Council of Scientific and Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. : 5-1(17)/2008-PD Date: 07.10.2026

OFFICE MEMORANDUM

Sub : Guidelines for "Effective Collection, Segregation and Disposal of E-Waste in Government Offices/Departments" during Special Campaign 6 – reg.

The undersigned is directed to state that the Competent Authority has accorded approval to forward the Office Memorandum No. 12/153/2026-HSM dated 28th September, 2026 on the above subject issued by Ministry of Environment, Forest and Climate Change, Government of India to all CSIR Labs./Instts./Units for information, guidance and compliance.

07/10/2026

Vandana Digvijay Singh
Deputy Secretary (PD)

Encl. : As above
Copy to:

1. The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
2. Dr. Mayank Mathur, Nodal Officer and Chief Scientist, CSIR Hqrs.
3. CSIR Website
4. Office copy

F. No. 12/153/2026-HSM
Government of India
Ministry of Environment, Forest and Climate Change
Hazardous Substances Management Division

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi – 110003
Date: 28th September, 2026

OFFICE MEMORANDUM

Subject: Guidelines for ''Effective Collection, Segregation and Disposal of E-Waste in Government Offices/Departments'' during Special Campaign 6 - reg.

The undersigned is directed to state that Special Campaign 6, scheduled to be undertaken from 02.10.2026 to 31.10.2026, lays particular emphasis on the effective collection, segregation and environmentally sound disposal of e-waste generated in Government offices/Departments.

2. In this regard, the Ministry of Environment, Forest and Climate Change (MoEFCC) has prepared the Guidelines for ''Effective Collection, Segregation and Disposal of E-Waste in Government Offices/Departments", with a view to facilitating systematic and environmentally sound management of e-waste during the Special Campaign 6.

3. The aforesaid Guidelines are enclosed herewith for information, guidance and necessary action. All concerned offices/Departments are requested to ensure appropriate implementation of the Guidelines and to take necessary measures for effective collection, segregation and disposal of e-waste in accordance with the applicable provisions and prescribed procedures.

This issues with the approval of the competent authority.

Encl.: As above.

(Dr. Vinod Kumar Singh)
Scientist 'F'
Tel.: +91-11-20819342
Email: vinodsingh.77@gov.in

To:

1. All Ministries/Departments of Government of India.
2. All Nodal Officers of Special Campaign 6.

Copy to:

1. CPCB, with a request to ensure necessary coordination among producers, recyclers, refurbishers and Government Offices/Departments for effective collection, segregation and disposal of e-waste during Special Campaign 6.
2. Swachhata Abhiyan Cell, MoEF&CC, with a request to circulate the Guidelines to all Nodal Officers of Special Campaign 6 within Ministry and Attached/Subordinate Offices and Organizations under the Ministry.
3. GA Section, MoEF&CC, with a request to ensure implementation of the Guidelines within the Ministry.

4. Media Cell, MoEF&CC, with a request for wider publicity of the Guidelines.
5. IT Cell, MoEF&CC, with a request to upload the Guidelines on the Ministry's website.

Copy for information to:

1. Secretary, DARPG, Govt. of India.
2. PSO to Secretary, MoEF&CC.
3. PPS to AS(HSMD), MoEF&CC.
4. PPS to JS(HSMD), MoEF&CC.

GUIDELINES FOR EFFECTIVE COLLECTION, SEGREGATION AND DISPOSAL OF E-WASTE IN GOVERNMENT OFFICES / DEPARTMENTS

1. Background

Electrical and electronic equipment (EEE) such as computers, laptops, printers, scanners, photocopiers, telephones, servers, networking equipment, televisions, air-conditioners, UPS systems and other electronic devices are extensively used in Government offices/departments. At the end of their useful life, such equipment may become e-waste.

Improper disposal of e-waste, including disposal along with municipal waste, burning, dismantling by unauthorised persons or sale to informal scrap dealers and recycling through informal recyclers using crude and unscientific recycling process may result in environmental pollution, occupational risks and loss of valuable recyclable resources.

Ministry of Environment, Forest and Climate Change has notified the E-Waste (Management) Rules, 2022 in November, 2022 in supersession of the E-Waste (Management) Rules, 2016 and the same is in effect from 01.04.2023. These Rules ensure environmentally sound management of e-waste as listed under **Schedule-I** of the said rules and promote refurbishing and recycling through registered entities.

The rules outline the roles and responsibilities of all the stakeholders such as Producers, Recyclers, Refurbishers, Manufacturers, Government Agencies, Urban Local Bodies (ULBs), Consumers and Bulk Consumers etc. involved in the management of e-Waste. The rules have defined Bulk Consumers as any entity which has used at least one thousand units of electrical and electronic equipment listed in **Schedule I**, at any point of time in the particular Financial Year.

The rule further stipulates that Bulk consumers of electrical and electronic equipment listed in Schedule I shall ensure that e-waste generated by them shall be handed over only to the registered producer, refurbisher or recycler.

The Government offices/department should establish a systematic mechanism for **prevention, reuse, segregation, collection, storage, data security, disposal and recycling of e-waste**.

2. Objectives

The objectives of these Guidelines are to:

- Ensure environmentally sound management of e-waste generated by the Government offices/departments.
- Promote maximum possible **reuse, repair, refurbishment and life extension** of electrical and electronic equipment.
- Prevent disposal of e-waste along with municipal solid waste.

- Ensure that e-waste is handed over only to **registered recyclers or other entities permitted under applicable rules**.
- Ensure safe storage, handling and transportation of e-waste.
- Protect confidential Government information contained in computers, storage devices and other electronic equipment.
- Maintain proper records of e-waste generated and disposed.
- Promote resource recovery and the principles of circular economy.

3. Scope

These Guidelines shall apply to all the Ministries/Departments, attached and subordinate offices, field offices, institutions, laboratories, Government establishments and other offices under the administrative control of the concerned Government Organization. The Guidelines shall cover electrical and electronic equipment used in offices, including but not limited to:

- Desktop computers and laptops;
- Monitors and display units;
- Printers, scanners and photocopiers;
- Servers, routers, switches and other networking equipment;
- Telephones, mobile phones and communication equipment;
- UPS systems and electronic power equipment;
- Air-conditioners and other office electrical appliances;
- Televisions and audio-visual equipment;
- Electronic laboratory and testing equipment;
- Cables, chargers, adapters and electronic accessories;
- Electronic components, peripherals and spare parts; and
- Other electrical and electronic equipment covered under the applicable E-Waste Rules.

Note: *Waste batteries are regulated separately under the Battery Waste Management Rules, 2022 and should be managed as per the provisions stipulated therein rather than being mixed with general e-waste.*

4. Definitions

All definitions and terminology used in these Guidelines are in accordance with the **E-Waste (Management) Rules, 2022,** as amended from time to time, and shall have the same meaning as specified under the said Rules.

5. Guiding Principles

For effective management of E-Waste, the Government offices/departments shall follow the following hierarchy:

Reduce → Reuse → Repair → Refurbish → Recycle

Disposal shall be considered only after reasonable opportunities for reuse, repair or refurbishment have been exhausted.

The following approach shall be followed for management of E-waste:

- E-waste shall not be mixed with municipal solid waste.
- E-waste shall not be burnt, buried or dismantled within Government office premises.
- E-waste shall not be handed over to unauthorized scrap dealers or informal dismantlers.
- Equipment containing confidential information shall not be disposed of without proper data sanitization.
- Disposal shall be carried out in a transparent and documented manner and valuable components and materials should be recovered only through registered recycler.

6. Identification and Inventory of Electrical and Electronic Equipment (EEE)

Each Government office/department shall maintain an inventory of electrical and electronic equipment.

The inventory shall contain following details:

Sl. No.	Particulars	Details
1	Name/type of equipment	Computer/Laptop/Printer etc.
2	Make and model	
3	Serial/Asset No.	
4	Date of purchase	
5	Department/Section	
6	Present condition	Working/Repairable/Unserviceable
7	Decision	Reuse/Repair/Refurbish/Dispose
8	Date declared obsolete EEE	
9	Date handed over	
10	Recycler/agency details	
11	Weight and quantity	(kg and Nos)
12	Disposal/recycling document	

The inventory should be reviewed periodically to identify equipment that is obsolete, non-functional or beyond economical repair.

7. Prevention and Reduction of E-Waste

Government offices/department should adopt the following measures:

7.1 Responsible Procurement

- Procure durable and energy-efficient equipment.
- Prefer equipment with longer expected service life and availability of spare parts.
- Avoid unnecessary procurement of duplicate or low-utilization equipment.
- Consider repairability, upgradeability and end-of-life management while procuring equipment.
- Wherever practicable, incorporate appropriate environmental and e-waste management requirements in procurement documents.
- Prefer refurbished equipment, wherever possible with proper warranty to encourage use of refurbished products

7.2 Extending Useful Life

Before declaring equipment as e-waste, the office should assess whether it can be:

- repaired;
- upgraded;
- reassigned to another section;
- refurbished; or
- redeployed for less demanding applications.

8. Procedure for Declaration of E-Waste

Equipment shall not be declared as e-waste merely because it is old. Before disposal, the concerned office/department should determine whether:

1. the equipment is functional;
2. it can be repaired economically;
3. it can be upgraded;
4. it can be transferred/redeployed to another Government office;
5. it can be refurbished; or
6. it has reached the end of its useful life and is required to be disposed of.

Note: *List of EEEs with average life is available at CPCB's E-Waste EPR Portal* ***at https://eprewaste.cpcb.gov.in/#/notified***

9. E-Waste Collection and Segregation

Once equipment is identified for disposal as e-waste:

- Maintain EEE-wise records/inventory of obsolete electrical and electronic equipment and examine such equipment to segregate **repairable/refurbishable and non-repairable items**.
- Priorities repair, refurbishment and reuse of repairable equipment, wherever technically and economically feasible, and maintain appropriate records of such equipment.

- Maintain a separate record of **non-repairable e-waste** and ensure that it is auctioned or handed over only to duly **registered producers, refurbishers or recyclers**, as applicable under the E-Waste (Management) Rules, 2022.
- Segregate e-waste from ordinary municipal waste and collect it at **designated and clearly labelled collection points** within the office premises. Different categories of e-waste should, wherever practicable, be segregated to facilitate proper handling and disposal.
- Provide dedicated **e-waste bins** for small electronic items such as mobile phones, headphones, accessories and Bluetooth devices, fluorescent and other mercury containing lamps wherever required.
- Remove batteries from electrical and electronic equipment, wherever safe and technically appropriate, and manage them separately in accordance with the applicable battery-waste management framework.
- Organise **periodic e-waste collection drives** to facilitate systematic collection and proper channelization of e-waste.
- Collect electrical and electronic equipment or e-waste not covered under Schedule I of the E-Waste (Management) Rules, 2022 separately and categorise and manage it in accordance with the applicable waste management framework.
- Ensure that e-waste collected through designated bins, collection points or collection drives is consolidated and channelized only through **registered entities** for appropriate reuse, refurbishment, recycling or disposal, as applicable.

10. Storage of E-Waste

- A designated **E-Waste Storage Area** should be established.
- The designated e-waste storage area shall be secure and accessible only to authorised personnel and shall be protected from rain, direct sunlight and other adverse weather conditions.
- The storage area shall have adequate ventilation, an impervious and non-leachable floor, suitable fire-safety arrangements, and clear signage indicating **"E-WASTE – FOR SCIENTIFIC DISPOSAL ONLY."**
- E-waste shall be stored in a manner that prevents its mixing with municipal waste or other waste streams and prevents unauthorised removal of equipment.
- Glass surfaces and other fragile components shall be adequately protected against breakage.
- Refrigerators and air-conditioners shall be handled carefully to prevent damage, leakage of refrigerant gases such as Chlorofluorocarbons (CFCs), Hydrofluorocarbons (HFCs) & hydrochlorofluorocarbons (HCFCs) and spillage of oils.
- Care shall be taken to prevent damage to cathode ray tubes (CRTs), fluorescent and mercury lamps, and equipment containing asbestos or ceramic fibre, including stoves, ovens and heaters.

- Spare parts and other components shall be kept in a safe and covered manner and shall not be left in exposed areas.
- Fluorescent and mercury lamps shall be sent to registered recyclers or, where a registered recycler is not available, to an authorised Treatment, Storage and Disposal Facility (TSDF), as applicable.
- Loading, transportation and unloading of e-waste shall be carried out carefully to prevent damage and to preserve its potential for reuse, refurbishment and recycling.
- E-waste should not be stored for unnecessarily long periods and should be channelized for reuse/refurbishment/recycling at the earliest practicable opportunity.

11. Data Security and Data Sanitisation

Data security is an important requirement before disposal of computers, laptops, servers, hard disks, SSDs, mobile phones, storage media and other electronic equipment. Before handing over equipment for disposal:

1. Official data shall be backed up, wherever required.
2. Government data shall be securely transferred or archived in accordance with applicable information-security procedures.
3. Storage devices shall undergo approved data sanitization/wiping procedures.
4. Where secure erasure is not technically possible, the storage device should be physically destroyed through an authorized and documented process.
5. Data sanitization/destruction should be certified by the responsible IT officer or designated official.
6. Equipment shall not be handed over for disposal until the concerned authority confirms that no confidential or sensitive Government information remains accessible.

12. Disposal of E-Waste

E-waste generated by Government offices shall be channelized only through registered entities in accordance with the E-Waste (Management) Rules, 2022 and other applicable laws, rules and Government procedures. The office shall:

- **Priorities repair and refurbishment** of non-functional EEE, wherever technically and economically feasible, and promote the reuse of refurbished equipment to extend its useful life and minimize e-waste generation.
- Ensure that equipment which is beyond repair or reuse is disposed of through a **transparent and competitive process**, in accordance with the applicable Government rules, including the **General Financial Rules (GFR)** and procedures relating to condemnation, write-off, auction and disposal of obsolete stores and public assets.
- **Auction or hand over e-waste only to duly registered entities**, including registered refurbishers, recyclers or producers, as applicable under the E-Waste (Management) Rules, 2022, ensuring environmentally sound management, recycling and resource recovery.

- Verify the **registration status** of the concerned entity before handing over or auctioning e-waste and maintain documentary evidence of such registration.
- Incorporate appropriate conditions in auction or other disposal documents to ensure that the e-waste is handled, transported, refurbished, recycled or disposed of in an environmentally sound manner and is not subsequently diverted to unregistered or informal recycling channels.
- The transport of E-Waste shall be in such a manner that environmental consequences of hazards associated with it transport be **minimized**.
- Ensure that e-waste is delivered to the registered entity or facility and obtain an **acknowledgement of receipt** and, wherever applicable, a recycling, refurbishment or disposal certificate.
- **Not dispose e-waste through unregistered vendors, scrap dealers or informal channels**, as such disposal may result in unsafe handling and environmental pollution.
- Maintain complete records of e-waste disposal, including details of the equipment, quantity, date and mode of disposal, details of the registered entity to whom the e-waste is handed over or auctioned, and relevant acknowledgement/certificates.
- Details of all registered entities are available at CPCB E-Waste Management System [Portal developed under E-Waste (Management) Rules, 2022] at ***https://eprewaste.cpcb.gov.in/#/Mydashboard***

13. The E-Waste Pre-Disposal Checklist with step-by-step verification guide for Government Offices/Departments & Field Offices is **annexed**.

14. Standard Operating Procedure (SOP) for disposal of E-Waste during Special Campaign 6 issued by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India *vide* O.M. dated 14.09.2026 is **enclosed for reference**.

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Annexure

E-Waste Pre-Disposal Checklist

Step-by-Step Verification Guide for Government Offices/Departments & Field Offices

Ministry / Department:		**Date of Inspection:**	____/ ____/ 20__
Office Location / Room:		**Nodal Officer Name:**	
Total Items Evaluated:	_____Devices	**Asset Register Ref #:**	

Phase: 1: Technical & Lifecycle Assessment

Status	Step	Action Item & Verification Details
[ ]	**1.1**	**Functional Check** Test if the device turns on. If it works perfectly, explore reuse or redeployment within another branch section before writing it off.
[ ]	**1.2**	**Economic Repair Audit** Get an official estimate for repairs. If repairing the machine costs more than 50% of its current market value, mark it as 'economically unviable'.
[ ]	**1.3**	**Lifespan Verification** Cross-verify the purchase date against the average lifecycle matrix available on the official CPCB E-Waste EPR Portal.
[ ]	**1.4**	**Separate Battery Removal** Safely unclip and pull out all internal or external backup batteries. Route these through dedicated Battery Waste Management system, not general e-waste.

Phase 2: Data Sanitization & Security Lock

Status	Step	Action Item & Verification Details
[ ]	**2.1**	**Certified Data Wiping** Run a digital sanitisation wipe tool on all internal storage media (HDDs/SSDs).
[ ]	**2.2**	**Physical Destruction** For drives holding classified or sensitive state secrets, perform mechanical degaussing or physical shredding to make data recovery impossible.
[ ]	**2.3**	**Asset ID Cross-Check and secure storage** Verify that the permanent serial number, asset barcode, and equipment model match the master government inventory log. Move cleared hardware to a designated, restricted-access storage room.

Phase 3: Vendor Verification & Handover Clearances

Status	Step	Action Item & Verification Details
[ ]	**3.1**	**CPCB Portal Check** Log onto the official CPCB portal. Ensure your selected recycling or refurbishing vendor holds a valid registration license.
[ ]	**3.2**	**Ban Informal Handouts** Ensure zero items are sold to local junk shops or uncertified independent scrap collectors.
[ ]	**3.3**	**Maintain Log Setup** Prepare a logs/details with mapping item counts, descriptions, and net scale quantity & weights prior to the vendor vehicle loading cargo.
[ ]	**3.4**	**Audit Certificate Receipt** Issue formal demands requiring a Data Destruction Certificate and an official Recycling Receipt from the vendor within 30 days of pickup.

Signature: _____

Name: _____

Designation: _____

सं क्यू -11/01/2026- ओ एंड एम -डीएआरपीजी (e-10212) पार्ट

भारत सरकार

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

प्रशासनिक सुधार और लोक शिकायत विभाग

सरदार पटेल भवन, संसद भवन, नई दिल्ली,

दिनांक: 14 सितंबर, 2026

कार्यालय ज्ञापन

विषय: विशेष अभियान 6 के दौरान ई वेस्ट के निपटान के लिए अपनाई जाने वाली **Standard Operating Procedure (SOP)** ।

उपर्युक्त विषय पर विशेष अभियान 6 के दौरान ई वेस्ट के निपटान के लिए अपनाई जाने वाली **Standard Operating Procedure (SOP)** की प्रति मार्गदर्शन एवं अनुपालन के लिए संलग्न है ।

14/09/2026

(सतीश कुमार)

अवर सचिव भारत सरकार

दूरभाष: **011 2344 0364**

ईमेल: - s.kumar69@nic.in

उपर्युक्त: जैसा कि ऊपर बताया गया है।

सेवा में ,

सभी केंद्रीय मंत्रालयों/विभागों के विशेष अभियान 6 के नोडल अधिकारी

Standard Operating Procedure for disposal of E-Waste during Special Campaign 6

1. Purpose

This Standard Operating Procedure (SOP) provides a gist of the step-by-step framework for the disposal of Electronic Waste (E-Waste) in accordance with applicable financial rules.

2. Applicable Provisions

2.1 General Financial Rules (GFR) 2017 — Rules (217), (218), (219), (220) & (221) (copy annexed).

2.2 E-Waste (Management) Rules, 2022 — MoEFCC: The E-Waste (Management) Rules, 2022 govern environmental compliance in e-waste disposal. Key obligations for government offices as bulk consumers:

- **Bulk Consumer Definition:** Any entity which has used at least one thousand units of electrical and electronic equipment listed in Schedule I at any point of time in a financial year. Most Central Government Ministries and Departments qualify as bulk consumers.
- **Mandatory handover to registered entities only:** E-waste shall be handed over only to registered Producers, Recyclers, or Refurbishers registered on the CPCB EPR Portal (eprewaste.cpcb.gov.in).
- **Record Keeping:** All e-waste disposal records must be maintained for a minimum of five (5) years and must be produced on demand during CPCB or SPCB inspections.

3. Who Can Receive Government E-Waste — Eligible Entities

Under GFR Rule 217(v) and the E-Waste (Management) Rules, 2022, e-waste from government offices can only be transferred to or purchased by the following categories of CPCB/SPCB registered entities.

Eligible Entity Type	Registration Authority & Description
Registered Recycler	Registered with CPCB/SPCB. Entities that process e-waste to recover materials — most common recipient for end-of-life computers, printers, and peripherals.
Registered Refurbisher	Registered on CPCB EPR Portal. Entities that restore e-waste to working condition for re-use. Eligible for equipment that has refurbishment value.
Authorised Producer (with EPR obligation)	Registered on CPCB EPR Portal. Original Equipment Manufacturers (OEMs) who are obligated under Extended Producer Responsibility (EPR) to collect and recycle their products. Government offices can return items to the original manufacturer/producer.

Action Point: MoEFCC to sensitize the agencies i.e, producers, refurbishers & recyclers to register on GEM Portal, CPCB Portal and MSTC Portal before the start of this campaign.

4. Phase-wise Standard Operating Procedure

Phase 1 — Internal Identification & Declaration

Constitute a Committee & determine residual value. The Nodal Officers of Special Campaign will enter the details of e-waste disposal targets on the **SCDPM Portal** during the preparatory phase of the Campaign (i.e. 15th September–30th September 2026). The information about the tentative e-waste collection target/identified, as per the data updated on the portal will facilitate the Recyclers/Refurbihsers/Producers to plan and prepare for e-waste collection. Representative of CPCB/ SPCB may facilitate in coordination with the Recyclers/Refurbihsers/Producers.

Phase 2 — E-Auction / Disposal via Authorised Platforms

Platform A: GeM (Government e-Marketplace) — gem.gov.in

Platform B: MSTC (Metal Scrap Trade Corporation) — mstcecommerce

Platform C: CPCB/SPCB Registered Entity

Phase 3 — Post Disposal

Report on SCDPM portal

5. Quick Reference — Key Contacts & Portals

Purpose	Portal / Contact
Find CPCB Registered Recyclers/Refurbishers	eprewaste.cpcb.gov.in (CPCB EPR E-Waste Portal)
E-Auction for E-Waste Disposal	gem.gov.in → Forward Auction → E-Waste Category
MSTC E-Auction (Large Volume)	mstcecommerce.com | Nearest MSTC Regional Office
E-Waste Management Rules 2022 (PDF)	cpcb.gov.in/uploads/Projects/E-Waste/e-waste_rules_2022.pdf
CPCB E-Waste Helpdesk	ewaste2.cpcb@gov.in | 011-43102467
Special Campaign 6 Reporting Portal	scdpm.nic.in
GFR 2017	doe.gov.in/sites/default/files/GFR2017.pdf

Contacts Ms. Deepti Kapil - 98917 12277 / Shri Vinod K Singh Scientist F -9717312625