurosurgery	
7.	Nephrology	
8.	Immunology	
9.	Pediatric Gastroenterology	
10.	Neurosurgery	
11.	Microbiology	
12.	CCM	
13.	Anaesthesia Part 2	
14.	Clinical Immunology and Rheumatology	
15.	Ophthalmology	
NON- MEDICAL GOODS		
16.	Patient Kitchen & Dietary Service	



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Approved By Condemnation Committee

SI. No.	DEPARTMENT	REMARKS
1.	Gastroenterology	Approved by Condemnation Committee for GB
2.	Endocrinology	
3.	Medical Genetics	
a.	Medical Genetics II	
b.	Medical Genetics III	
4.	Nephrology	
5.	Neurology	
a.	Neurology A	
b.	Neurology B	
6.	Radiotherapy	
a.	Radiotherapy I (Less than 10 lakhs)	
b.	Radiotherapy II (More than 10 lakhs)	



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Annexure-1

Format – X For Medical Equipment

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Ref : PGI/EQCC/2015/

Date :

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

Sl. No (to be assigned by the Condemnation Committee) : -----
Equipment/Goods Condemnation Code (for office use by ICC only) :

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	Source of Funding (encircle whichever is applicable) Grant in Aid: JICA / FRENCH / ANY OTHER (Specify) INSTITUTE FUND RESEARCH FUND ANY OTHER (Specify)
13	Expected Functional Life as laid down by the manufacturer
14	External Expert's Recommendation, if applicable

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15	Residual or Depreciated value of the equipment (enclose calculation sheet)	
16	Is the equipment proposed to be condemned under Buy back, If yes give details	
17	Does the equipment have any Biohazards, if so, necessary permission from appropriate authorities to be enclosed.	
18	Stock Book Entry Done (encircle)	YES NO
	If Yes : Central Store Ledger Entry No	
19	Minutes of the meeting of the Departmental Condemnation Committee (Please enclose copy)	
20	REASON (S) BEHIND RECOMMENDING FOR CONDEMNATION ((Please tick mark all that apply)) <ul style="list-style-type: none"> • Beyond economic repair • Inability to get spares • Clinically obsolete • End of life (as declared by manufacturer) • Running cost of equipment is very high • Any other (specify) 	
21	This is being certified that this equipment has not been condemned earlier.	
	Notes: 1. Fill separate form for each equipment 2. Separate form is required if an equipment has come as an accessory with the main equipment 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	

(Biomedical or, Concerned Engineer/-Member - DCC)

(Member – D C C)

(External expert, if any)

(Member–D C C-Indenter/User)

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(Head of the Department/Nodal Officer, Concerned Service)

Part B:

To be filled-in by SGPGIMS Engineer/Biomedical Engineer/Concerned Engineer of the Agency, SGPGIMS

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 SGPGIMS Engineer)		

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

1	Date of Purchase of Equipment	
2	FOB Value of Equipment (in INR at the time of purchase)	
3	Cost of Spares available in store (If any)	
4	Terms & conditions for its disposal after expiry of Warranty period (If any)	
5	Any other remarks	
Signature of Joint Director (MM)		

Part D: Recommendation of the Institute Condemnation Committee

Remarks: Forwarded For Further Perusal and Approval For Condemnation

Condemnation of the Equipment: Recommended / Not Recommended

F.O. (or His Nominee)	JD (MM) (or his Nominee)	S. A. O. (Legal)	Member	Member	Member	Member(BME)
External Tech. Expert	Concerned HoD		Member Secretary		Chairman Condemnation Committee	
Director, SGPGIMS						

Centralized Condemnation & Disposal Cell
Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
 Raebareli Road, Lucknow

Annexure-2

Format – X For Non-Medical Equipment

Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow

Ref : PGI/EQCC/2015/

Date :

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

Sl. No (to be assigned by the Condemnation Committee) : -----
Equipment/Good Condemnation Code (for office use by ICC only) :

Factsheet of the Equipment/Goods Recommended for Condemnation
(Note : Include documentary evidence, in support of the data)

Name of the Department :		
Name of the Equipment/Goods :		
Site/Place of Installation/Use :		
Current Location :		
Function of the Equipment/Goods :		
Sl. No.	DETAILS OF THE EQUIPMENT/GOODS	
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	Source of Funding (encircle whichever is applicable)	Grant in Aid: JICA / FRENCH / ANY OTHER (Specify) INSTITUTE FUND RESEARCH FUND ANY OTHER (Specify)
13	Expected Functional Life as laid down by the manufacturer	
14	External Expert's Recommendation, if applicable	

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15	Residual or Depreciated value of the Equipment/Goods(enclose calculation sheet)	
16	Is the Equipment/Goods proposed to be condemned under Buy back, If yes give details	
17	Does the Equipment/Goods have any Biohazards, if so, necessary permission from appropriate authorities to be enclosed.	
18	Stock Book Entry Done (encircle)	YES NO
	If Yes : Central Store Ledger Entry No.	
19	Minutes of the meeting of the Departmental Condemnation Committee (Please enclose copy)	
20	REASON (S) BEHIND RECOMMENDING FOR CONDEMNATION (Please tick mark all that apply) <ul style="list-style-type: none"> • Beyond economic repair • Inability to get spares • Clinically obsolete • End of life (as declared by manufacturer) • Running cost of Equipment/Goods is very high • Any other (specify) 	
21	This is being certified that this Equipment/Goods has not been condemned earlier.	
	Notes: 1. Fill separate form for each Equipment/Goods 2. Separate form is required if an Equipment/Goods has come as an accessory with the main Equipment/Goods 3. Equipment/Goods 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/Goods	

(Mechanical or, Concerned Engineer/-Member - DCC)

(Member – DCC)

(External expert, if any)

(Member–DCC-Indenter/User)

(Head of the Department/Nodal Officer, Concerned Service)

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Part B: To be filled-in by SGPGIMS Engineer/Mechanical Engineer/Concerned Engineer of the Agency, SGPGIMS

1	Technical Inspection Report of Equipment/Goods	
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 Institute	
5	Any other remarks	
(Signature of Engineer of the Agency, if applicable)		
(Counter signature of Mechanical / Concerned SGPGIMS Engineer)		

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

1	Date of Purchase of Equipment/Goods	
2	FOB Value of Equipment/Goods (in INR at the time of purchase)	
3	Cost of Spares available in store (If any)	
4	Terms & conditions for its disposal after expiry of Warranty period (If any)	
5	Any other remarks	
Signature of Joint Director (MM)		

Part D: Recommendation of the Institute Condemnation Committee

Remarks: Forwarded For Further Perusal and Approval For Condemnation

Condemnation of the Equipment/Goods: Recommended/Not Recommended

F.O. (or His Nominee)	JD (MM) (or his Nominee)	S. A. O. (Legal)	Member	Member	Member	Member(ME)
External Tech. Expert	Concerned HoD		Member Secretary		Chairman Condemnation Committee	
Director, SGPGIMS						

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REFERENCES

- **GFR** Rules of Government of India
- Condemnation & Disposal of unserviceable goods-Govt. of West Bengal
- Condemnation Policy-SGPGIMS, Lucknow
- Condemnation Policy -Govt. Medical College, Kathua
- Guidelines for Condemnation-Indian Council of Medical Research, New Delhi



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow