E.3048795/M/22/2015/Stores/No.4 (1)/2015-Stores (T)
Government of India
Ministry of Electronicsand Information Technology
National Informatics Centre
Technical Store

Dated:27/05/2019.

CIRCULAR

SUBJECT: Declaration of un-serviceable electronics equipments and other related items of NIC as obsolete.

On the recommendation of the Obsolete Declaration Committee (ODC) the Director General (NIC) has approved the following category of hardware and software to be declared as obsolete.
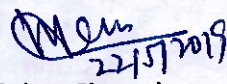
SL.NO	ITEM
1.	Computer Systems and its peripherals.
2.	Data Communication equipments + Electronics equipments.
3.	Software.

Committee discussed the lifespan of various equipment installed in NIC, including Servers, Storage Routers, Switches, Desktops, Printers, UPS etc. Based on the discussions with concerned Divisions, Committee recommends as follows:

1. Lifespan of Desktops and Laptops is recommended as 5 yrs. i.e. desktops/laptops **purchased on or before 31.3.2014 may be declared as obsolete.**

2. Lifespan of all Hardware equipments (except Desktops & Laptops) and Software **as seven (7) yrs. From the date of purchase i.e. equipments procured on or before 31.3.2012 may be declared as obsolete.**

3. Un-interrupted power supply (UPS) **may be declared as obsolete after 7 yrs.** provided batteries are not replaced in last 2 yrs. before declaring obsolete. User has to provide an undertaking in this regard before declaring UPS obsolete.

4. In any cases, when equipment is beyond economical repairs due to unforeseen circumstances, equipment shall be declared as obsolete by Obsolete Declaration Committee.

5. All HODs/HOGs are requested to submit the Obsolete Declaration Form for hardware to the HOG/DDG (Hardware Group) and it is clarified that the State Centres will continue to submit the Obsolete Declaration Form to Standing Obsolete Declaration Committee vide Circular No.1(5)/2004-TS dated.10.6.2004 at State Level for all the items falling under the Software separately with respective item codes. The HODs/HOGs/SIOs will not be required to return the equipments hardware/software physically to Technical Store at this stage by the concerned Division/Group/State Centre. After receipt of duly certified ODF from Hardware Group/State Centre, Technical Store will generate GFR-10. GFR-10 generated by the Technical Store along with obsolete items mentioned in the GFR-10 will be deposited with Auction Committee by the concerned Division/Group/State Centre. Auction Committee will then undertake the process of the disposal.

6. In addition to the above all the procedure are to be followed by State Centre and District Centre as indicated vide this Office Circular No.9 (18)/98-TS dated. 17.10.2001.

7. At NIC Hqrs. the details regarding when, where and how to physically deposit the auctioning items shall be notified by the Chairman, Auction Committee. Once the complete process of auctioning is over, and on receipt of GFR-11 Form from the Chairman, Auction Committee, Technical Stores will delete all the items from the name of the concerned Group/Officers.

8. At NIC Hqrs., the details regarding when, and where and how to physically deposit the auction able items shall be deposited is as follows:-
   1) Laptops with its carrying case, adopter etc., Technical Store (Sh. Shamsher Singh).
   2) UPS along with the batteries (Gr. Floor between 3.00 to 4.00 PM (all working days).
   3) All items mentioned in the GFR-10, to be deposited in one lot and Part item will not be acceptable.
   4) All items are to be deposited in Ground floor, concerned Officer/Section will issue the Gate Pass and the items will be checked by the Security staff and then the items would be kept in the Garage, Ground Floor to Auction Committee nominated member Shri Shamsher Singh (Tradesman).
   5) Before bringing obsolete declared items from various Bhawans in Delhi to NIC Hqrs., it is requested to be intimated one day in advance and contact Shri Shamsher Singh (Tradesman, Phone No.24305648). In case Shri. Shamsher Singh, Tradesman is not available or on leave then contact Section Officer (Technical Store).

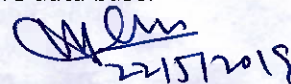9. This issue with the approval of Director General (NIC).

(Mohan Shyam)
Section Officer (Stores)

To,

All HOGs/HODs/SIOs/DIOs – Through IntraNIC.

Copy to:-

1) Chairman, Obsolete Declaration Committee for information please.
2) Chairman, Auction Committee for information please.
3) DDG/HOG (Hardware Group)/DDG (PV) for information please.
4) Joint Director/OSD to DG (NIC) for information of DG (NIC) please.
5) Senior Technical Director (R. Sriram) for making necessary changing in the Store data base.

(Mohan Shyam)
Section Officer (Stores)