

# E-WASTE POLICY



## **GURUGRAM UNIVERSITY, GURUGRAM**

*(A State Govt. University established under Haryana Act 17 of 2017)*

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**E-WASTE POLICY - 2023  
OF  
GURUGRAM UNIVERSITY, GURUGRAM**

No. \_\_\_\_\_  
Dated \_\_\_\_\_

**Definition of E-Waste:** Electronic waste (e-waste) means waste electrical and electronic equipment whole or in-part or rejects from their manufacturing and repair process, which are intended to be discarded.

**Steps followed by the University to dispose-off E-Waste:**

- The University awards the contract for Electrical/Electronic Goods Recycling to HARTRON/Govt. Empanelled Vendors.
- Secretariat for Information Technology, Govt. of Haryana superseded policy vide letter no. 03/20/2000/3SIT/2242 dated 28-04-2011 and released new policy for disposal/obsolete/condemnation of Telecommunication & Computing/IT products, Electronics items etc vide letter no. 03/20/2000/3SIT/2769 dated 06-10-2015 (Copy Enclosed).
- University all departments/central services/branches follow e-waste policy-2023.

University all departments/ central services/ branches will take consideration of the following -

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries, Equipment supporting Cables	As per usage. No. residual value determined. However, proper inventories of purchase, issue and final use/disposal etc. would be maintained in order to keep an accounting system.
II	Low life/Fast obsolescence products	Mobile Phones	Two years
		Laptops, Notebook, Ultra-book, Chrome-book, convertible, Notepad, Tables, phablet, Pen Drive, External Hard Disk Drive	Three years in case of Laptops, Notebook, Ultra-book chrome-book, convertible Notepad , Tables, phablet, Pen Drive,

		(HDD) Keyboard, Mouse ,Electronic Touch screen pen and pointer etc.	HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/Medium life products	Servers, Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, Routers, UPS System etc.	Five years for replacement.
IV	Slow obsolescence/long life products	Fax, EPBAX, Electronic items such as cameras, TVs, Access points, Networking Switches, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, Ms-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given in para2(v) in mentioned letter in Under Note.
<b>Note :</b>	The above-mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose.		
	<b>Before obsoleting/disposal/condemnation equipment , All University departments/branches will take consideration of the disposal/obsolete policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2769 dated 06-10-2015</b>		

The items comes under e-waste are obsoleted/discarded consumer electronic equipment Mobile Phones, Laptops, Notebook, Ultra-book, Chrome-book, Convertible, Notepad, Tables, phablet, Pen Drive, External Hard Disk Drive (HDD), Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries, Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS System/ Fax, EPBAX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.

1. All departments/branches will be responsible to dispose of their e-waste equipment at their own level as per the policy notified above or in the light of amendment in e-waste policy of following agencies, if any in future.

- a. Department of Information Technology Electronics & Communication, Haryana <http://haryanait.gov.in>
  - b. Haryana State Pollution Control Board, Panchkula <https://hspcb.gov.in>
  - c. Central Pollution Board, Delhi <https://cpcb.nic.in>
2. All departments/branches will write-off/condemn items with the approval of competent authority as per University purchase guidelines.
  3. The condemnation/write-off committee will be formed on the basis of already framed University purchase guidelines circulated by the University.
  4. Department/Branch will send the details of disposal/obsoleting /condemnation equipment directly to the HARTON, Chandigarh through General Branch and inform the same to Regional Officer HSPCB 3rd Floor, HSIIDC Office, Complex, IMT Manesar, Gurugram(S) on their prescribed format.
  5. The details of University e-Waste policy will be downloaded from the University website web-link <http://www.gurugramuniversity.ac.in/admin/policy.php>.
  6. List of dismantlers in the State of Haryana - Registered/Authorized under E-Waste (Management and Handling) Rules, 2011 or E-Waste Rules 2016 or List of Units to whom Registration Certificate-cum-Pass Book Granted for Re-finishing/Recycling of Hazardous Waste under E-Waste <https://hspcb.gov.in/ewasteR>
  7. e-waste (Management) Rules, 2016 <https://cpcb.nic.in/e-waste/>

Chairperson, CSE

Chairperson, EVS

Incharge, UCDAC

SDO

Incharge, CWN

Deputy Registrar, General Branch

Programmer, UCDAC