

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order Condemnation and Disposal Policy	DOC: GE/HE/DG OFFICE/2025/149 REV: - DATE: 03 Oct 25 PAGE: 1 of 5
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1. Short Title and Commencement

- (a) This document shall be known as the “Policy for Condemnation or Disposal of Assets” of Gateway Higher Education, Sonipat.
- (b) The policy comes into effect from its date of issue.

2. Definitions

- **AMC:** Annual Maintenance Contract
- **Committee:** The duly constituted Condemnation/ Sales Committee
- **Competent Authority:** Director General, Gateway Education
- **Rules:** Rules governing Gateway Education
- **Statutes:** Statutes of Gateway Education
- **University:** Deenbandhu Chhotu Ram University of Science and Technology (DCRUST), Murthal

3. Scope of Policy

This policy governs the procedure for writing off, condemning and disposing of materials and assets, including capital items, inventory and consumables. It applies to all constituent units, departments, facilities and projects under Gateway Education when an asset is declared unserviceable or economically unviable.

3.1 Criteria for Obsolescence

Assets may be condemned if:

- (a) They are no longer functional or economically repairable
 (b) They pose a health or safety risk
 (c) They are outdated or replaced by modern alternatives

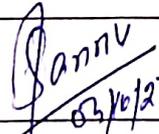
3.2 Service Life Expectancy

Each equipment or machinery has a defined operational lifespan. Assets beyond this period may be considered unserviceable due to:

- (a) Natural wear and tear
 (b) Completed useful life
 (c) Safety concerns
 (d) Obsolescence

3.3 Disposal Guidelines

Disposal must follow institutional procedures and legal requirements.

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Director General
Gateway Education

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4. Condemnation Committee

Constitution:

- (a) Director General (Chairperson)
- (b) Estate Officer & Head Maintenance
- (c) Head Administration & EEM Cell
- (d) Relevant College Administrators/Wardens
- (e) Head Stores & Asset Management (Coordinator)

Function:

- (a) Quarterly (or ad-hoc) meetings to assess and recommend condemnation
- (b) Submit recommendations to Director General for final approval

5. Financial Powers

- (a) The Director General is authorised to approve condemnation for items with a depreciated value of up to ₹2,00,000.
- (b) For amounts beyond this, approval from the Board of Management is required.

6. Condemnation Procedure

6.1 Initiation

- (a) Condemnation note (Refer: Appendix A) to be prepared by respective Administrators/Wardens through Heads of Departments.
- (b) Must include equipment details, purchase data, depreciation and reasons for condemnation.

6.2 Service Period Check

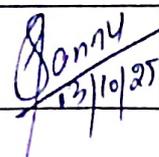
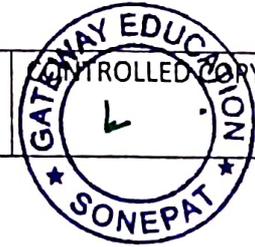
- (a) If the asset is within its lifespan, explicit justification for condemnation must be provided.

6.3 Committee Review

- (a) The committee evaluates all data and recommends action to the Director General.

6.4 Implementation

- (a) Upon approval, the Head Stores & Asset Management will notify Finance and execute actions within 15 days.

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6.5 Disposal and Documentation

- (a) Items removed from the stock registers by both the Administrator/Warden and the Head Stores & Asset Management.
- (b) Documentation forwarded to designated Sales Committee

Constitution:

- (i) Director General (Chairperson)
- (ii) Head Purchase
- (iii) Head Stores & Asset Management (Co-ordinator)
- (c) Proceeds to be deposited in institutional accounts
- (d) The procedures of the Sales Committee shall be submitted as per the format given in 'Appendix B'

6.6 Amount Received and deposition

- (a) All Condemned material as per 'Appendix A' shall be disposed of and the amount received should be deposited in the Accounts Department (online, if possible). The record of the same shall be maintained by the Head Stores & Asset Management.

6.7 Financial Records

- (a) Accountant to update financial statements reflecting disposal activities.

7. Library: - Library books and newspapers are also included in this policy. All damaged or unusable library books/newspapers may be disposed of under this policy. The Library In-charge shall prepare a list of such items, which must be approved by the DG GE & Dean Academics before disposal. The disposal may be carried out monthly or as per requirement. Appendix 'A' and Appendix 'B' as mentioned at Para 6 to be utilised for the purpose of books disposal.

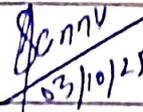
8. Disposal of Consumables Scrap: - Scrap materials like plastics, glass, metal and packaging waste generated daily must be moved to designated locations (Refer: Appendix C). Items are to be shifted via Scrap Note (Refer: Appendix D) every Saturday or as needed.

9. Hazardous Materials/ liquid Disposal (Labs)

9.1 Disposal of Chemical Containers

- (a) Triple-rinse containers and dry in fume hoods
- (b) Deface or cross labels
- (c) Place broken glass in labelled rigid boxes

9.2 Chemical Waste Segregation

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- (a) Avoid dangerous combinations like acids with oxidizers
- (b) Separate high-risk materials like hydrofluoric acid, toxic metals
- (c) Only low-risk materials (pH>4 or pH<10) may be diluted and drained

9.3 Storage and Handling

- (a) Use designated flameproof storage with ventilation and firefighting systems
- (b) Maintain spacing between waste stacks
- (c) Ensure proper labelling and replace leaking containers immediately
- (d) Keep detailed records of waste types and storage locations
- (e) Only trained personnel should handle hazardous waste

9.4 Safety Measures

- (a) No smoking around waste areas
- (b) Use of signage, protective gear and spill kits is mandatory

Chemical Waste Disposal Guidelines			
Innocuous aqueous waste	Organic Solvent	Red List	Solid Waste
<ul style="list-style-type: none"> • Acid • Alkali • Harmless soluble inorganic salt • Alcohol containing salt • Hypochlorite solution • Fine silica and alumina <p>(These chemicals should be washed down with excess water)</p>	<ul style="list-style-type: none"> • Chlorinated Example: Dichloromethane, Chloroform, Chlorobenzene etc. • Non-Chlorinated Example: Tetrahydrofuran, Ethyl acetate, Hexane, Toluene, Methanol etc. 	<ul style="list-style-type: none"> • Compounds with transitional metals • Biocides • Cyanides • Mineral Oils and Hydrocarbons • Poisonous organosilicon compounds • Metal phosphides • Phosphorus element • Fluorides and Nitrites 	<ul style="list-style-type: none"> • Lightly contaminated Example: Gloves, Empty vials, Centrifuge tubes etc. • Broken Glassware Broken glassware is usually collected in plastic-lined cardboard boxes for landfilling. Due to contamination, they are usually not suitable for recycling. 

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9.5 Roles and Responsibilities

- (a) Laboratory In-Charges: Execute waste disposal as per guidelines mentioned in above table.
- (b) Heads of Departments (HODs): Direct and monitor the process.
- (c) Principals: Maintain full accountability and supervision.

Important Note: Head Stores & Asset Management is not responsible for chemical waste disposal. Sole responsibility rests with the Principal of the respective college.

9.6 Method of Disposal

- (a) Neutralize or dilute waste chemicals before disposal in laboratory sinks.
- (b) Follow procedures outlined in the Chemical Waste Disposal Guidelines Table.
- (c) All activities will be conducted under the Principals supervision.

9.7 Documentation

The record of the disposed items is to be strictly maintained in a Register as per the attached format at 'Appendix E'.

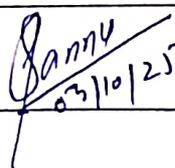
10. These instructions supersedes all earlier procedures/ instructions being followed and shall be implemented with immediate effect.



Dr. (Col) A Garg
Director General

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, Head ITS, IQAC Coordinator, Head Stores & Asset Management

Copy to: Chairman, Executive Chairman & Executive Directors.

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