

MINUTES OF THE 83RD GOVERNING BODY MEETING HELD ON 14TH MAY 2015 AT 10:30AM IN THE COMMITTEE ROOM OF THE GUEST HOUSE OF THE INSTITUTE

	<p>ratification, in due course</p> <p>Action by: Superintending Engineer / Estate Officer</p>
<p>Agenda item No. 20 Approval of SGPGI Condemnation and Disposal policy</p>	<p>The guidelines were presented in brief to the members. It was deliberated upon and the Condemnation & Disposal Policy was approved, as proposed.</p> <p>Action by: Chairman / Member Secretary, Condemnation Committee</p>
<p>Agenda Item No. 21 Re-designation of the post of Senior Residents as Senior Demonstrator (Medical & Non-medical) in the Department of Molecular Medicine & Bio-technology</p>	<p>The department of Molecular Medicine and Biotechnology would designate those with an MD/MS background as Sr Residents and those with PhD's would be designated as Sr Demonstrators. The eligibility, qualifications, leave and salary will be as per AIIMS.</p> <p>Further, the Governing Body directed that the nomenclature of Sr Resident and Sr Demonstrators is to be retained by SGPGI to avoid inadvertently jeopardizing the careers of medically qualified persons as it is governed by the MCI, unlike AIIMS. The hybrid structure would be necessary unless the department chose to take only non-medically qualified persons, in which case there would be no conflict with the MCI regulations.</p> <p>The agenda was approved.</p> <p>Action by: HOD Department of Molecular Medicine and Biotechnology</p>
<p>Agenda Item No. 22 Increase in Senior Resident and faculty posts in Paediatric Gastroenterology Department</p>	<p>An increase in Senior Resident and faculty posts in Paediatric Gastroenterology Department as proposed in the agenda note of the department of Paediatric Gastroenterology was approved. The HOD clarified that the number of training seats for DM and PDCC will increase as a consequence but that there would be NO requirements of additional infrastructure or equipment. The agenda was approved. The proposal needs to be sent to the Government for final approval.</p> <p>Action by: HOD Department of Paediatric Gastroenterology & Executive Registrar</p>
<p>Agenda item No. 23 Downgrading one post Professor to Asstt. Prof. in Neurosurgery Department</p>	<p>The downgrading one post of Professor to Asstt. Prof. in the Department of Neurosurgery was approved. It was clarified that there would be NO requirements of additional infrastructure or equipment. The Governing Body approved the agenda. The proposal needs to be sent to the Government for final approval.</p> <p>Action by: HOD Department of Neurosurgery & Executive Registrar</p>
<p>Agenda item No. 24 DM Course in Cardiac Anaesthesia</p>	<p>The Governing Body while permitting starting of DM course in Cardiac Anaesthesia, also approved the recommendation of the 51st Academic Board as specified in the agenda. HOD Department of Anesthesiology clarified that there would be NO requirements of additional infrastructure or equipment as a consequence of starting the DM program.</p> <p>Action by: HOD Department of Anesthesiology & Executive Registrar</p>

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Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, INDIA

Date: 01-05-2015

Sub : Draft of the SGPGIMS Condemnation & Disposal Policy 2015, for Deliberation & Approval by the Governing Body of the Institute, reg.

Ref : 1. Office Order pertaining to Constitution of Condemnation Committee - Circular No : PGI/HA/1670/2014 Dated : 26-12-14

2. MoM of the Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA) held on 27-12-14 duly approved by the Director, on File bearing RSD No - 6549/10 on Note Sheet Page No - 03 Dated : 09-03-15

3. MoM of the Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA) held on 24-02-15 duly approved by the Director, on File bearing RSD No - 6549/10 on Note Sheet Page No - 03 Dated : 30-03-15

With regard to subject & references mentioned as above, several meetings were held to discuss the issues pertaining to Condemnation of assets unfit for use in the institute under the Chairmanship of Prof. A. K. Verma, Professor of Endocrine Surgery, wherein it was decided that Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA) will critically examine the existing guidelines vis-à-vis Guidelines made available to the committee by various other organizations of national importance, as is in vogue at their end; ie at AIIMS, New Delhi, PGIMER, Chandigarh, KGMU, Lucknow & CDRI, Lucknow.

The Committee, after having gone through and after having evaluated the provisions contained there-in from SGPGIMS perspective and in sync with the ethos of the GFR - 2005; in its considered opinion frames the Revised Draft of the SGPGIMS Condemnation & Disposal Policy 2015, for its onward processing. The guidelines would be effective following the approval by the Director & ratification by the Governing Body, and subsequent notification thereafter.

Revised Draft of the
SGPGIMS Condemnation & Disposal (C & D) Policy - 2015

1. Broad Objectives :

1. To develop an institutional mechanism for Condemnation & Disposal
2. To introduce efficient & economic practices for Condemnation & Disposal
3. To establish cost effective structure for life cycle of goods and optimum resource utilization & reutilization

2. Definitions (in the context of C&D Policy) :

1. **Condemnation:** A process of discarding the assets which are unfit for use as per the decision of the institute.
2. **Disposal:** A process of liquidating the assets which are unfit for use anymore after the condemnation.
3. **Institute:** Means Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.
4. **Director :** Director of SGPGIMS, Lucknow
5. **Governing Body :** Governing body of SGPGIMS, Lucknow
6. **Condemnation Committee :** Means committee mentioned at Serial No - 1, 2 & 3 of the Table mentioned in Para-4.

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7. **Disposal Committee** : Means committee mentioned at Serial No - 4 of the Table mentioned in Para-4.

3. Centralized Condemnation & Disposal Cell :

The procedure for Condemnation is being stated as below. Modification if needed / decided by members of the Committee within the framework of guideline may be resorted to subject to approval by the Director & Governing Body.

There shall be four committees as has been mentioned in the Table in Para-4 below and a suitably designed Scrap Yard. A scrap yard of appropriate area & at appropriate location need to be made available for interim storage of the condemned equipment/goods (as has already been stated in the Governing Body minutes held on 27/11/01) till its final disposal.


All the committees will work under direct administrative control of Director through the Chairman, (CCME & AA); who will also be de-facto Prof. In-charge, Centralized Condemnation & Disposal Cell. The Scrap Yard will be under operational control of J. D. (MM) through Sr. S. P. O. Further, a staff not below the rank of ASO will be deployed as Officer In-charge, Scrap Yard through in-sourcing.

Condemnation committees will be responsible for making recommendations only, in accordance with the provisions of this guideline, to the Director. Subsequent to approval by appropriate authority (Director/GB) execution of the recommendations, both condemnation & disposal, will be the sole responsibility of the J. D. (MM). Institute will provide adequate number of clerical/office staff & necessary goods (like computers ...etc) to the Centralized Condemnation & Disposal Cell through the Office of the JD (MM).

Condemnation & disposal process will run in cyclical manner, once every year or as per the need. Responsibility of the Committee will be to ensure the continuity of the process under provisions of the guidelines.

4. Committees & their Jurisdiction :

Sl No	Name of the Committee	Proposed Members	Jurisdiction
1	Condemnation Committee for Medical Equipment/Allied Accessories (CCME & AA)	Chairman - Nominated by Director, SGPGIMS Three Faculty Members (one from Medical Physics) JD (MM) or, his Nominee Finance Officer or, his Nominee Sr. BME/Bio Medical Engineer Sr. A. O. / A. O. (Legal) Member Secretary - Nominated by Director, SGPGIMS External Experts - As en-provisioned herein Nodal Department (HoD or, his Nominee) Representative - As & when needed	Medical equipment involved in patient care
2	Condemnation Committee for Non-medical Goods (CCNMG)	Chairman - Nominated by Director, SGPGIMS Three Faculty Members JD (MM) or, his Nominee Finance Officer or, his Nominee Supdt. Engineer / his Nominee J. D. (Admin.) / Nominee Sr. A. O. / A. O. (Legal)	Everything else ie Hospital & Office Furniture, except all that included

Richa

 G.S. Arora

		Member Secretary - Nominated by Director, SGPGIMS External Experts - As en-provisioned herein Nodal Department (HoD or, his Nominee) Representative - As & when needed	in row 1 & 3
3	Condemnation Committee for E-waste & Hospital (Medical +Office) Records (CCEWHR)	Chairman - Nominated by Director, SGPGIMS Three Faculty Members (One from B&HI) JD (MM) or, his Nominee Finance Officer or, his Nominee J. D. (Admin.) / Nominee Sr. System Analyst Sr. A. O. / A. O. (Legal) Member Secretary - Nominated by Director, SGPGIMS External Experts - As en-provisioned herein Nodal Department (HoD or, his Nominee) Representative - As & when needed	Only E-waste & Hospital Records (under Department of Biostatistics & Health Informatics)
4	Disposal Committee (DC)	Chairman - Nominated by Director, SGPGIMS Three Faculty Members JD (MM) or, his Nominee Finance Officer or, his Nominee J. D. (Admin.) / Nominee Bio Medical Engineer CRFC Nominee Officer In-charge, Scrap Yard Sr. A. O. (Legal) Member Secretary - Nominated by Director, SGPGIMS External Experts - As en-provisioned herein Nodal Department Representative (HoD or, his Nominee) - As & when needed	Only Disposal of all of the above

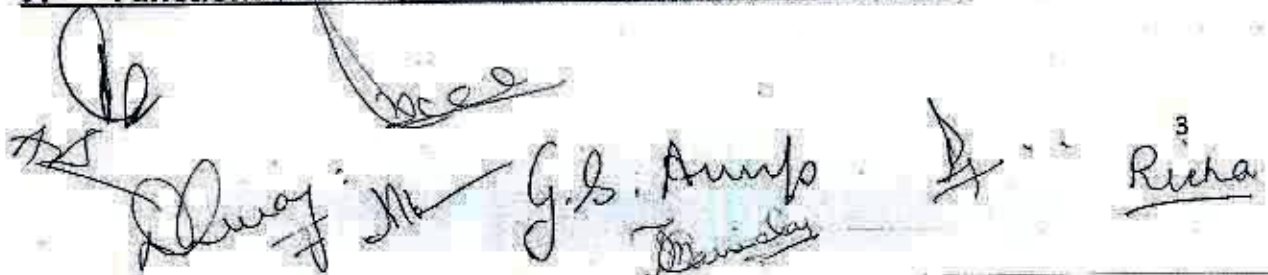
5. File Movement :

- Member Secretary of the respective Committee (through their Office Staff, as provided)
- Chairman of the respective Committee
- Prof. In-charge, Centralized Condemnation & Disposal Cell
- Director /Governing Body
- J.D. (MM)
- ATR from JD (MM) to Chairman

6. Work Flow of the Condemnation Process :

1. Departmental Condemnation Committee
2. Respective Institute Condemnation Committee
3. Centralized Condemnation & Disposal Cell
4. Director
5. Governing Body for Approval
6. ATR from JD (MM) to Chairman

7. Functions and Scope of the Condemnation Committee :


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2. Disposal of the condemned equipment would be taken care of by disposal committee as per the provisions outlined and would be independent of the Condemnation Committee.

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Standard Operating Protocol for Condemnation

STEP A: Obligations of the Nodal Department

1. Procedure is to be initiated by Condemnation Committee devolving down to Head of the Nodal Department, following prior approval from Director, SGPGI for initiating the process.
2. Departmental Condemnation Committee (DCC) will be constituted by the Head of the Nodal Department/Service for condemnation. It should have at least Three Faculty members, including the HOD. In case the department has less than 3 faculty members, then any faculty member from allied department will be co-opted. Bio medical engineer will invariably be a part of the committee.
3. On receipt of request from condemnation committee, the meeting would be convened by the Head of the Nodal Department/Service for recommending the equipment/goods to be condemned under provisions of this guideline. The duly certified recommendation along with the MoM will be forwarded to the respective Condemnation Committee along with the request for condemnation of the equipment as detailed in Format - X, as per the procedure laid down & within the time frame as conveyed by the condemnation committee.
4. For equipment, worth up to Rs. 10 lacs, no external member (of the specialty concerned) would be needed. For individual equipment worth more than Rs. 10 lacs (as per their original price), external expert (of the specialty concerned) will be called upon, which would be mandatory, inter-alia general provisions as has been made out before.
5. The minutes of the Department Condemnation Committee with / without external expert (of the specialty concerned) should include the following:
 - 5.1. Details of the equipment to be condemned - as enumerated in the Format - X.
 - 5.2. If the equipment had been procured under External grant-in-aid or not.
 - 5.3. Service report / letter from the Principal / local agent certifying that (as the case may be)
 - Equipment has completed period /stipulated life period.
 - Equipment beyond economic repair.
 - Running cost of equipment
 - Cost of repair exceeds cost of new equipment.
 - Inventory of the unused spares, if any of the equipment concerned along with their value.
 - 5.4 Residual / depreciated value of the equipment. The calculation would be based on the existing rules laid down by the Government from time to time (To be obtained from Material Management section). The department will calculate the values based on these guidelines and enclose the calculation sheet.
 - 5.5 The D C C will explore the possibility of buy back of the condemnable equipment during prospective procurement cycle and should state the same in the minutes of the meeting, wherever applicable, in case the committee recommends buy back. The concerned Head/Nodal Officer will seek the approval of the competent authority under direct intimation to the respective condemnation committee.

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5.6 In case the equipment has been procured through the grant from National funding agencies e.g. 'OMR-, DST, DET, NACO etc., under an extramural project, the permission for condemnation from the agency granting the aid will need to be enclosed, if project is under currency.

5.7 In case the equipment proposed to be condemned, has any hazardous substances (eg. Radioactive materials, chemicals and other biohazards), details must be furnished and permission from appropriate bodies which are authorized to permit disposal of these equipment be enclosed. Adequate steps are to be ensured during storage and disposal of any such equipment as per the recommended guidelines. The implementation of these should be ensured by the Nodal Department at all levels including during storage and disposal.

6. The Head of the Department/Nodal Officer of the Services will ensure that all the necessary details have been made available to the Condemnation Committee in accordance with the Check list as detailed in Format - X.

7. The proposal along with the supporting documents need be sent in Duplicate to the Chairman, including a copy to Member Secretary of the respective Condemnation Committee.

8. The D C C will be responsible for the authenticity of the data provided in the Format - X. The same will be sent under certification by the concerned HoD.

9. All the departmental condemnation Committee may complete their condemnation process and submit their condemnation proposals, complete in all respects, between 20-28th day of the preceding month of end of each quarter of the Financial Year to the Condemnation Committee.

10. The condemnation procedure will be as per the prevailing rules of the institute if the equipment/goods have been taken on in the Institute's Stock Book, or, as per the directions of the concerned Funding agency.

STEP B: Obligations of the Institute Condemnation Committee


1. The Condemnation Committee would review the request for condemnation with all details as stated in STEP A. The enclosures of all necessary documents needed would be examined by the condemnation committee. In case, these are not complete, the same would be intimated to the concerned department. On completion of all necessary documents, the proposal would be placed before the Condemnation Committee by the Member Secretary.

2. The Condemnation Committee would meet at least once every year or, even before that as & when needed. The meeting would be convened preferably in the third quarter of the financial year by the Member Secretary in consultation with the Chairman, Condemnation Committee. The members including the External Technical Expert (if needed) would be informed by the Member Secretary. At least, 2/3rd of members must be present in condemnation meeting.

3. Two members of the Nodal D C C including HOD would be invited as members of the Condemnation Committee, while deliberating upon proposal of the concerned department.

4. Director, SGPGIMS would approve condemnation of the equipment, on the recommendation of the respective Condemnation Committee. Director, SGPGI in turn, will recommend it to the Governing Body for perusal & ratification.

5. For equipment procured under grant-in-aid, (as under JICA), the necessary procedure as informed by the Department of Economic Affairs, Ministry of Finance, Govt. of India (letter no. F.4/22/CP190-Jap.II, dated 5th May 2005) would be initiated through Condemnation Committee. The list of equipment to be condemned

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would be placed before the Governing Body for approval. Once approved, this would be forward to Department of Health, UP Government with a request to forward it to Director, Department of Health, Ministry of Health & Family Welfare, Government of India, New Delhi, who in turn will forward it to the Department of Economic Affairs (Japan-II), Ministry of Finance, Government of India, New Delhi. The Department of Economic Affairs would obtain the final approval from Embassy of Japan. Only then would these equipment will be disposed. The Condemnation Committee would co-ordinate with the stake holders, so that the process could be completed expeditiously.

6. Once ratified by the G. B., the Recommendation Report will go to J D (MM), for further processing.

STEP C: Disposal of Condemned Equipment/Goods

It would be the sole prerogative of the Disposal Committee as stated below and approved as per the Governing Body meeting, held on 27/11/01 to dispose off assets condemned by the condemnation committee as well as the office order PGI/DIR/246/2002, dated 15/3/02.

The "Reserve value of the equipment" would be based on the Depreciation value as per the State Government of Uttar Pradesh guidelines. Rest of the guidelines will be as enunciated in the GFR-2005, as amended from time to time.

STEP D: Procedures to be followed for disposal of equipment

Sale and disposal of condemned equipment : Member Secretary, Disposal Committee in consultation with the nodal department, will initiate the speedy disposal of their condemned goods as per the guidelines as laid below:

The following procedure for sale of condemned equipment shall be followed as far as practicable.

- a) Open Tender or, Auction
- b) Buy Back from suppliers or third party

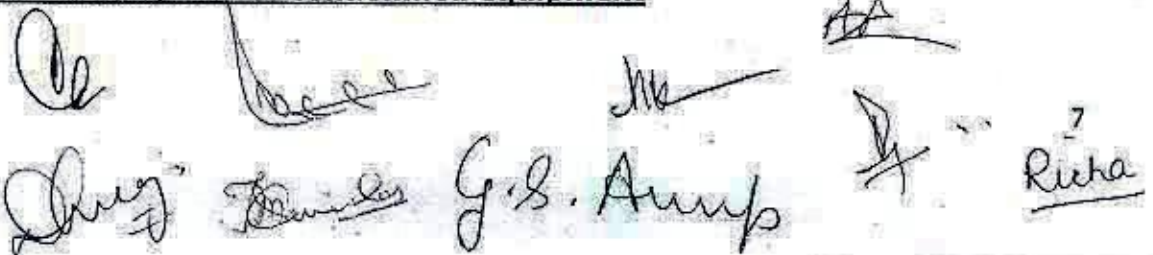
The following general instructions shall be followed by all officers entrusted with the disposal of condemned equipment:

i) In case the equipment contains any bio-hazardous substances, necessary precautions should be ensured by the Nodal Department.

ii) A Sale Account shall be prepared in Sale Account Form. The Sale Account should be signed by the officers who supervised the auction/sale after comparing the entries made in the Sale Account of condemned equipment.

iii) Proceed will go to the Institute account. Minimum reserve price has to be 10% of the purchase price.

Expeditious disposal of condemned equipment


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to ensure that the condemned equipment fetches good return, it would be the responsibility of the Disposal Committee to ensure that :

The equipment is auctioned / sold at the earliest after condemnation
Proper protection is ensured till their removal by the purchaser, and the time between the declaration and actual disposal of equipment ought to be minimized.

Condemnation of assets unfit for use & disposal of condemned assets shall be subject to applicable laws including GFR-2005, as amended from time to time.


Scrap yard


All the equipment/goods, to be condemned shall be kept in the Nodal Department until these are declared condemned by the Condemnation Committee

and its recommendations are accepted by the competent authority. After approval by Director/G B all equipment/goods shall be kept in the proposed Scrap Yard till its final disposal.


However, the Committee feels strongly that since presently there is no Scrap Yard the condemned equipment should be kept in the custody of the Nodal department till it is finally disposed. Institute will take immediate steps for construction of Scrap Yard.

The Nodal departments will maintain records / acknowledgement from the Institute, Scrap Yard for each of goods received by the Scrap Yard.


(M. Narendra Srivastava)
Sr. Asst. Officer
No. of F. O.


(M. A.K. Chandola)
Sr. P.O.
No. of J D (MM)



(Dr. Dheeraj Khetan)
Asst. Prof., Transfusion Medicine
Member



(Dr. K.J. Maria Das)
Asst. Prof., Medical Physics
Member


(Mr. G.S. Anoop)
S.E. (Biomedical)
Member


(Mr. Nikhil Chandra)
Sr. Admin. Officer (Legal)
Member


(Dr. Richa Mishra)
Asstt. Prof., Microbiology
Member


(Dr. R. Harshvardhan)
Asstt. Prof., Hospital Administration
Member Secretary


(Prof. A. K. Verma)
Prof. of Endosurgery, Chairman

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Part A : To be filled-in by Head/Nodal Officer of the Department/Services

SI. No (to be assigned by the Condemnation Committee) :
 Equipment/Goods Condemnation Code (for office use by ICC only) :

Factsheet of the Equipment/Good Recommended for Condemnation
(Note : include documentary evidence, in support of the data)

Name of the Department :	
Name of the Equipment :	
Site/Place of Installation :	
Current Location :	
Function of the Equipment :	
Sl. No.	DETAILS OF THE EQUIPMENT
1	Make
2	Model No.
3	Supply Order No.
4	Serial No.
5	Manufacturer / Supplier
6	Indian Agent
7	Purchase Cost (in INR)
8	Date of Purchase
9	Date of Installation
10	Warranty Expired on
11	Non functional/out of use since when ?
12	Source of Funding (encircle whichever is applicable) Grant in Aid: JICA / FRENCH / ANY OTHER (Specify) INSTITUTE FUND RESEARCH FUND ANY OTHER (Specify)
13	Expected Functional Life as laid down by the manufacturer
14	External Expert's Recommendation, if applicable
15	Residual or Depreciated value of the equipment (enclose calculation sheet)
16	Is the equipment proposed to be condemned under Buy back, If yes give details

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17	Does the equipment have any Biohazards, if so, necessary permission from appropriate authorities to be enclosed.	
18	Stock Book Entry Done (encircle)	YES NO
	If Yes : Central Store Ledger Entry No	
19	Minutes of the meeting of the Departmental Condemnation Committee (Please enclose copy)	
20	REASON (S) BEHIND RECOMMENDING FOR CONDEMNATION ((Please tick mark all that apply)) <ul style="list-style-type: none"> • Beyond economic repair • Inability to get spares • Clinically obsolete • End of life (as declared by manufacturer) • Running cost of equipment is very high • Any other (specify) 	
21	This is being certified that this equipment has not been condemned earlier.	
	Notes: 1. Fill separate form for each equipment 2. Separate form is required if an equipment has come as an accessory with the main equipment 3. Equipment functioning effectively need not be condemned 4. For additional information, please attach a separate sheet 5. Price conversion in Indian rupees in case of imported equipment	

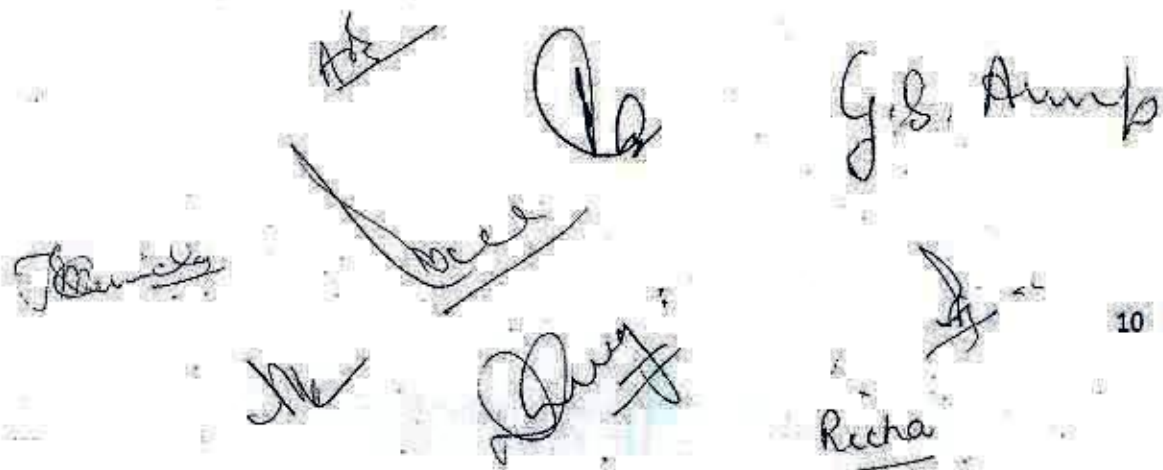
(Biomedical or, Concerned Engineer/-Member - DCC)

(Member – D C C)

(External expert, if any)

(Member–D C C-Indenter/User)

(Head of the Department/Nodal Officer, Concerned Service)



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Part B: To be filled-in by SGPGIMS Engineer/Biomedical Engineer/Concerned Engineer of the Agency, SGPGIMS

1	Technical Inspection Report of Equipment/Good	
2	Justification for condemnation	
3	Alternative uses of the equipment/good and its parts	
4	Proposed method of disposal which may result in maximum benefit to the Institute	
5	Any other remarks	
(Signature of Engineer of the Agency, if applicable)		
(Counter signature of Biomedical/Concerned SGPGIMS Engineer)		

Part C: Information to be filled-in by Material Management Department

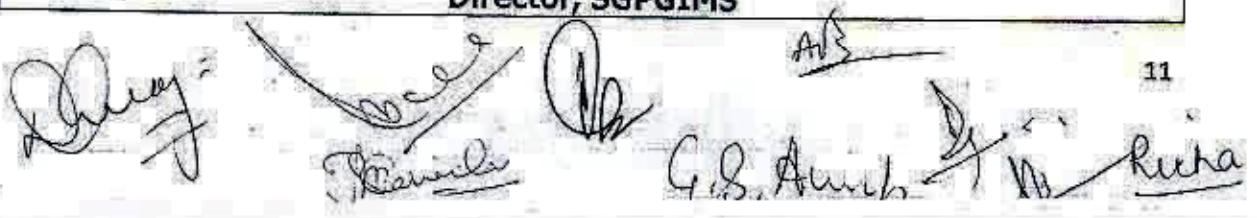
1	Date of Purchase of Equipment	
2	FOB Value of Equipment (in INR at the time of purchase)	
3	Cost of Spares available in store (If any)	
4	Terms & conditions for its disposal after expiry of Warranty period (If any)	
5	Any other remarks	
Signature of Joint Director (MM)		

Part D: Recommendation of the Institute Condemnation Committee

Remarks:

Condemnation of the Equipment: Recommended / Not Recommended

F O or his Nominee	JD (MM) or his Nominee	Member	Member	Member (BME)
External Tech. Expert	Concerned HoD	Member Secretary	Chairman Condemnation Committee	
Director, SGPGIMS				



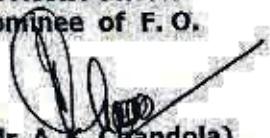
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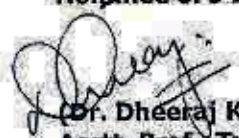
(12 pages in all including Format-X)



(Mr. Harendra Srivastava)
Sr. Accts. Officer
Nominee of F. O.



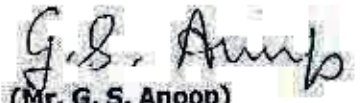
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(Mr. Nikhil Chandra)
Sr. Admin. Officer (Legal)
Member



(Dr. Richa Mishra)
Asstt. Prof., Microbiology
Member



(Dr. R. Harvardhan)
Asstt. Prof., Hospital Administration
Member Secretary



(Prof. A. K. Verma)
Prof. of Endosurgery, Chairman