

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF N.C.T. OF DELHI
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110002
(COMPUTERIZATION CELL)

F56 (320)/DSW/CC/Laptop/09-10/Part File-I/ 17125-199 Dated:

12 NOV 2010

CIRCULAR

Subject: Regarding condemnation of IT equipments including Computers, Printers and UPSs in the department of Social Welfare

1. IT equipments like Computers, Printers, UPSs and Packaged software etc are being procured in the Social Welfare Department and are being installed at various administrative units including Head Quarter and field offices viz District Offices and Homes /Institutions.
2. It is observed that fresh demand for computers and allied items keep on coming from the HQ Branches and subordinate offices of the department without any reference to existing equipments whether functional or non functional.
3. The competent Authority has desired to consider the proposal of procurement of new computer systems and accessories only in lieu of condemned hardware and further advised to initiate the condemnation process in respect of IT equipments which are more than 5 years old, unserviceable, declared as beyond economic repairs and falling within the guidelines issued by the IT Department (copy attached).
4. It is, therefore, requested that the details of IT equipments considered due for condemnation, may be forwarded to the Computer Cell, DSW HQ in the enclosed format(Annexure I) on for before 22 November, 2010.

This issues with the approval of the Competent Authority.

Yours faithfully,

(V S Rawat)
Addl. Director (Admn.)

F56 (320)/DSW/CC/Laptop/09-10/Part File-I/ 17125-194 Dated:

12 NOV 2010

To

1. All District Social Welfare Officers
2. All Supdts of Homes of Social Welfare Deptt
3. All Branch Officer I/Cs of HQ, Social Welfare Department

Copy for information to:

1. PS to the Secretary (SW&WCD).
2. PA to the Director (SW).
3. PA to the Addl Director (Admn).

Encl. - A/A

FORMAT

DETAILS OF COMPUTERS AND ALLIED ITEMS FOR CONDEMNATION

Item No.	Particulars of Stores	Quantity/ Weight	Book Value/ Original purchase Price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)