



**SHRI GURU RAM RAI**  
**UNIVERSITY**  
Quest for Excellence

# CONDEMNATION POLICY





**CONDEMNATION POLICY**  
**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN**

**PATEL NAGAR DEHRADUN**

## 1. Short Title & Commencement

1.1 This policy is titled "Policy for Condemnation and/or Disposal of Assets of Shri Guru Ram Rai University."

1.2 It becomes effective upon approval by the Board of Management of Shri Guru Ram Rai University.

## 2. Definitions This section defines specific terms used in the policy:

- A. **Act:** Refers to the Shri Guru Ram Rai University Act.
- B. **AMC:** Annual Maintenance Contract.
- C. **Committee:** A duly constituted committee.
- D. **Competent Authority:** The Vice Chancellor of Shri Guru Ram Rai University.
- E. **Constituent Unit:** A unit maintained and managed by Shri Guru Ram Rai University.
- F. **EID:** Equipment Identification Data.
- G. **EMH:** Equipment Maintenance History.
- H. **Promoting Society:** Shri Mahant IndiresH Hospital, an institution promoting the University.
- I. **Rules:** The Rules of Shri Guru Ram Rai University.
- J. **Statutes:** The statutes of Shri Guru Ram Rai University.
- K. **University:** Shri Guru Ram Rai University.

## 3. Scope of Policy This policy outlines the procedure for the write-off, condemnation, and disposal of any materials, assets including capital assets, inventory, and stocks purchased by the university's constituent units, departments, inter-disciplinary programs, central facilities, and projects. The policy applies when an asset is permanently removed from the University's books due to being unserviceable or economically non-viable.

### 3.1 Criteria for Declaring Items Obsolete or Unserviceable:

- An item can be declared obsolete or unserviceable if it is no longer useful to the University.

An item may be deemed economically non-repairable.

- Items rendered obsolete in the process of upgrading or replacing University assets.
- Items that are no longer functional due to any reason.

**3.2 Serviceability Life:** Every equipment/machinery has a specified serviceability life or period. After this period, it becomes unserviceable despite efforts to maintain functionality. Reasons for unserviceability may include wear and tear due to prolonged use, completion of prescribed life, potential harm to health if continued use, and obsolescence due to newer models.

**3.3 Disposal:** Disposal of materials, assets, including capital assets, inventory, and stocks by constituent units, departments, inter-disciplinary programs, and central facilities must follow the provisions of Section 8(1)(p) of the Shri Guru Ram Rai University Act.

**4. Condemnation Committee** 4.1 The Vice Chancellor shall form the Condemnation Committee as needed. The committee will include:

- Principal(s) of respective College/School (Chairman)
- HOD of the respective department (Member Secretary)
- Finance Officer (Member)
- Manager - Materials (Member)
- Biomedical Engineer (only for equipment) (Member)
- Medical Superintendent (only for hospital items) (Member)

4.2 The committee will meet quarterly or as needed to decide on the condemnation of materials/equipment/machinery. Recommendations are sent to the Vice Chancellor for review.

## **5. Financial Powers**

5.1 The committee chairman can approve the write-off, condemnation, and disposal of items/materials with an individual or collective value up to Rs. 10,000/- (Rupees ten thousand only).

5.2 The Vice Chancellor can approve the write-off, condemnation, and disposal of items/materials with an individual or collective value exceeding Rs. 10,000/- (Rupees ten thousand only) and up to Rs. 2,00,000/- (Rupees two lakhs only).

5.3 On the recommendation of the Condemnation Committee, the Board of Management has the authority to write off, condemn, and dispose of items/materials with an individual or collective value exceeding Rs. 2,00,000/- (Rupees two lakhs only).

5.4 For cases as per sections 5.1 and 5.2, a list must be submitted to the Board of Management for final approval.

## **6. The Condemnation Procedure**

6.1 The Head of Department, through the Head of the constituent unit, should prepare a condemnation note containing Equipment Identification Data (EID) with descriptions such as name, model, serial number, register number, manufacturer details, purchase date and price, and reason for condemnation, along with any additional information.

6.2 Equipment Maintenance History (EMH) should be provided, including details on guarantee period, insurance, AMC details, measures taken to maintain functionality, technical reports from engineers, and reasons for non-functionality, specifying if it is due to negligence, overuse, fraud, or mischief.

6.3 If the life period is not over or no life period is stipulated, the reason for declaring the equipment unserviceable should be clearly recorded (e.g., normal wear and tear, excessive use, accidental fire, flood, damage due to pests, etc.).

6.4 The detailed EID and EMH should be signed by the Head of Department and submitted to the Registrar via the Head of the constituent unit. The Registrar will then organize a meeting of the Condemnation Committee.

6.5 Based on the EID and EMH, the committee will examine the material/equipment/machinery to decide if it is obsolete, unserviceable, or suitable for disposal, considering the stipulated life period. If no life period is stipulated, the committee will examine the condition of the items and record suitable reasons.

6.6 If equipment becomes obsolete/unserviceable due to negligence, fraud, or mischief by an employee, the same must be recorded clearly, and the employee will be held financially responsible. Any financial loss will be fixed and recovered from the concerned employee.

6.7 When the "life period" prescribed for any material/equipment/machinery is over, it should normally be sufficient grounds for declaring it obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to determine if it can still be used.

6.8 The Committee may declare any material/equipment/machinery obsolete if it is no longer needed by the concerned constituent unit(s). The reasons for this declaration should be recorded.

6.9 Following physical verification and examination of the asset, the Condemnation Committee shall declare an item/equipment/machinery condemned if deemed appropriate. Necessary approvals shall be obtained as per clauses 5.1, 5.2, 5.3, and 5.4.

6.10 Upon approval, the Registrar shall forward a copy of the approval to The Store and Admin Manager and the Finance Department.

6.11 The Condemned Material duly consented and approved by Condemnation Committee will be removed from the record of respective school and SGRRU store. The Material Manager/Admin Manager will forward the complete documentation of Condemned material ready for scrap and sale to committee designated for sale and auction of condemned material. The amount received from sale of condemned material will be submitted in University /Mission accounts.

6.12 The Finance Department and The Store and Admin Manager shall ensure that the condemnation and disposal of such items are accurately recorded in the University's financial records and reflected in periodic statements of account.

7. **Scrap of Consumable Items** During daily operations at the University and its constituent units, a significant amount of consumable items are used, resulting in various forms of scrap, including iron, plastic, brass, aluminium, empty containers, broken glass, packing materials, and empty glass/plastic bottles. The Material Management Department should be notified of any scrap generated, and it should be moved to a designated location for disposal via auction or contract.

## **8. Condemnation Precautions**

8.1 If the material/machinery/equipment is subject to an insurance claim, all potential claims must be notified initially, ensuring that the insurance cover formalities are completed by the Material Management Department and Finance Department.

8.2 Copies of the invoices for the condemned material/equipment/machinery must be retained by the Material Management Department and Finance Department for the legally required minimum period.

8.3 Once condemnation proceedings have been finalized, condemned material/equipment/machinery must not remain in use under any circumstances.

## **9. Precautions for Disposal**

9.1 Hazardous items must be handled with utmost care and disposed of in accordance with the provisions of the Environment Protection Act 1986, to prevent any claims against the University in any court of law.

9.2 Specific precautions must be taken when disposing of "Medical Devices." Similarly, stringent caution must be exercised when disposing of lab equipment and IT materials to avoid prosecution or payment of damages.

9.3 When disposing of material/equipment/machinery other than by destruction or scrapping, the following precautions should be taken:

- Ensure material/equipment/machinery is safe at the time of sale or disposal.
- Obtain a signed receipt from the recipient, acknowledging responsibility for using the items in accordance with manufacturers' instructions and ensuring further regular checking and maintenance.
- If scrapping is decided, precautions must be taken to ensure no risk to anyone during disposal or to those who may attempt to reuse them later.
- Equipment sent for scrapping must be rendered unusable through severe physical damage to prevent repair and subsequent resale or reuse.
- Disposal should be conducted by authorized staff aware of environmental and safety regulations related to Special Waste.

- The department using the item must inform the Condemnation Committee of any known hazardous substances contained in the item. These items, classified as Special Waste, must be handled according to the Environmental Protection Act of 1986.

## **10. Written Undertakings**

10.1 The University should obtain a written undertaking from the new owner, if any, at the time of disposal. The recipient must acknowledge in writing that they are aware of latent or inherent risks.

10.2 This does not apply to the sale or donation of Medical Equipment or other Equipment which is strictly forbidden.

## **11. Waste Management Aspects**

11.1 When disposing of scrap and unwanted items, it must be understood that Health Providers have specific responsibilities under the Environmental Protection Act of 1986, particularly concerning the waste management of hospital and IT products. Regulations must be strictly followed, and the Infection Control Committee must provide an undertaking that regulatory precautions have been adhered to.

11.2 All transfers of waste must be documented. The 'waste producer' must complete waste transfer documentation between themselves and the party to whom they are transferring the waste. The waste receiver will either be a person carrying the waste to the purchaser (waste carrier) or a person receiving the waste as the purchaser (waste manager).

11.3 When disposing of scrap items, the University should obtain the scrap value and appropriate documentation to indicate that the items have been disposed of as scrap.

11.4 Safe disposal, besides legal precautions, will usually include:

- Removal of lead-acid, Nickel Cadmium, or other alkaline batteries for separate disposal.
- Evacuation of Cathode ray tubes to prevent the risk of explosion (usually by breaking off the nipple at the back of the tube).



- Removal of in-line fuses.
- Cleaning and decontamination.
- Removal of all means to power up the device (i.e., on hard-wired devices, the mains cable should be cut off).
- Removal of all hoses able to pressurize a device (if driven by gases).
- Once these precautions have been taken, the equipment may be disposed of in the skip to be taken to the local landfill site or incinerated where appropriate.

12. **Rights of the University:** The University reserves the right to interpret, alter, amend, modify, cancel, or withdraw any provision mentioned herein above in this policy without any notice.



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# **SHRI GURU RAM RAI UNIVERSITY**

**(Established By Govt. of Uttarakhand, vide Shri Guru Ram Rai University, Act no. 3 of 2017)**

*Enlightening lives  
through Education...*

