

**Central Pollution Control Board**  
(Ministry of Environment, Forest and Climate Change)  
Parivesh Bhawan, East Arjun Nagar, Delhi-110032

File No CP/65/2022-PCP-HO-CPCB-HO

31.08.2023

**IT Division**

**Circular**

**Subject: Guidelines for condemnation & disposal of IT Equipment.**

**1. Applicability**

These guidelines will be applicable to all IT equipment installed in CPCB Head Office/RDs and include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers/Scanners/Photocopier Machine/Plotter
- UPS
- Laptop/Note-book/tablet
- LCD/LED Display
- Data Communication Equipment/LAN switches/routers/data cables.
- Webcam, Speakerphone

**Note:**

- Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
- IT items like pen drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

**2. Grounds for condemnation:**

The IT equipment can be condemned on following grounds:

- a. Equipment outlived its prescribed life and certified by IT Wing as unfit for its useful contribution. The prescribed life of various IT equipment is as following:
  - Servers/PC's/dumb terminals - 7 years
  - Laptop/Note-book- 6 years
  - UPS excluding battery- 5 years
  - Battery of UPS- 1 year after warranty period.
  - Printers/Scanners/Photocopier Machine/Plotter - 5 years-
  - Webcam, Speakerphone- till smooth working condition
  - LCD/LED Display -10 years
  - Software do not require any physical scrapping.
  - Data Communication Equipment/LAN switches/routers/data cables - 5 years.

**Note:**

(i) In normal course, the equipment can be considered for condemnation based on prescribed life as mentioned above, however the user of equipment may continue to be used it beyond above period as long as it serves the requirement of user satisfactorily or when the user has no complaints.

(ii) Life of other equipment not listed at (1) above shall be as per the report of OEM or service engineer of respective equipment.

- 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: When repair cost is considered too high than depreciation value of item, normally when more than 50% of depreciated value.
- d. Irrespective of the age, the 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 Division CPCB.

**3. Disposal:**

Such equipment shall be disposed strictly following the procedure as laid down in Rule of E-Waste. Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment. Department will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipments/instruments 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.

**4. Procedure:**

- a. Scrapping proposal will be initiated by the user section which will be compiled by Material Section for further processing for scrapping.
- b. Each division will prepare "IT equipment condemnation note" in the pro-forma attached as Annexure-I.
- c. CPCB may constitute a condemnation committee which will review the condemnation notes and recommend about the condemnation of equipment as per approved guidelines. The committee should have at least one member from IT section and one from the finance wing.
- d. The condemnation report so prepared shall be put up for approval. The condemnation will be done only after approval is obtained from competent authority having such powers to approve condemnation. It is suggested that such Scrapping Committee will meet twice in a year during the months of May-June and Nov. - Dec. in order to avoid piling up of unusable IT items.

**(Divisional Head, IT)**

## Annexure – I

**Performa for Preparation of Information for Scrapping of IT Equipment**  
**(To be filled by user)**

**Part –A**

Name of user: .....

Designation: .....

Section: .....

Room no: ..... Tel. no. ....

Sr. No.	Item	Make & Model	Sr. No. of Item	Reason for Scrapping
1				
2				
3				
4				

(Signature of Concern user)

(Recommendation of DH-IT)

**Part –B****(To be filled by Procurement Section)**

Sr. No.	Name of the Item with Serial no.	Data of Purchase Cost as per Record	Purchase Cost as per Record	Asset/Stock Reg. Entry Page No.
1				
2				
3				
4				

(Signature of Dealing Official)

**Part – C****(To be filled by Building Division)**

Sr. No.	Name of the Item	Reason for scrapping	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Scrapping In-charge)