

Ref. : MDO I/OS/LTO SLR TAPES/2024-25

Date :28.04.2025

### NOTES AND DECISION

**Re:-Destruction & Disposal of LTO, SLR Tapes & old MFP/CPU Cabinets through GEM PORTAL**

We have received Notes & Decision dated 09/04/2025, duly approved by the Competant Authority, from IT dept/MDO I regarding the Destruction & Disposal of LTO & SLR Tapes through GEM PORTAL and another office note dated 05/02/2024 on Disposal of old MFP/CPU Cabinets.

In pursuance to CO/IT/BPR/HARDWARE instructions, IT Department has confirmed that MDO I has total 198 LTO tapes & 1853 SLR tapes. The total of old MFP is 11 & CPU Cabinets are 2. The detail sheet & mail received from IT Dept/MDO I is attached for kind perusal.

The Competent Authority may approve the aforementioned destruction and disposal of 198 LTO tapes, 1853 SLR tapes, 11 old MFP & 2 CPU Cabinets, through GEM PORTAL by strict adherence to Government norms on e-waste. We propose to create Bid on Gem Portal, inviting bidders from Maharashtra State only.

Put up for approval.

AO (OS)

(A) As decided vide the O.N. dtd. 9.4.25 of I.T. Deptt. the OS Deptt. may be allowed to destroy & dispose of the quantified items as mentioned above. The disposal has to be done as per MTC is not available.  
Manager (OS) K. S. Chavhan  
M(OS)  
28/04/25

Sr. Divisional Manager

(A) प्रमुख नि. ए. 1  
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### IT Department

3<sup>RD</sup> FLOOR, EAST WING, YOGAKSHEMA, J.B MARG, MUMBAI – 400021

Tel Nos. 022 – 66599213 / 9214/ 9215 Telefax: 022 – 22024608

### Notes & Decision

Ref: MASH Server Degaussing & Disposal/2025-2026

Date: 22.05.2025

#### Re: Degaussing and Disposal of MASH Server

As per instructions from CO(IT/BPR), Hardware from Secretary (IT/BPR), the Servers lying at the Divisions with date of installation less than year 2017 are to be degaussed and disposed off along with the LTO and SLR tape disposal by the respective Divisions through the GEM portal. The Degaussing and disposal of LTO & SLR is finalized with the appointed vendor on 09.06.2025.

MDO-I located on 2<sup>nd</sup> Floor, Yogakshema, is finalizing the procedure in GEM portal for degaussing & disposal of servers lying in their offices.

IT Department, MDO-IV may request the OS & IT department of MDO-I to include the server located at MASH department of MDO-IV, details as under & to be included for finalizing the degaussing and disposal at their end.

Inventory Number	Machine Serial Number	Department	Location	Hardware Type	Installation Date
LIC/D901/MASH/SE R2	AWR23002649348283 IE	MASH	LAXMI INSURANCE BLD	SERVER	19/4/2010

Competent authority may approve the degaussing and disposal of server with the items of MDO-I OS department GEM portal.

*The degaussing and disposal of server with the equipment of MDO-I OS dept. may kindly be approved.*  
Manager (IT) *022 436661/D.M.*

*[Signature]*  
Sr. Divisional Manager (I/C)  
वरिष्ठ मंडल प्रबंधक  
Bisakha Majumder  
Sr. Divisional Manager  
मु.नं.का.-IV/MDO-IV