

**Guidelines for Condemnation of IT  
Hardware and Electronics Items.**

**Government of Gujarat,  
Science & Technology Department  
G.R. No. COB-2004-394-DST  
Sachivalaya, Gandhinagar.  
Date: 7<sup>th</sup> November, 2005.**

**READ:-**

- (1) GR No. TSP-2004-808-DST of Department of Science & Technology dated 30.7.2004

**RESOLUTION:-**

The State Government is pleased to announce the following guidelines for condemnation of IT Hardware & Electronics items. This GR will be applicable to all Government Departments, HoD's, Boards, Corporations, Rural/Urban/Local Bodies loosely referred to as Organizations.

(2) Departmental IT Committee as per GR dated 30<sup>th</sup> July, 2004 read at (1) above looking after the existing work in the department / the usage of the existing software in the department may decide to condemn the IT Hardware & Electronics items.

(3) Each department / organization before condemning the IT hardware and Electronics item shall ask the Secretary, Education Department / Commissioner of Schools, to provide the old machines to the schools and also Health & Family Welfare Department and Social Justice & Empowerment Department and only if they are not accepted, it should be processed for condemnation.

(4) Once the Education Department / Commissioner of Schools / Health & Family Welfare Department and Social Justice & Empowerment Department receives the proposal from the concerned department / HOD's / any other government institution in writing the same will be processed within 30 days and after the expiry of 30 days if no written communication is received from them the same could be processed for condemnation.

(5) The IT Committee will float open tender and decide the cost of the IT hardware & Electronics items to be condemned. The depreciation cost will be 35% per year. An e.g. of arriving at the depreciated cost of the IT Hardware & Electronics item may please be seen as per Annexure - A.

(6) For the condemnation of Xerox machine, printers, electronics typewriters etc are concerned, this will be condemned on the basis of the cost of machine, conditions of the machine and usability of the machines etc. The same could be decided by the IT committee of the concerned department. Normally, the Xerox machine, printers, electronics typewriters it should be

condemned only after 5 years and the total number of copies as specified by the manufacturer.

(7) The IT Committee of department / organization after approval of the HOD will condemn the machines after following the open tender policy.

(8) The IT Committee will float the tender accordingly and once the selected bidder submit the amount and take the custody of item, IT Committee will send the note to the Stores to be noted in the Dead-Stock register. The Stores Incharge of the concerned department / organization will remove the items from the Dead-Stock register and the amount so accrued will be deposited in the State exchequer.

This issues with the concurrence of Finance Departments note dated 14.10.2005.

By order and in the name of Governor of Gujarat,

Victor Mecwan  
Under Secretary (IT),  
Science & Technology Department.

To,

The Secretary to the Governor, Raj Bhavan, Gandhinagar.

The Principal Secretary to the Chief Minister.

The Personal Secretaries to all Ministers.

The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar.

Managing Director, Gujarat Informatics Ltd., Gandhinagar.

National Informatics Center, Block No.13, New Sachivalaya, Gandhinagar.

All Secretariat Department.

The Secretary, Gujarat Vigilance Commission, Gandhinagar.

The Secretary, Gujarat Public Service Commission, Ahmedabad.

The Secretary, Gujarat Legislature Secretariat, Gandhinagar.

The Registrar, Gujarat High Court, Ahmedabad.

The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.

All Heads of Department.

All Heads of Office.

All Collectors.

All D.D.Os.

The Accountant General, (A&E),Gujarat, Post Box No.220, Rajkot.

The Accountant General (A&E), Gujarat, Ahmedabad branch, Ahmedabad.

The Accountant General(Audit)-1, Gujarat, M.S. Building, Ahmedabad.

The Director of Accounts & Treasuries, Gandhinagar.

All Treasury Officer.

Al Pay & Accounts Officers, Ahmedabad/Gandhinagar.

Resident Audit Officer, Ahmedabad/Gandhinagar.

Select file, S& T Deptt.

## ANNEXURE - A

### Depreciation of IT Hardware / Electronics Item straight line method

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#### Sample Illustration

- (a) Purchase value in Rupees - Rs.60,000.00
- (b) Depreciation rate - 35%
- (c) Total year of purchase - 5 year (from actual date from the date of purchase)

S.No.	Year	Value of Item	Depreciation @ 35%	Value after depreciation (Rs.)
	(1)	(2)	(3) = (2x0.35)	(4) = (2-3)
1.	1	Rs.60,000.00	Rs.21,000.00	Rs.39,000.00
2.	2	Rs.39,000.00	Rs.13,650.00	Rs. 25,350.00
3.	3	Rs. 25,350.00	Rs. 8,873.00	Rs. 16,477.00
4.	4	Rs. 16,477.00	Rs. 5,767.00	Rs. 10,710.00
5.	5	Rs. 10,710.00	Rs. 3,749.00	Rs. 6,961.00