

GOVERNMENT OF NAGALAND
DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION
NAGALAND : KOHIMA

No. IT&C/15-15/19

Dated Kohima the December, 2019

NOTIFICATION

Subject:- Guidelines for Disposal of Information Communication Technology (ICT) related products/equipments (e-Waste) in the Government Departments, Autonomous Bodies / Local Bodies and PSUs under the Government of Nagaland.

While there has been an increasing growth of Information and Communication Technology (ICT) infrastructure in all Government Departments to meet the growing requirement for daily functioning of Government offices and whereas the average life period of ICT products/equipment is normally 3 years, in the State of Nagaland, the Government Departments are allowed to continue with these ICT products/equipment even though they are becoming non-repairable/beyond economic repair/technologically obsolete. There has also been an increasing number of ICT products/equipment in Government offices across the State for office automation which are either becoming non-repairable/beyond economical repair / technologically Obsolete.

The Department of IT&C is the Nodal Department for all matters relating to ICT in the State and therefore a guideline to address the concern for condemnation and disposal of obsolete ICT Products / Equipment was issued vide Notification No. IT&C/13-19/08/17 dated 9th March 2015.

Further, in consonance with the E-WASTE MANAGEMENT RULES, 2016, Government of India, a revised Guideline in supersession of the earlier Notification is hereby notified with immediate effect (copy enclosed). The guideline may also be downloaded from <https://nagaland.gov.in>.

This is issued with the concurrence of Finance Department conveyed vide U.O. No. 167 Dated 26/09/2019.

Enclosed: As above.

Sd/- Temjen Toy, IAS

Chief Secretary to the Government of Nagaland

Dated Kohima the December, 2019

No. IT&C/15-15/19//b2

Copy to:

1. The OSD to Hon'ble Chief Minister, Nagaland for kind information of Hon'ble Chief Minister please.
2. The PS to all Minister/Advisers/Chairman of Boards for kind information please.
3. The OSD to Chief Secretary, Nagaland for kind information please.
4. All AHODs/HODs for kind information.
5. Director (Printing & Stationery) for publication in the Nagaland Gazette.
6. Office Copy.

(K.D. Vito) ITS

Principal Secretary to the Government of Nagaland

Guidelines for Disposal of Information Communication Technology (ICT) related products / equipments (e-Waste) in the Government Departments, Autonomous Bodies / Local Bodies and PSUs under the Government of Nagaland.

1. Background

While there has been an increasing growth of ICT infrastructures in all Government Departments and there is greater reliance on ICT for office automation in daily functioning of the Government offices, there has also been an increasing number of ICT products / equipment in Government offices across the State which are either becoming non-repairable / beyond economical repair / technologically Obsolete.

This is primarily due to the fact that the average life period of ICT products / equipment is 3(three) years and the same is becoming obsolete depending upon the intensity of usage, serviceability, type of technology and other related factors.

It is therefore felt that a policy must be in place to address the concerns for disposal of condemned ICT Products / Equipment in various Government Departments.

Accordingly, the Department of Information Technology & Communication had issued Notification No. IT&C/13-19/08/17 dated 9th March 2015 stipulating a set of norms / guidelines in the State of Nagaland to act as a reference point for their disposal of Information and Communication Technology (ICT) related items.

Further, in consonance with the E-WASTE MANAGEMENT RULES, 2016, Government of India, a revised Guideline in supersession of the earlier Notification is hereby issued. This Guideline is applicable to:-

- a) All Government Departments under Government of Nagaland
- b) All Autonomous Bodies/Local Bodies under Government of Nagaland
- c) All PSU's under Government of Nagaland

2. Guidelines for Disposal of ICT Products /Equipment

2.1. ICT Products / Equipment :

ICT Products/Equipment includes the following items:

- a) Personal Computers
- b) Servers
- c) Laptops
- d) Printers
- e) Scanners
- f) UPSs
- g) Data Communication Equipment.
- h) Dumb Terminals
- i) Package Software

- j) Photocopier/Xerox machine
- k) Network equipment.
- l) Handheld / Portable Devices
- m) Other Electronic Items.

The above list is not exhaustive and is subject to the interpretation / approval of the concerned Departmental e-Waste Board.

2.2. Grounds for Disposal :

All ICT Products / Equipment can be disposed on following grounds:

2.2.1. Technically Obsolete :

- a) Completed 3 years life-span and not in working condition. OR
- b) Completed 3 years life-span and technology outdated thereby affecting performance and output that is expected out of it.
- c) Package Software can only be condemned by declaring it as technically obsolete when no more updates or support are available from OEM.

2.2.2. Beyond Economical Repairs (BER) :

ICT Products/Equipment can be declared BER when these Products/Equipment cannot be upgraded / maintained economically / warrant extensive repairs and replacement of sub-assemblies or accessories and the combined cost of which exceeds 50% of the current cost of an equivalent system. If required the same can be ascertained from the vendor who is giving Annual Maintenance Contract support.

2.2.3. Non-repairable :

ICT Products/Equipment can be condemned due to non-availability of spare-parts.

2.2.4. Physically damaged :

ICT Products/Equipments that have been damaged beyond repair due to fire or any other reasons beyond human control can be condemned as Physically Damaged.

3. Mode of Disposal :

All concerned Departments, Autonomous Bodies / Local Bodies and PSUs under the Government of Nagaland, wishing to dispose of ICT related products/equipment shall constitute an e-Waste Board comprising of the following members:-

1. Concerned Departmental, Autonomous Bodies / Local Bodies and PSUs Members.
2. Representative of Finance Department.
3. Representative of IT&C Department.

The e-Waste Board is authorized to recommend disposal of ICT related products/equipment as per these guidelines and the e-Waste Management Rules, 2016, Government of India.

The disposal report will be prepared by the concerned Department e-Waste Board, based on these guidelines. The e-Waste Board will also specify the disposal mode and the concerned Department can dispose it through Tender, Auction or Scrap depending on assessed residual value of the ICT Products / Equipment and as per the procedure laid down in General Finance Rules 2005, as follows:-

1. For the Products/Equipment with residual value above **Rupees Two Lakhs**, the Departments can dispose it through Advertised Tender or Public Auction.
2. For Products/Equipment with residual value **less than Rupees Two Lakhs**, the mode of disposal will be determined by Departments/Competent Authority, keeping in view the necessity to avoid accumulation of such Products/Equipment and consequential blockage of space and also the deterioration in value of Products/Equipment to be disposed of.
3. The identified e-Waste shall be disposed through e-Waste recyclers, collectors, material recovery centres, scrap dealers as authorized by the Nagaland Pollution Control Board (NPCB) from time to time.
4. All disposed e-Waste shall be maintained in an inventory as per Annexure – I and copy of the same should be submitted to the Department of IT&C for record.

5. Classification of ICT Equipment and Lifespan

Sl.	Obsolescence	Items	Productive life	End of Life
1	Category I (Immediate)	Printing Consumables (Ink, Toners, Cartridges), DVDs, CDs, UPS Batteries	As per usage	Immediate on non-usability
2	Category II (Fast)	Tablets-Mobile phones, Pen Drives, External Hard Disk Drives (HDD), Laptops, Notebooks, Desktop, Computers-Printers, Scanners, Copiers, Multi-Functional Devices (MFDs), Projectors, UPS Systems, All Networking items	3 years	5 years
3	Category III (Medium)	Servers, FAX, EPABX, Electronic Attendance Systems, Digital Cameras, DVD Players, TVs, LCDs, LEDs, Air Conditioners, Precision Air Conditioners (PACs), Other Electronics items	5 years	7 years

- a. The table describes only the average life of an equipment, however, all these items(except items under Category-I) can be used beyond the mentioned / specified life till the time these items continue to serve the purpose. Obsolete
- b. On completion of productive life period (column no. 3 of the above table), if required, the items may be replaced with equipment of latest and better configurations.
- c. On completion of End of Life period (column no. 4 of the above table), the items maybe declared as electronic waste (e-Waste), if not in use.

6. Calculating rates of depreciation.

The depreciation value for the items (category-wise) may be calculated as per the following criteria:

Category-I:

As most of the items in this category are consumable items and of junk value after one-time use, there is no need to calculate the depreciation value. Once used, the residual value of these items may be treated as NIL. The SMF (Sealed Maintenance Free) batteries under this category may be hazardous for health and environment and therefore, if not in use, immediately be declared as e-Waste.

Category – II:

The depreciation value for items under this category may be calculated as under

Items	Year of Completion				
	Year 1	Year 2	Year 3	Year 4	Year 5
Items under Category II	60%	40%	20%	10%	0%
Eg: Base Value (INR)	Depreciated Value				
50,000.00	30,000	20,000	10,000	5,000	0

Category III:

The depreciation value for items under this category may be calculated as under

Items	Year of Completion						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Items under Category II	60%	40%	25%	15%	3%	1%	0%
Eg: Base Value (INR)	Depreciated Value						
50,000.00	30,000	20,000	12,500	7,500	1,250	500	NIL

7. Drive the Shift towards Refurbishing

While the focus of has predominantly been on Recycling of unused electrical and electronic equipment, the Government of Nagaland intends to boost the idea of **Refurbishing Activities** in the State. *Sale and use of Refurbished goods is the proper way to truly realize the Reduce-Reuse-Recycle motto.*

The Department of Information Technology & Communication would like to encourage all concerned Departments / Autonomous Bodies / Local Bodies, PSUs under the Government of Nagaland to promote the use of Refurbished electronic equipment.

8. Awareness & Capacity Building

All India statistics pertaining to electrical & electronic waste processing point towards the largely unorganized recycling centres that, in many cases, also engages in Hazardous Activities such as metal extraction. About 95% of the recycling happens in the un-recognized sector. This is a matter of grave concern primarily because of the life threatening risks, the individuals in the sector are exposed to. In order to curtail the rampant growth of the un-recognized sector and to provide formal, safer and better opportunities to the un-recognized sector employees.

The Nagaland Pollution Control Board will be conducting various awareness campaigns to educate the general populace on the adverse effects of unsafe e-Waste disposal practices and to dispose e-Waste only through recognized e-Waste recyclers, collectors, material recovery centres, scrap dealers as authorized by the Nagaland Pollution Control Board (NPCB).

ANNEXURE – I

INVENTORY
(For use by Department e-Waste Board)
OBSOLETE DECLARATION FORM

Department / Autonomous Body / Local body / PSU Name:

Item No.	Particulars of ICT Product / Equipment	Asset Register Number	Manufacturer / OEM	Model	Serial No.	Year of Purchase	Original Purchased value	Condition of the Equipment (Functioning / Non Functioning)	Reason for Disposal (Technically Obsolete / Beyond Economic Repair/ Non repairable/ Physical Damaged)	Mode of Disposal (Tender / Auction/ Scrap)
1										
2										
3										
4										
5										

For Finance Department

Name: _____

Designation: _____

Signature: _____

For IT&C Department

Name: _____

Designation: _____

Signature: _____

Head of Department

Name: _____

Designation: _____

Signature: _____