

NTPC LTD
INFORMATION TECHNOLOGY DEPARTMENT
CORPORATE CENTRE

CORPORATE IT CIRCULAR NO. 02/14

Ref: CCIT-PLCY-001

Dtd: 24/06/2014

Sub: e-Waste management, handling & disposal Policy

1. Responsibility of identification and disposal action of all e-Waste items lies with the custodian/who are maintaining the equipment/Engineer-In-Charge of the equipment i.e. HOD(IT) in Stations/Projects/RHQ/CC for all IT related equipment and HOD(C&I) in stations for all C&I related equipments.
2. Identification and initiation of disposal action should be carried out by all (mentioned in sno 1) every one eighty days so that e-Waste is not piled up in different stores/ location.
3. For disposal of PC/laptop & Peripherals, norms already defined in HR policy circular no. *CHRC No. 615/2007 dated 29-03-2007 (System for disposal of old Personal computer/Laptop and Peripherals)* will continue to apply.
4. Disposal of the items such as Walkie-Talkie/wireless set etc will be taken up after compliance of guidelines issued by government organization WPCW, DoT under Ministry of Communication and Information Technology.
5. All NTPC data available in such systems should be destroyed before declaring it as e-Waste.
6. e-Waste once identified should be disposed expeditiously as soon as possible. Depending upon the lot size, the SSIDC of station/office may decide by **recording** whether to arrange for disposal or wait for the lot to be further augmented by adding subsequent deposits of e-Waste as generated in the station/office.
7. For quick disposal, such items may be disposed off without fixing any reserved price through scrap disposal committee.
8. e-Waste should be channelized through MSTC to authorized collection centre(s) or registered dismantler(s) or recycler(s) or is returned to the pick-up or take back services provided by producers.



9. The record of e-Waste generated should be maintained in Form 2 (Attached) of GOI notification and to be made available for scrutiny by the State Pollution Control or Pollution Control Committee concerned.

This has the approval of competent authority.

RK Maharana

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AGM(IT-CC)

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For Kind Information Please