

Regarding determining the life span of computers, printers, laptops, servers and other IT equipment and disposing of obsolete equipment.

GOVERNMENT OF MAHARASHTRA GENERAL ADMINISTRATION DEPARTMENT,  
GOVERNMENT DECISION No. Matanrs Nasti 07/Prak-89/39 Ministry, Mumbai 400 032  
Dated: January 4, 2008

- 1) Government Decision No. COM1098/P.No.212/98/39, dated 5th October
- 2) Government Decision No. COM1098/P.No.212/98/39, dated 5 October
- 3) Governance Decision, No. COM 2004/Proc436/39, dated 17 May 2006

Preface-

The government has decided to computerize the administrative work in order to make the administration of the state more dynamic, people-oriented and transparent by making proper use of information technology. According to the computerization policy of the government, computerization has been done in all the departments and offices of the government. Computers and related equipments become unusable after some time, their spare parts are not available in the market and their repair is impossible.

The above d. However, through a Government Resolution dated 17.5.2006, procedures were prescribed for disposal of computers and related equipment installed in the Ministry and New Administrative Building during the year 1998-99. No decision has been taken regarding such equipment installed in Ministry and New Administrative Buildings or Field Offices during the period after 1998-99 or earlier.

In view of the rapid improvement in the field of information technology, a proposal to determine the life of computers and other IT equipment, write-off of equipment beyond the specified life and disposal of written-off equipment was under consideration of the Government.

To implement Information Technology Policy as well as Computerization Action Programme, Hon. The High Empowered Committee constituted under the Chairmanship of the Chief Secretary has been given 'power to approve all matters relating to Information Technology' under the Government Decision dated 5.10.2002. To decide on the above proposal. On November 13, 2007, the High Authority Committee met and discussed the matter in detail, the Government is taking the following decision:

Governance Decision:-

The age of computers, laptops, printers, servers and all other IT related equipment is being fixed at 6 years.

- 2) 'Computers, laptops, printers, servers and all other IT related equipment whose age is 6 years or more are being written down due to obsolescence.

The Competent Authority will first issue a written order for disposal of obsolete equipment. It will also be recorded in the inventory record book. As per availability of grant appropriate decisions should be taken regarding writing of equipment.

4) In all departments of the Ministry and their field offices, a separate record book (Hard copy or Electronic form) should be kept regarding computers and related matters. A record of the computer and related matters in the said book should be kept year-wise and how many materials will be recorded in which year: The required amount should be demanded in the annual budget based on the data.

5) To determine the expected price (upset price) for disposing of outdated and written down equipment, the written down value of the equipment will be deducted every year by 60% of the original cost (Written Down Value) and the price will be deducted to the nearest Rs. 100/- will be deducted.

6) The first right to receive equipment written off at the expected price determined as above shall remain with those who were in use of the equipment prior to writing off. Orders in this regard will be issued by the competent authority of the concerned department. However, the right in respect of the equipment which is not used by one person but for the entire department is vested in the Amus/Principal Secretary of the concerned department. The Secretary will determine this. If the officer/employee who was first given the right refuses to take the equipment in writing, the concerned department should issue a written order to the other officer/employee of their department. If no one is willing to take that equipment, the concerned department should take action to dispose of it through tender process.

The officers/employees of the ministerial administrative department who have been given the first right to purchase the equipment should pay the prescribed price of the equipment to the cash branch of their department. The respective cash branches shall deposit the said amount together with the cash branch of the Directorate of Information Technology and take such certificate. After payment of the amount, the cash branch of the concerned department will contact the CMS and the project manager to take action to remove the necessary government information and all orders from the said device and take the certificate of the content from the concerned. They will then hand over the device to the concerned and take the necessary action to save his gatepass. Regarding the zonal level offices, the above action should be taken by the concerned competent authority by forming a technical committee. 3)

8) Payment of proceeds from the sale of computers and related items supplied to the ministerial administrative departments shall be made by the Cash Branch of the Directorate of Information Technology in cash to the Government Treasury under the appropriate head. Regional level offices should take appropriate action in this regard at their level.

9) It should be clarified that the department will not be responsible for any defect in the said equipment while handing over the sold equipment to the concerned and the concerned will have to bear the cost of transportation and customs etc.

10) The Establishment Branch / Computer Branch of the concerned department should take notice of the said wine in the register of heavy goods collection.

11) The above policy is being applied to all the field offices and also to the establishments under the control of the ministerial department.

The said government decision to the high authority committee under the chairmanship of Hon'ble Chief Secretary Government Decision COM1098/P.No.212/98/39, dated: 5 October 2001 and dt. Issuing under the authority granted on 5th October, 2002 and as per the decision taken in the meeting of the High Authority Committee held on 13th November, 2007. According to paragraph 3 of the above Government Decision dated 5.10.2001 "the approval given by the High Authority Committee means the approval by the Information Technology, Planning and Finance Departments".

A copy of this Government Decision has been made available on the website of Government of Maharashtra [www.maharashtra.gov.in](http://www.maharashtra.gov.in) and its computer number is 20080104172556001.

By order and in the name of the Governor of Maharashtra,

(B.P. Singh)

Joint Secretary to Govt., and Director (Information Technology)

Per,

Secretary to the Governor,

Secretary to Chief Minister,

Secretary to the Deputy Chief Minister,

Private Secretary to all Ministers of State,

Private Secretaries to all Ministers of State,

Private Secretary to Chief Secretary,

Manager, High Court (Original Branch) Bombay,

Manager, High Court (Appeal Branch) Mumbai,

Office of the Manager, Public Commissioner and Deputy Public Commissioner, Mumbai,

Secretary, Maharashtra Public Service Commission, Mumbai

Secretary, Maharashtra Legislature Secretariat, (Legislative Council/Legislative Assembly), Mumbai,

Grants and Accounts Officer, Mumbai / Accounts Fund Bhawan Bandra (East) Mumbai,

Resident Audit Officer, Mumbai,

All Additional Chief Secretaries to Govt.Principal Secretaries Secretaries,

All Divisional Commissioners,

All Collectors,

Chief Executive Officers of all Zilla Parishads/Municipalities,

All Ministries,

Manager, Government Central Press, Mumbai 400 004, Director, Government Printing and Stationery, Mumbai

Head of Municipal Councils,

Special Commissioner and Principal Secretary, Government of Maharashtra, Maharashtra Sadan, Copernicus Marg, New Delhi

Director General, Directorate General of Information and Public Relations, Mumbai

All Heads of Departments and Heads of Offices under the control of Ministerial Departments, all offices in the General Administration Department,

Chosen Nasti (2 copies).

**NOTE: AI TRANSLATED.**