



## **ABSTRACT**

Information Technology Department - Disposal of obsolete/ old Computers, accessories and peripherals available in Government Departments/ Agencies/ Boards/ Corporations/ Public Sector Undertakings – Guidelines – Orders Issued.

### **Information Technology (e-Gov.II) Department**

**G.O.(Ms) No.9**

**Dated:23.04.2013**

விஜய, சித்திரை-10

திருவள்ளூர் ஆண்டு-2044

**Read:**

1. D.O.letter No.6758/P & D/97, Planning and Development Department, dated 28.04.1998.
2. From the Managing Director, ELCOT letter No. ELCOT/Disposal of Old Computers/2010-11, dated 31.03.2011.

### **ORDER:**

The technical advancements in computer hardware, software and communication are very rapidly growing. The Computerisation has become part and parcel in all Government Departments and Public Sector Organizations. Installation of latest software requires high end Hardware Configurations and constant upgradation of Systems. Over a period of time, Systems become obsolete and worn out which accumulates e-Waste in Government Offices.

2. In this connection, many Departments have been requesting this Department to issue guidelines for disposal of obsolete/ old Computers, accessories and peripherals.

3. In the D.O.letter 1st read above, the "Guideline for the Purchase of Computers" published by Planning and Development Department is in vogue. This guideline specifies the life time of the Computers as 5 (five) years, however there is no mention about the disposal of obsolete/ old Computers, accessories and peripherals. It is therefore imperative to issue detailed guidelines for disposal of obsolete/ old Computers, accessories and peripherals.

4. In view of the above, the Government has decided to issue guidelines for disposal of obsolete/old Computers, accessories and peripherals and the Chief Executive Officer, Tamil Nadu e-Governance Agency (TNeGA)/the Managing Director, Electronics Corporation of Tamil Nadu Limited (ELCOT) was requested to submit a proposal on guidelines for disposal of obsolete/old Computers, accessories and peripherals.

5. The Managing Director, Electronics Corporation of Tamil Nadu Limited (ELCOT) in the letter 2nd read above has submitted a draft guidelines for disposal of obsolete/old Computers, accessories and peripherals. The draft guidelines received from the Managing Director, Electronics Corporation of Tamil Nadu Limited were scrutinized and after having several deliberations with the Managing Director, ELCOT and his Team, the draft guidelines were pruned.

6. The Government after careful examination issues the following guidelines for safe disposal of obsolete/old Computers, accessories and peripherals available in Government Departments/Agencies/Boards/Corporations/ Public Sector Undertakings.

The salient features of the guidelines are as follows:

- These Guidelines are mainly for safe disposal of condemned IT Products available in Government Departments/Agencies/Boards/ Corporations/ Public Sector Undertakings.
- These Guidelines should be read in connection with the current e-Waste Policy of Government of Tamil Nadu (e-Waste Policy of Tamil Nadu 2010). In case of any contradiction, the Tamil Nadu Government's e-Waste Policy will supersede these guidelines.
- The Government Departments/ Agencies/ Boards/ Corporations/ Public Sector Undertakings shall follow these Guidelines for disposing of Old Computers and other IT related products.

→ Formation of Hardware Disposal Committee (HDC):

The Head of the Department (HOD) shall form a Hardware Disposal Committee (HDC) and empower them to identify, certify and recommend item wise for disposal.

→ Responsibilities of Hardware Disposal Committee:

The Hardware Disposal Committee shall be involved in certifying and disposing of old items. The Hardware Disposal Committee shall scrutinize the IT Products Disposal Form and verify the Original Equipment Manufacturer(OEM)/Vendor certificate/ Annual Maintenance Contract (AMC) holder's service report.

The Hardware Disposal Committee shall explore the buyback option for disposing of old systems.

→ Norms for identifying e-Waste:

Life-cycle period of minimum five years must have elapsed with due usage and valid Annual Maintenance Contract (AMC).

System is either not in working condition or technically obsolete.

Unable to handle the present requirements, unable to install the latest Operating System/ Application Software etc.

Beyond Economically Repairable condition.

Non Repairable.

→ Formation of State Level Committee:

A State Level Committee shall be formed to meet once in 3 (three) years or on need basis to review the Guidelines and necessary changes if any shall be done according to changes happening at Tamil Nadu Government's e-Waste Policy or Government of India's e-Waste Policy.

7. A booklet containing the detailed guidelines for safe disposal of obsolete/old Computers, accessories and peripherals is annexed to this Order.

8. These guidelines for safe disposal of obsolete/ old Computers, accessories and peripherals shall be amended on need basis.

**(By order of the Governor)**

S.K.PRABAKAR,  
Principal Secretary to Government.

To

All Departments of Secretariat, Chennai-9.

All Heads of Departments.

All District Collectors/ All District Magistrates.

The Managing Director,

Electronics Corporation of Tamil Nadu Ltd., Nandanam, Chennai-35.

The Chief Executive Officer, Tamil Nadu e-Governance Agency,  
Nandanam, Chennai-35.

The Director, Tamil Virtual Academy, Anna University Campus,  
Gandhi Mandapam Road, Kottur, Chennai - 25.

The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited,  
No. 11/22, Mangadu Sami Street, Nungambakkam, Chennai-34.

The State Informatics Officer, National Informatics Centre,  
Chennai-90.

The Chairman, Tamil Nadu Pollution Control Board, Chennai-32.

The Registrar General, High Court of Judicature at Madras, Chennai-104.

The Registrar General, High Court of Judicature at Madras,  
Madurai Bench, Madurai-23.

The Works Manager, Government Central Press, Chennai -79.

The Chairman, Central Pollution Control Board, New Delhi-110 032.

The Secretary to Government of India,

Ministry of Environment and Forests, New Delhi-110 003.

**Copy to:**

The Secretary to Hon'ble Chief Minister, Secretariat, Chennai-9.

The Chief Minister's Office, Secretariat, Chennai-9.

The Special Personal Assistant to Minister for Information Technology,  
Secretariat, Chennai-9.

The Special Personal Assistant to Minister for Finance,  
Secretariat, Chennai-9.

The Senior Private Secretary to Chief Secretary to Government,  
Secretariat, Chennai-9.

The Principal Private Secretary to Principal Secretary to Government,  
Information Technology Department, Secretariat, Chennai-9.

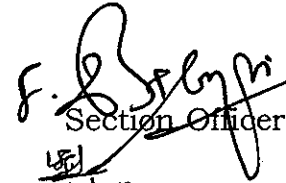
The Private Secretary to Additional Chief Secretary to Government,  
Environment & Forest Department, Secretariat, Chennai-9

The Private Secretary to Additional Chief Secretary to Government,  
Planning Development & Special Initiatives Department,  
Secretariat, Chennai-9

The Private Secretary to Principal Secretary to Government,  
Finance Department, Secretariat, Chennai-9.

The Accountant General, Chennai-9/18.  
SF / SC.

// Forwarded : By Order //

  
Section Officer 23/4/2013  
SF  
23/4/2013

GUIDELINES FOR DISPOSAL OF OBSOLETE/ OLD COMPUTERS, ACCESSORIES AND PERIPHERALS

**GUIDELINES FOR DISPOSAL OF OBSOLETE/ OLD COMPUTERS,  
ACCESSORIES AND PERIPHERALS  
(IT Product Disposal Guidelines)**

- These Guidelines are mainly for safe disposal of condemned IT Products available in Government Departments/Agencies /Boards/ Corporations /Public Sector Undertakings.
- These Guidelines should be read in connection with the current e-waste policy of Government of Tamil Nadu. In case of contradiction, the Tamil Nadu Government's e-waste Policy will supersede the document.
- The Government Departments/Agencies/Boards/Corporations/ Public Sector Undertakings shall follow these Guidelines for disposing of Old Computers and other IT related products.

**I Action to be Initiated:**

1. The Head of the Department (HOD) shall form a Hardware Disposal Committee (HDC) and empower them to identify, certify and recommend item wise for disposal.
2. Based on the recommendation of the Hardware Disposal Committee, the respective Department/Division/Section may go for replacement of the items with proper entry and removal in stock register.
3. After ensuring proper backup and reloaded in the new system, the recommended condemned items may be disposed as per Tamil Nadu Government's e-Waste Policy by Hardware Disposal Committee and necessary stock entry removal shall be done. The Hardware Disposal Committee(HDC) shall also ensure that all the data in the system is removed completely either by low level formatting (not quick formatting) of Hard disk or make the tapes unusable as the case may be before disposing the system.
4. These Guidelines insist that each Organization shall follow an Asset Management System.

**II Detailed steps involved in the process of Disposal of Old Computer systems and accessories in an environmentally sound manner.**

1. The Head of the Internal Department/Division/Section should identify the items proposed for condemnation by considering the following norms and hand over the list to the Hardware Disposal Committee(HDC) in IT Product Disposal (IPD) Form I as in Annexure-I.

**Norms for identifying e-Waste:**

- Life-cycle period of Minimum Five years must have elapsed with due usage and valid Annual Maintenance Contract (AMC)
  - System is either not in working condition or technically obsolete
  - Unable to handle the present requirements, unable to install the latest Operating System/ Application Software etc.
  - Beyond economically repairable condition
  - Non repairable
2. The Head of Department should get the Original Equipment Manufacturer (OEM)/ vendor certificate/ AMC holder's service report/ report from any reputed Hardware manufacturer mentioning the exact failure such that the spares cannot be outsourced economically or spares unavailable for these systems.
  3. The Head of Department shall declare that the complete backup of data and other applications that are available in the system should be taken so that the operations can be continued on a newer computer identified and proposed to be used, including underlying technological details establishing compatibility. It should be recorded such that data and applications are fully recovered and tested in the new system after migration.

GUIDELINES FOR DISPOSAL OF OBSOLETE/ OLD COMPUTERS, ACCESSORIES AND PERIPHERALS

4. The Head of Department shall form a Hardware Disposal Committee (HDC) with minimum 3 members as indicated below:
  - One officer from Finance/Accounts
  - One officer from Purchase/Procurement
  - One officer with Technical/Computer Knowledge
  
5. The Hardware Disposal Committee shall be involved in certifying and disposing of old items. The Hardware Disposal Committee shall scrutinize the IT Product Disposal Form I as in Annexure-I and verify the Original Equipment Manufacturer (OEM)/ vendor certificate /Annual Maintenance Contract (AMC) holder's service report/report from any reputed Hardware manufacturer mentioning the exact failure such that the spares cannot be outsourced economically or spares unavailable for these systems. After scrutiny, the Hardware Disposal Committee shall identify and certify the item for condemnation and prepare a list in the IT Product Disposal Form II (I.P.D Form II) as in Annexure-II. The Head of the Organization should also confirm the above.
  
6. The Hardware Disposal Committee shall explore the buyback option for disposing the old systems against purchase of new systems and shall get declaration from the respective vendor such that the condemned products are recycled as per Tamil Nadu Government's e-Waste Policy. Alternately the condemned items can be disposed following the Tamil Nadu Government's e-Waste Policy (8.1.1 point No.(7)-

"Mandate Government Departments and Public Sector Undertakings being a bulk customer to ensure proper disposal of their e-waste as per the following options:

  - (i) Equipments suitable for use may be donated to Governments, non-profit or charitable organizations.



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- (ii) Disposal only through authorized collection agencies or recyclers with Central Pollution Control Board(CPCB) registration by inviting tender”.

7. Based on the recommendation of Hardware Disposal Committee, regarding the mode of disposal, the Disposal in-charge shall dispose the recommended items and prepare a list as prescribed in the IT Product Disposal Form III (IPD Form III) as in Annexure III and duly certified by Hardware Disposal Committee, the same report shall be handed over to the Asset Management Department/Store In-charge/Purchase Department/Finance Department/Respective HODs/Disposal in-charge.

**III General Instructions:**

- Inventory system is to be followed by all organization and are advised to implement a web based Asset Management System for a futuristic ease of managing the disposal of e-waste.
- Formats for the entire process of disposal are given as part of these guidelines which need to be followed by the Departments / Divisions / Agencies / Undertakings / Boards / Corporations. Further additional information may be appended using additional documents/ paper with necessary authorization required in the respective forms.
- **Forms:** IT Product Disposal Form-I (Proforma for Declaring IT Products as Obsolete), IT Product Disposal Form-II (HDC Report for Obsolete Declaration of IT Products) and IT Product Disposal Form-III (Post Disposal Report) shall work as part of these Guidelines.

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**IV Note:**


These Guidelines do not suggest any particular mode of disposal, however, as per the Tamil Nadu Government's e-Waste Policy 2010 the items for disposal should be done only with Authorized Recyclers or Collection Agent.

**V Recommendations:**

- A State Level Committee shall be formed to meet once in 3 years or on need basis to review the Guidelines and necessary changes if any shall be done according to changes happening at Tamil Nadu Government's e-Waste Policy or Government of India's e-Waste Policy.
- The general instructions in respect of the disposal of stores as per Art-142 of Tamil Nadu Financial Code Vol.I should be followed.

S.K.PRABAKAR,  
Principal Secretary to Government.

// Forwarded : By Order //

  
Section Officer. 23/4/2013  
23/4/2013

**Proforma for Declaring IT Products as Obsolete**

(I.P.D. Form I w.r.t. IT Product Disposal Guidelines)

Name of the Department/ Division/Section:

Address:

Name of the HOD:

| Sl. No. | Item Description | Make & Model | Item Serial No. | Asset No. | Purchase Order reference with date | Vendor's details | Purchase Value | Justification/Reason (Beyond Economical Repair/Non Repairable/ Technically Obsolete) | Name of the custodian |
|---------|------------------|--------------|-----------------|-----------|------------------------------------|------------------|----------------|--|-----------------------|
|         |                  |              |                 |           |                                    |                  |                |  |                       |
|         |                  |              |                 |           |                                    |                  |                |  |                       |
|         |                  |              |                 |           |                                    |                  |                |  |                       |
|         |                  |              |                 |           |                                    |                  |                |  |                       |
|         |                  |              |                 |           |                                    |                  |                |  |                       |
|         |                  |              |                 |           |                                    |                  |                |  |                       |

(For each obsolete item separate Vendor Condemnation Report should be affixed)

Undertaking: The Item(s) mentioned above is/are as per the original configuration and is/are not usable. Above item(s) is/are in physical custody of this Department/Division/section.

This is also certified that contents in hard disk, if any, has been removed.

**(Signature of Head of the Department)**

Name:

Designation:

Date:

GUIDELINES FOR DISPOSAL OF OBSOLETE/ OLD COMPUTERS, ACCESSORIES AND PERIPHERALS

To: The Hardware Disposal Committee.

Annexure-II

**Hardware Disposal Committee Report for Obsolete Declaration of IT Products**

(I.P.D. Form II w.r.t. IT Product Disposal Guidelines)

Proforma Ref. No(s) with date:

| Sl. No  | Item Description | Qty. | Make & Model | Item Serial No. | Asset No. | Purchase Order reference with date | Vendor's details | Dept./Division/ Section | Condition/ Status | Recommended Mode of disposal |
|---|------------------|------|--------------|-----------------|-----------|------------------------------------|------------------|-------------------------|-------------------|------------------------------|
|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
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|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
|   |                  |      |              |                 |           |                                    |                  |                         |                   |                              |
| Suggested Disposal In-charge: Name/Designation: |                  |      |              |                 |           |                                    |                  |                         |                   |                              |

Hardware Disposal Committee Members' signature with Date.

|    | Name | Designation | Signature | Date |
|----|------|-------------|-----------|------|
| 1. |      |             |           |      |
| 2. |      |             |           |      |
| 3. |      |             |           |      |

**(Signature of Head of the Department)**

GUIDELINES FOR DISPOSAL OF OBSOLETE/ OLD COMPUTERS, ACCESSORIES AND PERIPHERALS

Annexure-III

To: The Asset Management Dept./Store In-Charge/Purchase Dept./Fin. Dept./Respective HODs/Disposal in-charge

**Post Disposal Report**

(I.P.D. Form III w.r.t. IT Product Disposal Guidelines)

| Sl. No. | Item Description | Asset No. | Quantity/ Weight | Mode of disposal with tender ref. | Purchaser Name & Address (Authorized Collection Agent) | Date of Disposal | Disposal Value | DD/Cheque details | Remarks |
|---------|------------------|-----------|------------------|-----------------------------------|--|------------------|----------------|-------------------|---------|
|         |                  |           |                  |                                   |  |                  |                |                   |         |
|         |                  |           |                  |                                   |  |                  |                |                   |         |
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|         |                  |           |                  |                                   |  |                  |                |                   |         |
|         |                  |           |                  |                                   |  |                  |                |                   |         |

**(Signature of the Disposal In-charge)**

Name:

Designation:

Date:

Authorized by:

Hardware Disposal Committee Members' Signature with Date.

|    | Name | Designation | Signature | Date |
|----|------|-------------|-----------|------|
| 1. |      |             |           |      |