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GOVERNMENT OF ODISHA  
FOREST & ENVIRONMENT DEPARTMENT

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Env.-1-70/2016- 1835 /F&E, Dt. 25.1.18

**Sub: Guidelines for Disposal of E-Waste from Govt. Offices/ State Govt. undertaking as per E-waste (Management) Rules, 2016**

As per Rule 9 of E-waste (Management) Rules, 2016 and offices of the State Government and Undertakings are required to comply the provisions of the E-waste (Management) Rules, 2016, since they have been declared as bulk consumers of Electrical and Electronic Equipments (EEE). The Electrical and Electronic Equipments (EEE) covered under the E-waste (Management) Rules 2016 as listed in Schedule-1 of the Rules include (i) Information Technology (IT) and Telecommunication Equipment and (ii) Consumer Electrical and Electronic Products including their components, consumables, parts and spares. The end-of-life of the EEE is to be evaluated as per the average life specified in Implementation Guidelines of the Central Pollution Control Board which is annexed as Annexure-A.

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*25/1/18*  
Provided that if the equipment is serviceable even after its end-of-life period as mentioned in Annexure-A, it is to be retained and cannot be declared as e- Waste. Further, if the equipment has become unserviceable before its end-of- life period as mentioned in Annexure-A, attempts shall be made for its rectification to make it serviceable and in such case, equipment will not be declared as E-Waste. However, in case the equipment is unserviceable before its end-of-life period as mentioned in Annexure-A, then the original Equipment Manufacturer (OEM) shall certify it as unserviceable after which it would be declared as E-Waste.

*Sethi*  
25.1.18  
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**Guidelines:**

(b) E-Waste items will be enumerated by the personnel in charge of store in the following format.

Sl. No	Item		Date of Purchase	Date of installation	Date of last use	Period of use	Remarks
	Description of the item includes model make	Manufacturer of the Item					

- (b) The E-Waste items will be physically inspected by a three-membered committee which will be constituted in each office/department, consisting of following persons i.e. (i) a person well conversant with such equipments, (ii) a person dealing with Finance matter (iii) a person in charge of store.
- (c) The committee after physically inspecting the items will certify for declaring the end-of-life equipment as E-Waste. The committee may convene its meeting at least once in a year.
- (e) The committee will submit its report to Head of office / Head of Department, as the case may be, for declaring the E-Waste. Head of office / Head of Department will declare "E-Waste" by an office order.
- (e) The E-waste so generated shall be channelized to the producer / dealer through buy-back arrangement or take-back system or exchange scheme or Deposit Refund System (DRS) under Extended Producer Responsibility (EPR). The producer having EPR Authorization from Central Pollution Control Board will be responsible for collection of E-Waste. The Authorized Extended Producer Organization (EPO), engaged by the producer may also collect E-Waste. In addition to the above, the Refurbisher / Dismantler / Recycler having valid Authorization from the State Pollution Control Board shall also be allowed to collect E-waste. All the above organizations can collect E-waste through highest premium for taking the E-Waste.

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(218)

(f) All the State Govt. Dept. / State Govt, undertaking offices shall file annual returns in Form-3 (Attached) to the State Pollution Control Board, Odisha on or before 30<sup>th</sup> day of June following the financial year to which that return relates. In case, Govt. Office/ undertaking has multiple offices in the State, the Head of Office may file one compiled annual return for all the offices under his supervision/control or individual officers may file annual return separately to State Pollution Control Board, Odisha as decided by the Head of office on or before 30<sup>th</sup> day of June following the financial year to which that return relates.

(h) The amount to be collected from disposal of e-waste from Government offices are to be deposited in State Exchequer following due procedure.

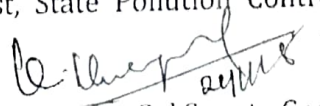
The above guidelines shall be followed scrupulously by all Government Offices and Undertaking Offices etc. from the date of its issue.


By order of the Governor

Sd/- S.C. Mohapatra  
Addl. Chief Secretary to Government  
(approved electronically)

Memo No. 1836 /F&E, dt. 25.1.18

Copy along with Guidelines and Annexures forwarded to All Members of E-Waste Management Committee (Dr. D. Roy, Sr. Scientist (EE), F&E Department/ Sri P.K. Panda, Under Secretary to Government, Finance Department/ Sri L.K. Acharya, Under Secretary to Government, E& I.T. Department/ Sri P.L. Nayak, Under Secretary to Government, Industries Department/ Dr. D.K. Behera, Sr. Scientist, State Pollution Control Board, Odisha

  
Director, Env.-cum-Spl.Secy.to Government

  
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212  
Memo No. 1837 /F&E, dt. 25.1.18


11 Copy along with Guidelines and Annexures forwarded to ✓ All Departments/ All R.D.Cs/ All Heads of the Department/All Collectors for information and necessary action. The Departments are requested to forward copies of these guidelines to all sub-ordinate offices/organizations under their administrative control for immediate compliance.

  
Director, Env.-cum-Spl.Secy.to Government

11 Memo No. 1838 /F&E, dt. 25.1.18

Copy along with Guidelines and Annexures forwarded to the Member Secretary, State Pollution Control Board, Odisha for information and necessary action with reference to his Letter No.15235, dt. 21.11.2017.

  
Director, Env.-cum-Spl.Secy.to Government

  
25.10.2017  
Principal  
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