

**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.