

GOVERNMENT OF ODISHA
DEPARTMENT OF INFORMATION TECHNOLOGY

No. 2363 AT
IT-I-115/2014

Bhubaneswar
Dated 25.09.14

From P.K Jena, IAS
Principal Secretary to Government

To Additional Chief Secretaries
Principal Secretaries
Commissioner-cum-Secretaries
All Departments

The Special Secretary, GA Department
The Secretary, Works Department / MSME Department
All Directors / All RDCs / All Collectors

Sub: Guideline for disposal of E-Waste under E-Waste (Management & Handling) Rules, 2011.

Madam / Sir,

In inviting a reference to the above cited subject, I am to say that the Ministry of Environment and Forests, Govt. of India has notified the e-Waste (Management and Handling) Rules, 2011 under the Environment (Protection) Act, 1986 and the same is effective from 1st May, 2012. It is to mention that State Government Offices have been designated as Bulk Consumer of Electronic equipment, and therefore comes under the purview of above mentioned Rules. As per the provision of the e-Waste Rules, all State Government Offices are required to ensure that the E-Waste generated is channelized through State Pollution Control Board's authorized Collection Centers, Registered dismantlers, Registered Recyclers.

Forest & Environment Department, Government of Odisha vide Office Order No.25307 / F&E/ENV-1-2/2013 Dated 05/12/2013 & No.ENV-1-2/2013/9899-F&E, Dated 31/03/2014 has notified the guideline for disposal of E-Waste from Government Offices with due concurrence of Finance Department. Copy of the Guideline is enclosed for reference. The list of Collection Centers, authorized by the State Pollution Control Board, Odisha is available in the website of the SPC Board (www.ospcbboard.org).

It is therefore, requested to adhere to the guideline enclosed for disposal of e-Waste in your Department / Offices for necessary compliance of the provisions of the E-Waste Rule and circulates the same to all the Subordinate Offices under your administrative control for implementation.

Yours faithfully,

Memo No. 2364 AT

[Signature]
Principal Secretary to Government
Dated 25.09.14

Copy forwarded to the Director, Environment-Cum-Special Secretary to Government, Forest & Environment Department with reference to his letter No.9899 dated 31/05/2014 / Member Secretary, Odisha State Pollution Control Board with reference to letter no.11799 dated 21/07/2014 for information and necessary action.

[Signature]
Principal Secretary to Government

PTO

Memo No. 2367 /IT

Dated 25-09-14

Copy along with copy of guidelines on e-Waste issued by Government of India forwarded to the General Manager (Admn.), OCAC, Bhubaneswar for information and necessary action.

[Signature]
25/9/14

Deputy Secretary to Government

Forest and Environment Department, Govt. of Odisha
 No.25307/F&E/ENV-I-2/2013, Dtd.05-12-2013 and
 No.ENV-I-2/2013/9899-F&E, Dtd.31-05-2014
 Guidelines for Disposal of E-Waste from Govt. Offices

- a) The electrical and electronic items covered under the e-waste (Management and Handling) Rules, 2010 as listed in Schedule 1, which have completed the service for prescribed life of the equipment for five years whichever is later and have become un-serviceable will be considered as e-waste.

Explanation: If the equipment is serviceable even after 5 years, it is to be retained and cannot be declared as e-waste. Further, if the equipment has become un-serviceable before 5 years, attempts shall be made for its rectification to make it serviceable and in no case equipment will be declared as e-waste before putting 5 years of service. However, in exceptional case, if equipment is un-serviceable before 5 years and required to be declared as e-waste, original equipment manufacturer (OEM) shall certify it as un-serviceable.

- b) Proposed e-waste items will be enumerated by the personnel in charge such store in the following format.

Sl. No	Item / Manufacturer Sl. No. of the item (if any)	Date of Purchase	Date of Use	Period of Use	Remarks

- c) The proposed e-waste items will be physically inspected by a 3-membered committee which will be constituted in each office/department, consisting of following persons i.e. (i) a person well conversant with such equipments including hardware, (ii) a person dealing with Finance matter (iii) a person in charge of store.
- d) The committee after physically inspecting the items will certify for declaring the said store / stock as e-waste.
- e) The committee may convene its meeting at least once in a year.
- f) The committee will submit its report to Head of Office / Head of Department, as the case may be, for declaring the e-waste.
- g) Head of Office / Head of Department will declare "e-waste by an office order.
- h) E-Waste so generated should be offered to the collection centres authorized by the State Pollution Control Board, registered Dismantler and Recycler or pick up and take-back service provider by the producer. If there is more than one authorized collection centre or registered Dismantler and Recycler, then the e-waste is to be offered to the collection center or registered Dismantler and Recycler who offers the highest premium for taking the e-waste.
- i) Notwithstanding the procedure mentioned above the department / office concerned may take necessary steps for disposal of the e-waste by availing buy back facility when purchases are made from the same manufacturer.