

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F. No. 40-30/2025-Estt.I


23.05.2025

Sub: Periodic & timely condemnation of goods to ensure clean & green AIIMS

The undersigned has taken detailed rounds of the Institute and has noted that few condemned items are stored in corridors, storerooms, niches, etc. The matter was then reviewed with concerned store officials, and it was noted that currently, there is no published schedule for condemnation of items by various Stores.

Accordingly, to streamline the system of condemnation of items by various stores & departments, the following decisions are taken:

- All Stores (including Centre & Department Stores) shall publish an annual calendar of condemnation on 1st April every year, such that there shall not be a gap of more than 6 months between two condemnation cycles for a specific type of goods.
- All Stores & Departments shall forecast their annual condemnation requirement and align the same with the published condemnation calendar.
- Store Officer (seniormost amongst SSO, SO, ASO) or Officer I/c of the respective store (in case of department stores where no ASO/SO/SSO is posted) shall personally monitor the compliance with the published condemnation schedule and shall be directly responsible for non-compliance with the published condemnation schedule.
- To ensure that their residual worth is maintained at the highest level, the items identified for condemnation should be stored carefully (against weather, pests, etc.) until the condemnation is completed, without obstructing common areas & fire exits.
- To ensure that the condemnation schedules are being timely followed, the details & periodicity of condemnation for all Stores (including Centre & Department Stores) shall be submitted on 31st March annually to the office of Addl. Director (Admin).
- To ensure seamless condemnation of medical equipment being replaced, a buy back clause – if deemed appropriate by the TSEC – may also be incorporated in the tenders.
- Chiefs of Centres / Medical Superintendent / Heads of Departments / SE shall ensure that no items awaiting condemnation are stored in their area for more than 6 months.

 23/5/2025

Prof. M Srinivas
Director

Distribution (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility (with a request to host the same on AIIMS Website)