



Primary & Secondary  
Healthcare Department

No. PSHD-BERC/Poli-Canib/2020  
Bio-Medical Equipment Resource Centre  
Dated: 16-02-2021

To

- (i) All Medical Superintendents of District Head Quarter & Tehsil Head Quarter Hospitals working under the administrative control of P&SHD
- (ii) All Chief Executive Officers (District Health Authorities) in the Punjab
- (iii) All In-charges of Rural Health Centres, P&SHD
- (iv) The Directors of Medical Equipment Repair Workshop, Lahore, Multan & Sargodha, P&SHD
- (v) Zonal Head/ In-charge MERWs Lahore, Sargodha, and Rawalpindi, P&SHD
- (vi) The Directors of Drugs Testing Laboratory, Lahore, Faisalabad, Multan, Rawalpindi and Bahawalpur

Subject: POLICIES AND OPERATIONAL GUIDELINES FOR CANNIBALIZATION OF CONDEMNED BIOMEDICAL EQUIPMENT AND FOR UTILIZATION OF SURPLUS/OBSOLETE EQUIPMENT IN HEALTH FACILITIES OF P&SHD:

**Background:**

Bio-Medical Equipment Resource Centre (BERC) is responsible for repair and maintenance of biomedical equipment installed in the health facility of P&SHD. Engineering staff of BERC comprising experienced professionals are providing round the clock services to the health facilities of P&SHD. The services of BERC not only include Repair & Maintenance but Installation, Condemnation recommendations and Inspection of Biomedical Equipment in the Health Facilities of Primary & Secondary Healthcare Department (P&SHD). Complaints are usually managed through centralized maintenance management system (CMMS). BERC Contact Centre through its dedicated helpdesk at helpline number **1454** works in a paperless environment from registration of complaints through telephone from its assignment to concerned engineer through android based application till its closure after confirmation of end user through electronic signatures. The model itself is not only unique but has successfully regaled the needs of specialized repairing tasks in the health facilities which hasn't been previously possible even with the stationed biomedical engineer in few health facilities. The result has been achieved over the period of almost three years in the form of closure of more than 6000 number of complaints out of approximately 7800 registered complaints. More than 78% of the

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registered complaints were resolved without any spare parts. The remaining 22% complaints are of that biomedical equipment which either need spare parts to make them functional or remain unserviceable due to beyond economic repair cost, requiring 60% or more of the purchase cost to make the biomedical equipment functional. **It is further elaborated that spare parts are mostly proprietary in nature and are not freely available in the open market and mostly supplied by the sole agents against considerable cost.** It is further added that a number of complaints remained on hold due to pending supplies of spare parts which reflects a considerable level of dysfunctionality of biomedical equipment as well as delay in health service delivery. It is worth mentioning that some of the spare parts are still useful in the condemned biomedical equipment and may be cannibalized before auction of the same to have an inventory for future utilization in the identical biomedical equipment to render it functional. If the dismantled/unserviceable biomedical equipment is cannibalized under the presence of BERC Engineers, the working spares may be used to make out of order biomedical equipment functional.

#### **Aim & Objectives:**

To ensure cost effective solutions for functionality of biomedical equipment by arranging spare parts through cannibalization of the unserviceable condemned biomedical equipment and by shifting surplus/obsolete biomedical equipment in working condition against the demand.

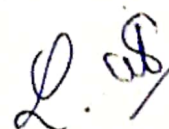
#### **Relevant Rules / Policies:**

The governing rules/policies are reproduced as:

##### **i. Punjab Financial Rules:**

###### **a. As per rules 15.18,**

*"Balance of stores must not be held in excess of the requirements of a reasonable period or in excess of any prescribed maximum limit. In order to ensure the observance of this rule, a periodical inspection must be made by a responsible Government servant, who must submit a report of surplus, unserviceable and obsolete stores to the authority competent to issue orders for their disposal (vide rule 15.3). The inspection must be made six monthly in the case of perishable stores, and once a year in the case of other stores, unless there be good reason to the contrary. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise".*





- b. As per Rule 15.21 under the heading of "Regulations for the conduct of audit of Stores and Stock Accounts"

*"The Audit of Stores accounts kept in any office or department of Government shall be directed to ascertaining that the departmental regulations governing purchase, receipt and issue, custody, condemnation, sale and stock-taking of stores are well devised and properly carried into effect, and to bring to the notice of the Government, any important deficiencies in quantities of stores held, or any grave defects in the system of control".*

- c. As per Rule 15.21 (5):

*"The accounting for the maintenance of unserviceable stores which cannot be utilized by the department in whose custody they are kept involve waste of labor and space. The retention of stores in excess of the probable requirements of the department in the near future may result in loss to Government through deterioration. Audit will, therefore, see that measures are taken to survey, segregate and consider the disposal of unserviceable, surplus and obsolete stores in accordance with the procedure prescribed by the Government in this behalf".*

- d. As per Rule 15.3:

*"A competent authority may sanction the sale or disposal of stores regarded as surplus, obsolete or unserviceable or order the write off of losses of stores"*

ii. **Delegation of Financial Power Rules:**

As per delegation of Financial Power Rule:

Sr. #	Nature of Power	To whom delegated	Extent
12	Powers to sell surplus or unserviceable vehicles / machinery / equipment / spares / stores / stock by auction by the disposal committee	(i) Administrative Department in the Committee	Full Powers
		(ii) Officers in Category-I in the Committee	Full Powers
		(iii) Officers in Category- II	Upto Rs. 1.000 Million at a time
		(iv) Officers in Category- III	Upto Rs. 0.25 Million at a time
Note: The disposal Committee shall be under:-			
	Office in Category-I of the concerned Department	Chairman	
	A representative of S&GAD not below the rank of BS-18	Member	
	A representative of Finance Department not below the rank of BS-18	Member	

### iii. BERC policy manual:

In case of unserviceable equipment, the unit may be declared condemned by the administration of concerned health facility after the condemnation assessment by BERC engineer as per clause 4.4.9 of the BERC Policy Manual which states that *"If the equipment or its accessory is considered beyond repair capability of the BERC, a feasibility report will be carried out considering following factors ("Assigned team will get maximum available info from user:*

- a) Year of Manufacturing/total life.
- b) Repair Expenditures already incurred and expected expenditure
- c) Condition and availability of required parts.
- d) Broken/ Burnt out
- e) Old/Obsolete Technology"

### Methodology of Cannibalization:

- i. The health facility will inform BERC Contact Centre about the unused biomedical equipment which needs to be dismantled/assessed for condemnation.
- ii. BERC Engineers will assess the biomedical equipment after visiting the health facility. If the biomedical equipment is unserviceable, BERC Engineer will assess it for condemnation and will also identify the useful spare parts and prepare a list accordingly which will be shared with in-charge of health facility after dual verification from concerned Zonal Head/Divisional Engineer.
- iii. After declaration of biomedical equipment to be condemned by the committee nominated by in-charge of the concerned health facility based on the assessment report of BERC, the biomedical equipment will be inspected by BERC Engineer for extraction of useful/working spare parts as per the list prepared at the time of assessment for condemnation.
- iv. After the due verification, spare parts will be handed over to BERC Engineer which will be handed over to the store keeper of concerned Medical Equipment Repair Workshop to be kept in store.
- v. A separate module in BERC CMMS may be created for inventory of cannibalized spare parts. Picture and complete detail of spare parts along with the part number, part name, revision (if any) and model of the name unit may be uploaded on the CMMS.



- vi. BERC Contact Centre will identify the pending complaints which needs the exact cannibalized spare parts based on the service reports. The same will be conveyed to concerned BERC Engineer to make the biomedical equipment functional.
- vii. In case surplus/obsolete biomedical equipment is found dismantled in working condition in any health facility of P&SHD, following committee is hereby nominated to assess the need of the biomedical equipment in any other health facilities under P&SHD or to be kept in the same facility till decision of said committee:
- Provincial Coordinator, BERC (Convener)
  - Director, MERW (of concerned zone) (Member)
  - Technical Officer, Procurement Cell, P&SHD
  - Medical Superintendent/In-charge of borrowing health facility (Member)
  - Medical superintendent/In-charge of lending health facility (Member)
  - Audit & Account Officer, Development Wing, P&SHD (Member)
  - Any Co-opted member


**BY THE ORDERS OF SECRETARY  
PRIMARY & SECONDARY HEALTHCARE  
DEPARTMENT**

**NO. & DATE EVEN**

A copy is forwarded for information and further necessary action to:

- The Chief Executive Officer Punjab Health Facilities and Management Company, Lahore.
- Project Director, BERC.
- Project Director, HISDU, P&SHD with the request to email this copy to all Chief Executive Officers, District Health Authorities Punjab, Medical Superintendents to DHQ & THQ Hospitals and In-charges of Rural Health Centers working under the administrative control of Primary and Secondary Healthcare Department.
- Procurement Specialist, Procurement Cell, P&SHD.
- P.S.O to Secretary, P&SHD.
- P.S.O to Secretary, SH&ME Department
- P.A to Special Secretary, P&SHD.
- P.A to Additional Secretary (Admn.), P&SHD.
- P.A to Additional Secretary (Technical), P&SHD.
- P.A to Additional Secretary (Drugs Control), P&SHD.
- Director Operations, Central, North and South, Project Management Unit (PMU).

  
16.02.2021  
**DIRECTOR (BERC)**  
**BIOMEDICAL EQUIPMENT RESOURCE CENTRE**

  
16-02-2021