

I/116479/2022

**DIRECTORATE OF INSURANCE MEDICAL SERVICES,
THYCAUD, THIRUVANANTHAPURAM-14**

Phone No:0471-2323960

E-Mail director.ims@kerala.gov.inWebsite: www.ims.kerala.gov.in**IMS/1064/2021-ITD2****Date :08/04/2022**

Circular

Sub:- Insurance Services Department – Condemnation/Scrapping/ Disposal of
Electronic & IT equipment - upkeep of register - reg:-

- Ref:- 1) GO(Ms) No.30/2021/ITD dated 01-10-2021
2) GO(Ms) No.27/2018 dated 28-10-2018
3) IMS.1064/2021/ITD, dated 10-09-2021.

Please refer to reference 3 cited above in which directions were issued regarding the upkeep and maintenance of IT Assets and equipments. In continuation, the following directions are issued for the disposal of IT equipments and assets.

1. Normal Life span of Desktop Computers, Printers, Scanners, UPS systems, and all networking items are 5 years. However, Government have issued exception to this vide G.O.(Ms).No.30/2021/ITD dated 01-10-2021.
2. The Nodal Section of the office will be in charge of all IT equipment procured and that section should take necessary steps for the disposal of IT equipments through the Head of Office.
3. The Nodal Section should maintain a register in the prescribed format (manual/digital) with details of products (Make, Model, Serial Number, Asset ID, Purchase Order Number & Date, Warranty details etc.).
4. If any of the equipment becomes non functional before the normal life span as specified in the G.O.(Ms).No.30/2021/ITD, dated 1-10-2021, certificate has to be obtained from a technical expert from Kerala State IT Mission / representative. The RDDs should take necessary steps to arrange all the non functional IT equipments (under their jurisdiction) as mentioned above in a common premise so that the IT expert can verify the items in a single session. Details should clearly be mentioned in the remarks column.

I/116479/2022

5. All the existing procedures and formalities in respect of condemnation of articles if any should strictly be followed in addition to the directions mentioned in this communication.
6. Format of scrap register.

SI NO	Item Type	Manufacturer	Model No	SI No of the Item	Asset Id	Scrap Order No and Date	Remarks (if condemned before the stipulated life)

Yours Faithfully

Signature Not Verified
Digitally signed by S
Malini
Date: 2022.04.08
15:44:28 IST
Reason: Approved

Dr. Malini S

Director of Insurance Medical Services

- To:- 1. All Head of the Institutions .
2. File/Stock File/Spare