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SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.

No. SPMCIL/VIG/3/09/01

Dated: 08.04.2009

OFFICE MEMORANDUM

Sub: Condemnation and disposal procedure of the Computer Systems and Magnetic Tapes.

This is to convey the decision of the competent authority that once condemned, all damaged and unusable memory media including Magnetic Tapes / Cassettes / Floppies / Cartridge Tapes / Pen drives / Hard disks, etc. which are used to store data (Classified or unclassified) should be broken into pieces and destroyed by burning and a record of such destruction should be maintained.


(Ramakant Dixit)
Dy. Chief Vigilance Officer

All GMs/HOD's
All Mints/Presses/Paper Mill
SPMCIL.

CC to:

1. ES to CMD
2. Director (T) / Director (F) / Director (HR)