

Swami Rama Himalayan University

Proforma for Condemnation of Equipment related to patient care area Hospital only to be submitted by HOD/In charge

Equipment Identification Data (EID) To be filled by concerned (HOD)

1. Name of the Department/Patient Care area.....
2. Details of the Equipment
 - a) Name of the Equipment.....
 - b) Model.....
 - c) Serial No. of asset.....
 - d) Register No.....
 - e) Name of Manufacturer/Dealer/Distributor.....
 - f) Date of Purchase.....
 - g) Purchase Cost.....
 - h) **WDV value** as on date (To be taken and verified from Finance Dept.)
 - i) Reason for Condemnation.....
 -
 -

Equipment Maintenance History (EMH) (To be filled by Biomedical Engineering Department)

1. Guarantee period of the equipment
2. Details of Insurance if any.....
3. AMC/CMC Details.....
4. Measures taken to get equipment functional:
-
-
-
5. Total maintenance cost which has been incurred so far (In Case available) Fix amount for Capital/Revenue generating Equipment's /Machines.....
-
-
6. Technical Report of the Biomedical Engineering Department:
-
-

7. Technical Report of the Company's Engineer (if any):
.....
.....
.....

8. Reason for declaring the assets unserviceable and to be condemned:
.....
.....
.....

Signature (with date)
Biomedical Engineer (only for equipment's)/
Engg. Deptt. Wherever is applicable

Name:

Signature (with date)
HOD of concerned Department

Name:

Signature (with date)
HOD, Biomedical Engg. Dept.

Name:

Signature (with date)
Medical Superintendent (Only in case of Hospital equipment)

Date of Condemnation committee held-.....

Recommendation of condemnation committee
.....
.....
.....

(Note: Duly filled-in form to be submitted to the Office of the Medical Superintendent)

.....
Signature of member secretary

.....
Signature of Chairperson

Annexure B

Proforma for Condemnation of IT Hardware/Allied Items

S.No.	Item Description	Qty.	Make/Model	Serial No.	Purchase Cost	Department Returning the Item	MTR No.	Date of Issue	Functionality Status	Reason of Condemnation	WDV Value (to be provided by Finance Dept.)	Remarks *

*Justification Note to include report of the I.T Officials citing item is being Beyond Economical Repair along with Report from Manufacturer on End of Life.

Head of IT Department

Recommendations of Members of Condemnation Committee

Annexure C

Proforma for Condemnation of Engineering/Allied Items

S.No.	Item Description	Qty.	Make/Model	Serial No.	Purchase Cost	Functionality Status	Reason of Condemnation	WDV Value (to be provided by Finance Dept.)	Remarks *

*Justification Note to include report of the Engineer of the University citing item is being Beyond Economical Repair along with Report from Manufacturer of End of Life.

Head- IDM Department

Administrative Head

Recommendations of Members of Condemnation Committee

Annexure D

Proforma for Condemnation of Furniture/Fixture (Non-Medical Items)

S.No.	Item Description	Qty.	Make/Model	Serial No.	Purchase Cost	Department Returning the Item	MTR No.	Date of Issue	Functionality Status	Reason of Condemnation	WDV Value (to be provided by Finance Dept.)	Remarks *

Head of Department

Administrative Head

Recommendations of Members of Condemnation Committee

Annexure E

Proforma for Condemnation of Items for Research & Teaching Labs of Various Schools/Colleges

S.No.	Item Description	Qty.	Make/Model	Serial No.	Purchase Cost	MTR No.	Date of Issue	Functionality Status	Reason of Condemnation	WDV Value (to be provided by Finance Dept.)	Remarks *

*Justification Note to include report of the HOD citing item is being Beyond Economical Repair along with Report from Manufacturer on End of Life.

Head of Constituent Unit

Recommendations of Members of Condemnation Committee