

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

E-Mail director.ims@kerala.gov.in  
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IMS/3004/2022-ITD

Date: 03-08-2023

**Circular**

**Sub: Insurance Medical Services Department – IT -Desktop computers that  
 are deemed economically irreparable – details called for reg:  
 Ref:- Minutes of the Technical committee held on 27-05-2023**

All organizations are urgently requested to report information about desktop computers that are deemed economically irreparable and have exceeded their five-year lifespan. Clear documentation confirming the non-economical nature of the repairs should be provided. Condemnation action should immediately started for such items.

**Desktop Computer Irreparable Status and Disposal Information Form**

Name of Institution	
Address with PIN code	
Email Address	
Name of Contact Person with Mobile Number	

#	Desktop Model	Serial no	Date of Purchase	Warranty Status	Age of Desktop In Years	Reason for Irreparable Condition (Reason for non-economical repair)	Supporting Documents (attached or not)
<u>1</u>							
<u>2</u>							
<u>3</u>							
<u>4</u>							
<u>5</u>							
<u>6</u>							
<u>7</u>							

I/437050/2023

**Declaration**

I confirm that the details provided are accurate and acknowledge that the mentioned desktop computers are beyond their economical repair and have surpassed their five-year lifespan.

Date:

Signature:

Name

Designation

Please ensure that the above information is sent to **itmgr.ims@kerala.gov.in** and **astmgr1-it.ims@kerala.gov.in** before 4:30 pm on 11th August 2023. Details received after the specified deadline will not be considered for any future purchases

Dr.Malini S

Director of Insurance Medical Service

To

All Institutions