

**TRIPURA**  **GAZETTE**

*Published by Authority*  
**EXTRAORDINARY ISSUE**

---

*Agartala, Saturday, December 31, 2022 A. D., Pausa 10, 1944 S. E.*

---

PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF INFORMATION TECHNOLOGY**  
ITI ROAD, INDRANAGAR, AGARTALA-799006.

No.F.5(60)/DIT/Actt/2022/5386-5508

Dated, Agartala the 22 / 12 / 2022.

**NOTIFICATION**

**Subject: Introduction of Guidelines regarding disposal of e-waste from Govt. offices/ State Govt. undertaking as per E-Waste (Management) Rules, 2016.**

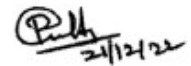
The Governor is pleased to accord approval to the introduction of the Guidelines regarding disposal of e-waste from Govt. offices/State Govt. undertaking as per E-Waste (Management) Rules, 2016 as per the details appended with this notification.

The guidelines will address the safe and environment friendly handling, transportation and disposal of e-Waste generated in the State Govt. Department/offices thereby to control the environmental pollution due to e-waste in Tripura.

The guidelines shall be applicable to every State Govt. Department/Directorate/Offices/ Organisations/ State Govt. undertaking of Tripura.

The Guidelines shall come into effect from the date of notification in the whole of Tripura and shall remain in force until further order.

**By order and in the name of the Governor**



(Puneet Agarwal)  
Principal Secretary, IT  
Govt. of Tripura

**1. Introduction:**

E-waste means electrical and electronic equipment, whole or in part discarded as waste by the consumer or bulk consumer as well as rejects from manufacturing, refurbishment and repair processes.

E-Waste (Management) Rules, 2016 were published by the Government of India in the Ministry of Environment, Forest and Climate Change vide number G.S.R. 338(E), dated 23<sup>rd</sup> March, 2016 to address the safe and environment friendly handling, transporting, storing, recycling of e-waste. As per Rule 9 of E-Waste (Management) Rules, 2016, 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 Equipment covered under the E-Waste (Management) Rules, 2016 as listed in Schedule-1 of the Rules include:

- (i) Information Technology(IT) & 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 estimated as per the average life specified in Implementation Guidelines` of the E-waste (Management) Rules, 2016 by Central Pollution Control Board, Delhi which is annexed as **Annexure-A**.

**2. Vision:**

Addressing the safe and environment friendly handling, transportation and disposal of e-waste generated in the State Govt. Department/offices of Tripura and thereby to control the environmental pollution due to e-waste.

**3. Short Title:**

These guidelines may be called the “**Guidelines regarding disposal of e-waste from Govt. offices/ State Govt. undertaking as per E-Waste (Management) Rules, 2016**”.

**4. Commencement and Duration:**

The Guidelines shall come into effect from the date of notification in the whole of Tripura and shall remain in force until further order.

**5. Applicability**

The Guidelines shall be applicable to every State Govt. Department/Directorate/ Offices/ Organisations/ State Govt. undertaking of Tripura.

**6. Definitions:**

In the guidelines, unless the context otherwise requires, -

- i. **'Authorisation'** means permission for generation, handling, collection, reception, storage, transportation, refurbishing, dismantling, recycling, treatment and disposal of e-waste, granted to manufacturer, dismantler, refurbisher and recycler;
- ii. **'Component'** means one of the parts of a sub-assembly or assembly of which a manufactured product is made up and into which it may be resolved and includes an accessory or attachment to another component;
- iii. **'Consumables'** means an item, which participates in or is required for a manufacturing process or for functioning of the electrical and electronic equipment and may or may not form part of end-product. Items, which are substantially or totally consumed during a manufacturing process, shall be deemed to be consumables;
- iv. **'Channelization'** means to direct the path for movement of e-wastes from collection onwards to authorised dismantler or recycler.
- v. **'Dismantler'** means any person or organisation engaged in dismantling of used electrical and electronic equipment into their components and having facilities as per the guidelines of Central Pollution Control Board and having authorisation from concerned State Pollution Control Board;
- vi. **'End-of-life'** of the product means the time when the product is intended to be discarded by the user;
- vii. **'Electrical and electronic equipment'** means equipment which are dependent on electric current or electro-magnetic field in order to become functional;
- viii. **'E-waste'** means electrical and electronic equipment, whole or in part discarded as waste by the consumer or bulk consumer as well as rejects from manufacturing, refurbishment and repair processes;
- ix. **'Extended Producer Responsibility'** means responsibility of any producer of electrical or electronic equipment, for channelization of e-waste to ensure environmentally sound management of such waste. Extended Producer Responsibility may comprise of implementing take back system or setting up of collection centres or both and having agreed arrangements with authorised dismantler or recycler either individually or collectively through a Producer Responsibility Organisation recognised by producer or producers in their Extended Producer Responsibility - Authorisation;
- x. **'Extended Producer Responsibility - Authorisation'** means a permission given by Central Pollution Control Board to a producer, for managing Extended Producer Responsibility with implementation plans and targets outlined in such

authorisation including detail of Producer Responsibility Organisation and e-waste exchange, if applicable;

- xi. **'Form'** means a form appended to the guidelines;
- xii. **'Part'** means an element of a sub-assembly or assembly not normally useful by itself, and not amenable to further disassembly for maintenance purposes. A part may be a component, spare or an accessory;
- xiii. **'Producer'** means any person who, irrespective of the selling technique used such as dealer, retailer, e-retailer, etc.;
- xiv. **'Recycler'** - means any person who is engaged in recycling and reprocessing of waste electrical and electronic equipment or assemblies or their components and having facilities as elaborated in the guidelines of Central Pollution Control Board;
- xv. **'Refurbisher'** for the purpose of these rules, means any company or undertaking registered under the Factories Act, 1948 or the Companies Act, 1956 or both or district industries centre engaged in refurbishment of used electrical and electronic equipment;
- xvi. **'Schedule'** means the Schedule appended to these rules;
- xvii. **"Spares"** means a part or a sub-assembly or assembly for substitution which is ready to replace an identical or similar part or sub-assembly or assembly including a component or an accessory.

**7. Guidelines:**

**1. Preparation of a list of un-serviceable materials:**

Un-serviceable materials will be enumerated and list will be prepared by the personnel in charge of store of State Govt. Offices/ Officer-In-Charge of stores in the following format.

Sl. No.	Item		Date of Purchase	Date of installation	Date of last use (if known)	Period of use	EOL of the material as per Annexure-I)	Whether OEM or authorized representative of OEM certified it as un-serviceable (yes/No)	Remarks (if any)
	Make, Model of the item, (If available)	Manufacturer of the item							

**2. Inspection & verification of un-serviceable items:**

The un-serviceable items will be physically inspected by a committee which will be constituted in each State Govt. Office/Department, consisting of following persons:-

- i. An officer of or above the rank of the Executive Engineer or a specialist in the Dept. having knowledge in Electronics and Computer items and approved by the Head of Department of the respective Administrative Department as per rule no. 28 (Disposal of un-serviceable material of Delegation of Financial Power Rules, 2019, Govt. of Tripura).
- ii. An officer dealing with Finance matter.
- iii. An officer in-charge of store.

**3. Declaration of E-waste materials:**

After physical inspection of the items, the above mentioned committee will certify for declaring the end-of-life equipment as e-waste based on the followings:-

- i. If the equipment is serviceable even after its end-of-life period, it is to be kept and cannot be declared as e-waste.
- ii. If the equipment has become un-serviceable before its end-of-life period, attempts shall be made for its rectification to make it serviceable and in such case; equipment will not be declared as e-waste.
- iii. However, in case the equipment is un-serviceable before its end-of-life period, then the Original Equipment Manufacturer (OEM) or authorized representative of OEM shall certify it as un-serviceable after which it would be declared as e-waste.
- iv. The committee will submit its report to Head of Department, as the case may be, for declaring the e-waste. Head of Department will declare "e-waste" by an office order.
- v. The committee may convene its meeting at least once in a year.

**4. Finalization of residual value:**

A. As per the list of e-waste material finalized as above, the above mentioned committee takes up the requisite measures to decide the estimated price/residual value of disposal of each of such items of the list.

- i. Such estimated prices for disposal may be acquired through receiving of informal quotations only from various vendors who deal with same kind of materials in the local market.
- ii. With such prices, a survey Report in **Form GFR-10 (attached)** showing the reserved value of the said e-waste materials is formulated.
- iii. Then, said Survey Report after necessary certification along with due recommendation by

the Head of Office (HOO) is forwarded to the competent authority concern for accord of necessary approval.

OR

- B. The committee shall consider the approved rate of e-waste materials for collection & disposal of e-waste of all the Government Departments/Organizations\PSU\Institutions issued by Tripura State Pollution Control Board time to time. In that case, no need to finalization of residual value of e-waste.

**5. Channelization of e-waste:**

- A. Channelization of e-waste through approved rate of TSPCB:

All the Government Departments/Organizations\PSU\Institutions etc. may consider the approved rate of e-waste materials issued by Tripura State Pollution Control Board and dispose e-waste through the authorized agency engaged by the Tripura State Pollution Control Board time to time.

OR

- B. Channelization of e-waste through auction:

The e-waste so generated and fixed up with reserve price\value shall be channelized to the producer\ authorised dealer\ refurbisher\ dismantler\ recycler through invitation of auction (IOA). While taking part to such call of auction, followings are the important criteria to be fulfilled by each of said categories to which the e-waste is to so dispose of:-

- a. The producer having Extended Producer Responsibility (EPR) authorization from Central Pollution Control Board/ State Pollution Control Board should be allowed for collection of E-Waste.
- b. The authorized Extended Producer Organization (EPO), engaged by the producer may also collect e-waste.
- c. The Refurbisher/ Dismantler/Collection Centre/Recycler having valid authorization from the Central Pollution Control Board/ State Pollution Control Board shall also be allowed to collect e-waste.
- d. Common Facility Centers (CFC)/ e-waste Recycling Clusters would be set-up across the State to upgrade informal sector in the e-waste value chain in order to improve skill set and handhold with requisite technologies as per D.O. letter vide no. GG 11/12/2021-R&D-E dated 2nd May, 2022. The e-waste generated shall also be channelized to the Common Facility Center (CFC) having valid authorization from the Central Pollution Control Board/ State Pollution Control Board as per guidelines of CFC/ State Pollution Control Board/

Central Pollution Control Board. CFC having e-waste collection, dismantling, segregation, recycling facilities shall be allowed to recycle the e-waste using cost-effective e-waste recycling technologies (PCB, Li-ion battery and plastic recycling).

**i. Invitation of Auction(IOA)**

After finalization of residual value for the e-waste items, the HOO/HOD of concerned Dept or TSPCB or individual offices may invite auction with wide publicity for the e-waste items.

A comparative statement of the quotations/bids as received on such invitation of Auction is prepared and the quotation/bid with highest quoted price/value is then recommended for acceptance from the competent authority concern as per DFPRT, 2019.

As the disposal of e-waste is necessarily required to bring under buy-back mechanism considering the point of environmental hazards being of highest concern, for taking participation in the Invitation of Auction to be called on, the Companies /Manufacturers of such items of the e-waste may be specifically but officially pursued beyond the wide publicity of the IOA as per applicable norms.

**ii. Disposal of materials under IOA**

Such acceptance is communicated to the successful quotationer requesting him to deposit the same amount to his quoted value within a reasonable period of time. Once the requisite amount is deposited, the successful quotationer is then asked to lift the materials under the IOA (Invitation of Auction) within a time-frame as desired by the authority inviting the auction.

**6. Initiation of proposal for Write Off Losses**

After disposal of materials, the difference between estimated dispose rate and actual disposal costs should be ascertained and proposed for write off sanction which should be supported by another Survey Report once again. Sanction of such write off losses is to be accorded from the Competent Authority concern as per delegation of power under DFPRT, 2019.

**7. Competency for approval of Write Off of Losses**

The Administrative Department shall be competent to write off losses up to Rs. 1,00,000/- (Rupees One Lakh) in respect of the Department/ PSU/Statutory Bodies etc. under it, without prior approval of the Finance Department as far as disposal of e-waste and unserviceable electronic material is concerned and for losses more than Rs.1,00,000/- (Rupees One Lakh), the approval of Council of Ministers shall be necessary after the concurrence of the Finance Department.

Provided, the Head of the Administrative Department will satisfy that the losses were not a consequence of the gross negligence or casual approach or connivance in any criminal act on part of any employee(s) dealing with the Government stock or money.

**8. Buy back offer**

When it is decided to replace an existing old item(s) with a new/better version, the Department may trade the existing old item while purchasing the new one by issuing suitable bidding documents for this purpose. The condition of the old item, its location and the mode of its handing over to the successful bidder are also to be incorporated in the bidding document. Further, the bidder should be asked to quote the prices for the item (to be offered by them) with rebate for the old item and also, without any rebate (in case they do not want to lift the old item). This will enable the Department either to trade or not to trade the old item while purchasing the new one. (Relevant rules of GFR).

**9. Filing annual return to TSPCB:**

All the State Govt. Dept. /State Govt. undertaking offices will file annual returns regarding the total quantity of e-waste collected or channelized to recyclers or dismantlers for processing during the year for each category of electrical and electronic equipment(EEE) listed in **schedule-I** to the State Pollution Control Board on or before 30th day of June following the financial year to which that return relates as specified in the E-waste (Management) Rules, 2016 vide G.S.R. 338(E), dated the 23rd March, 2016 in the Gazette of India which is annexed as **Form-3**. State Pollution Control Board (TSPCB) may develop a portal for filing annual return by the concerned dept./directorate/office/establishment.

**10. Deposition of collected money in State Exchequer:**

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

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



Annexure-I

Average life of the Electrical and Electronic Equipment (EEE)

SL. No.	Categories of Electrical and Electronic Equipment	EEE Code	Average Life
(i)	Information technology and telecommunication equipment		
	Centralized data processing:	ITEW1	
	Mainframe		10 Years
	Minicomputer		5 Years
	Personal Computing: Personal Computers (Central Processing Unit with input and output devices)	ITEW2	6 Years
	Personal Computing: Laptop Computers (Central Processing Unit with input and output devices)	ITEW3	5 Years
	Personal Computing: Notebook Computers	ITEW4	5 Years
	Personal Computing: Notepad Computers	ITEW5	5 Years
	Printers including cartridges	ITEW6	10 Years
	Copying equipment	ITEW7	8 Years
	Electrical and electronic typewriters	ITEW8	5 Years
	User terminals and systems	ITEW9	6 Years
	Facsimile	ITEW10	10 Years
	Telex	ITEW11	5 Years
	Telephones	ITEW12	9 Years
	Pay telephones	ITEW13	9 Years
	Cordless telephones	ITEW14	9 Years
Cellular telephones	ITEW15		
Feature phones		7 Years	
Smart phones		5 Years	
Answering systems	ITEW16	5 Years	
(ii)	Consumer electrical and electronics:		
	Television sets (including sets based on (Liquid Crystal Display and Light Emitting Diode technology)	CEEW1	9 Years
	Refrigerator	CEEW2	10 Years
	Washing Machine	CCEW3	9 Years
	Air-conditioners excluding centralized air conditioning plants	CCEW4	10 Years
	Fluorescent and other Mercury containing lamps	CBEW5	2 Years

**Form-3**

**FORM FOR FILING ANNUAL RETURNS**

[To be submitted by producer or manufacturer or refurbisher or dismantler or recycler by 30<sup>th</sup> day of following the financial year to which that return relates]

**Quantity in Metric Tonnes (MT) and numbers**

1	Name and address of the producer or manufacturer or refurbisher or dismantler or recycler			
2	Name of the authorised person and complete address with telephone and fax numbers and e-mail address			
3	Total quantity of e-waste collected or channelised to recyclers or dismantlers for processing during the year for each category of electrical and electronic equipment (EEE) listed in the Schedule I (Attach list) by PRODUCERS			
	Details of the above	TYPE	QUANTITY	No
3(A)*	BULK CONSUMERS: Quantity of e-waste			
3(B)*	REFURBISHERS: Quantity of e-waste:			
3(C)*	DISMANTLERS: i. Quantity of e-waste processed (Codewise); ii. Details of materials or components recovered and sold; iii. Quantity of e-waste sent to recycler; iv. Residual quantity of e-waste sent to Treatment, Storage and Disposal Facility.			
3(D)*	RECYCLERS: i. Quantity of e-waste processed (Codewise); ii. Details of materials recovered and sold in the market, iii. Details of residue sent to Treatment, Storage and Disposal Facility.			
4	Name and full address of the destination with respect to 3(A)-3(D) above			
5	Type and quantity of materials segregated or recovered from e-waste of different codes as applicable to 3(A)-3(D)	TYPE	Quantity	

✓ Enclose the list of recyclers to whom e-waste have been sent for recycling.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the authorised person \_\_\_\_\_

**Note:-**

- (1) \* Strike off whichever is not applicable
- (2) Provide any other information as stipulated in the conditions to the authoriser
- (3) In case filing on behalf of multiple regional offices, Bulk Consumers and Producers need to add extra rows to 1 & 3(A) with respect to each office.

**SCHEDULE I**

Categories of electrical and electronic equipment including their components, consumables, parts and spares covered under the rules

Sr. No.	Categories of electrical and electronic equipment	Electrical and electronic equipment code
i.	<b>Information technology and telecommunication equipment :</b>	
	Centralised data processing: Mainframes, Minicomputers	ITEW1
	Personal Computing: Personal Computers (Central Processing Unit with input and output devices)	ITEW2
	Personal Computing: Laptop Computers(Central Processing Unit with input and output devices)	ITEW3
	Personal Computing: Notebook Computers	ITEW4
	Personal Computing: Notepad Computers	ITEW5
	Printers including cartridges	ITEW6
	Copying equipment	ITEW7
	Electrical and electronic typewriters	ITEW8
	User terminals and systems	ITEW9
	Facsimile	ITEW10
	Telex	ITEW11
	Telephones	ITEW12
	Pay telephones	ITEW13
	Cordless telephones	ITEW14
	Cellular telephones	ITEW15
	Answering systems	ITEW16
ii.	<b>Consumer electrical and electronics:</b>	
	Television sets (including sets based on (Liquid Crystal Display and Light Emitting Diode technology)	CEEW1
	Refrigerator	CEEW2
	Washing Machine	CEEW3
	Air-conditioners excluding centralised air conditioningplants	CEEW4
	Fluorescent and other Mercury containing lamps	CEEW5

**FORM GFR -10**  
 (Government of India's Decision under Rule-217(iii))  
 Report of Surplus, Obsolete and Unserviceable Stores for Disposal.

A/C-I OR A/C-II

Department : ..... Type of store (NC/LTAS) Upto Rs. 2,00,000.00

Item No.	Particulars of Stores	L.F.	Qty/weight	Book value/Original Price	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction/otherwise	Remarks / Residual Value
1	2	3	4	5	6	7	8	9
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
	Total							

Signature ..... Approved  
 Name/Desg : Member Member Member Member H.O.D Director