



# यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

## UJVN LIMITED

A Govt. of Uttarakhand Enterprise)

कार्यालय उपमहाप्रबन्धक (सूचना प्रौद्योगिकी), 'उज्ज्वल', महारानी बाग, जी०एम०एस० रोड, देहरादून-248006 (उत्तराखण्ड), दूरभाष: 0135-2763808, फ़ैक्स: 0135-2763508  
Dy. General Manager (IT), "Ujjwal", Maharani Bagh, G.M.S. Road, Dehradun-248006 (Uttarakhand), Phone:0135-2763808, Fax: 0135-2763508

CIN No.40101UR2001SGC025866

ISO 9001:2008 Certified

No.: 396 /UJVNL/02/MD/D(O)/DGM(IT)/Disposal

Date: 06.05.2017

### OFFICE MEMORANDUM

Department of IT, GoU vide OM No. 175/2016/XXXIV-67/2014 dated 20th May, 2016 has published "The Condemnation and Disposal of ICT Components Policy 2016". This Policy supersedes IT equipment Disposal Policy of UJVN Ltd. circulated vide OM No. 1100/UJVNL/IT/Disposal dated 17th Oct, 2012.

As per the "The Condemnation and Disposal of ICT Components Policy 2016", a Departmental Condemnation Committee has to be constituted for the condemnation of the ICT components. In this regard, following Departmental Condemnation Committee is hereby constituted for disposal of the ICT component in the Nigam:

1. Sh. Himanshu Awasthi, GM (E&M Design), UJVN Ltd. – President
2. Sh. Digvijay Singh, DGM (MM&C), UJVN Ltd. – Member
3. Sh. D.K. Aggarwal, DGM (Resource Mobilization), UJVN Ltd. – Member
4. Sh. R.B. Tripathi, DGM (IT), UJVN Ltd. – Member Secretary

Copy of "The Condemnation and Disposal of ICT Components Policy 2016" along with the Sequence of Activities and relevant formats for Condemnation of ICT Components are enclosed for necessary action.

Encl. : As above.

**S. N. Verma**  
Managing Director

Copy forwarded along with above enclosures to following for kind information and necessary action :

1. PS to Managing Director, UJVN Ltd., "Ujjwal", Dehradun.
2. Director (Operations / Projects/ Finance/ HR), UJVN Ltd. "Ujjwal", Dehradun.
3. All Executive Directors, UJVN Ltd. "Ujjwal", Dehradun.
4. All General Managers, UJVN Ltd.
5. Concerned Committee member.
6. All Dy. General Managers, UJVN Ltd.
7. SM (IT), UJVN Ltd. for uploading the copy of the OM on Nigam website.

06/05/17

**(R.B. Tripathi)**  
DGM (IT)

## Sequence of Activities for Condemnation of ICT Components

Sl. No.	Activity	Responsibility	Output Report
<b>Step - 1 : Preparation of Condemnation Reports at Site level</b>			
1	Preparation of Condemnation Reports of ICT components as per <b><u>“The Condemnation and Disposal of ICT Components Policy 2016”</u></b> of GoU.	Concerned EE, AE and JE of Unit/ Section in conjunction with IT Department.	Annexure – 1
2	Examination of the Condemnation Reports as per <b><u>“The Condemnation and Disposal of ICT Components Policy 2016”</u></b> of GoU.	Concerned DGM along with concerned Finance Officer (Dy. CAO/ SAO/ AO) of site.  The Finance Officer will be responsible for checking the valuation of the asset.	
3	Forwarding along with Recommendation of the completed Condemnation Report (Annexure – 1) to the Departmental Condemnation Committee (to DGM (IT) as Member Secretary of the Committee)	Concerned GM (for Units headed by DGMs and not reporting to GMs, this role will be played by concerned DGMs)	-
<b>Step - 2 : Consolidation/ Recommendation of Condemnation Reports by Departmental Condemnation Committee to Standing Condemnation Committee (SCC)</b>			
1	Examination of the Condemnation Reports sent by concerned GM.	Departmental Condemnation Committee	Annexure – 2
2	Forwarding along with Recommendation of the consolidated Report (as in Annexure -2) to IT Department, GoU	DGM (IT) / Director (Operations)	-
<b>Step - 3 : Constitution of a Standing Condemnation Committee and Disposal activity</b>			
1	Constitution of the Standing Condemnation Committee (SCC) comprising of representatives from DoIT, NIC and UJVNL	IT Department, GoU	-
2	Review and approval of Condemnation Report prepared by UJVNL's Departmental Condemnation Committee	Standing Condemnation Committee (SCC)	MoM of SCC for further necessary action

## Annexure - 1

( अनुभाग/ईकाई के प्रयोगार्थ )

(निष्प्रयोजन हेतु प्रस्तावित उपकरणों के विवरण का प्रारूप)

ईकाई/अनुभाग का नाम :-

निगम कार्यालय का नाम :-

दिनांक :-

आइटम नं०	कम्प्यूटर/सहवर्ती उपकरण/उत्पाद का नाम	प्लॉट/इनवेन्टरी/रिकार्ड रजिस्टर नं०	मेक/मॉडल/सीरियल नं०	क्रय दिनांक/ वर्ष (वास्तविक/ अनुमानित)	क्रय मूल्य	वर्तमान बुक वैल्यू @20% वार्षिक ह्रास (Written Down Value)	टिप्पणी

Name: Designation: <b>(Account Holder- concerned Draftsman / Computer/JE of Site)</b>	Name: Designation: <b>(Verifying Officer- concerned AE of Site)</b>	Name: Designation: <b>(Head of the Unit/Office - concerned EE of Site)</b>
Name: Designation: <b>(Concerned JE of IT)</b>	Name: Designation: <b>(Concerned AE of IT)</b>	Name: Designation: <b>(Concerned EE of IT)</b>
Name: Designation: <b>(Concerned Accounts Representative of Site- Dy. CAO/ SAO/AO)</b>		Name: Designation: <b>(Concerned DGM of Site)</b>

