



VMMC & Safdarjung Hospital,
Ministry of Health & Family Welfare,
Government of India, New Delhi.



सत्यमेव जयते
Government Of India

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Document No.	TITLE		
NABH/ SJH/ Policy/ 34	Condemnation Policy		
Effective Date: 01/06/2021			
Function	Name	Designation	Signature
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Reviewed By	Dr. Shalabh Kumar	Chairman	<i>S. Kumar</i>
	Dr. K. C. Tamarina	Co-Chairman	
Approved By	Dr. S. V. Arya	Medical Superintendent	<i>[Signature]</i>

Distribution: Quality Cell, Medical Superintendent, All stores, All Head of Departments

REVISION SUMMARY

Version No.	Effective Date	Revision History
1.0	01/06/2021	00

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Condemnation Policy

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1.0 INTRODUCTION

Despite careful use and adequate maintenance, certain equipment/ non-consumable items either becomes obsolete or beyond economic repair over a period of time. Continuous use & various other factors including environmental factors cause progressive wear and tear and render the item unserviceable. Such item needs to be replaced to avoid interruption in services. However, prior to replacement, the equipment needs to be condemned in an appropriate manner.

2.0 PURPOSE

To provide guideline instruction for the procedural condemnation of non-consumable stores of the VMMC & Safdarjung Hospital procured and received from Ministry of Health & Family Welfare.

3.0 SCOPE:

It shall cover the following non-consumable stores of the VMMC & Safdarjung Hospital:

- I. Non-consumable stores unserviceable instruments, machine and equipment.
- II. Non-consumable stores unserviceable general items.
- III. Non-consumable stores unserviceable computers and peripherals.

4.0 DEFINITIONS

Condemnation of equipment

It is a process of conducting an evaluation to determine whether the said non-consumable item/ equipment should be removed from the service and sent for disposal.

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Replacement of equipment

Replacement of item/ equipment may be required when the item is condemned, non-reparable or unfit for use. Depending upon item that is not functional, obsolete or irreparable, the institute will weigh the asset life and usage of the item and suggest replacement, if necessary.

5.0 ABBREVIATIONS

HOD- Head of Department

FRSR- Fundamental Rules & Supplementary Rules

VMMC – Vardhman Mahavir Medical College

GOI- Government of India

6.0 RESPONSIBILITIES

The condemnation Policy will be implemented by a 3-Level Condemnation Committees.

A. departmental committee.

B. Hospital condemnation committee

C. Hospital Auction committee.

The committees will implement the policy by adapting the policy for routine condemnation of unserviceable and unrepairable stores of the VMMC & Safdarjung Hospital in compliance of FRSR and instruction of Ministry of Finance, Government of India.

7.0 PROCEDURE

The departmental committee/ Head of Department (HOD) initiates the process of condemnation of items:

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1. Unserviceable items.
2. Repair of item uneconomical.
3. Outdated technology/ Obsolete: clinically or technically obsolete, or changes in local policies for device use
4. Unsafe: does not comply with safety requirements defined by the manufacturers

The HOD obtains unserviceable certificate from concerned agency, assess the current value or certifies scrap. HOD then fills condemnation prescribed format and sends it to concerned store for condemnation. The chairman of condemnation committee sends circular to HODs to send requests for condemnation items.

Condemnation Committee:

The chairman of condemnation convenes meeting of the committee twice a year or as and when need arises. The committee examine documents and values ascertained by HODs and decides to visit the related department to verify the items before recommendation for auction.

The condemnation committee should examine the proposal in detail and take into consideration asset life of the item. In case, such period is not prescribed / stipulated, the committee should examine the item history sheet and conduct physical verification of item and record reasons for consideration of condemnation. The recommendation of the Condemnation Committee will be put up to the competent authority for approval.

Ongoing Annual Maintenance Contract / Comprehensive Maintenance Contract, if any, for such item/ equipment should be terminated with the effective date of condemnation.

Disposal of condemned equipment shall be done by auction as per General Financial Rules 2017, Govt. of India (GOI) for disposal of condemned equipment

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Auction committee:

The condemnation committee recommendations are forwarded to chairman auction committee for disposal who invites physical or e-bids for auction.

The highest bidder gets the deal.

8.0 VALIDITY STATEMENT

This document is valid for one year from the date of issue.

9.0 APPENDICES AND FORMS

- * Annexure A: Condemnation Form
- * Annexure B: Amendment Sheet
- * Annexure C: Training Log

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Annexure A
CONDEMNATION FORM

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Department _____

Section _____

Telephone no. _____

S.No	Name of the Equipment/Item	Serial No./ Model No.	Date of entry in stock register/ Date of indent & Voucher No.	Qty.	Cost of Equipment	Write - 1 if repair uneconomical, Write-2 if Obsolete, Write-3 if Unserviceable	Whether Scrap (Yes/No)	If yes then, Scrap Value (Approximate)
1.	2.	3.	4.	5.	6.	7.	8.	9.
								(Rs. 100)

Dr. _____

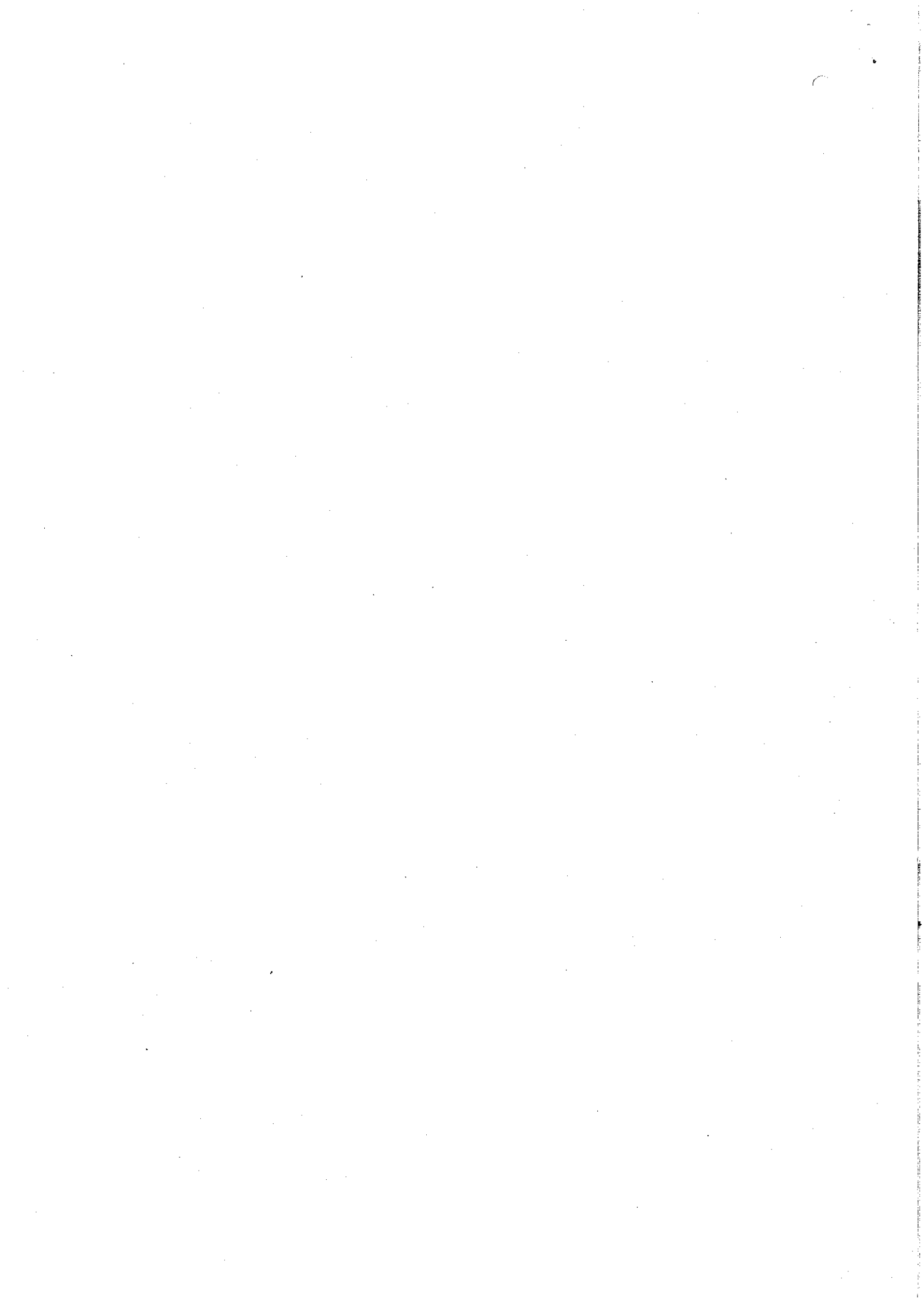
Dr. _____

HOD, Signature with Seal
Department of _____

Member of Condemnation Board

Member of Condemnation Board

Chairman (Condemnation Board) with Seal



Annexure B

AMENDMENT SHEET

VMMC & Safdarjung Hospital, New Delhi

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
1							
2							
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Annexure C

VM



Safdarjung Hospital, New Delhi

TRAINING LOG (Contents, Deviation and Amendment)

Sr .No	Training Attendee (Name & Designation)	Department	Date	Signature
1				
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Officer In-charge

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
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