Government of Gujarat
Department of Science & Technology
GR No. COB-2004-394-DST
Sachivalaya, Gandhinagar
Dated: 24/12/2014

Read:

1. GR No. TSP-2004-808-DST of Department of Science & Technology, dated 30.07.2004.
2. GR No. COB-2004-394-DST of Department of Science & Technology, dated 07.11.2005.
3. Govt. of India, Ministry of Environment & Forest Notification dated 12.05.2011 eWaste (Management & Handling) Rules, 2011
4. CPCB, Govt. of India Implementation of eWaste Rules, 2011
5. Letter No. GPCB/HAZ-GEN-531 of GPCB dated 01.10.2014.
6. Minutes of IT Committee Meeting of DST held on 11.10.2013, 07.07.2014 & 03.12.2014.

Preamble:

1. <u>Preamble of Condemnation-Disposal (CD) Policy</u>:

ICTE (Information & Communication Technology Equipments) has become the integral part of the Government System and Public Administration. Today, wide spread and well adapted eGovernance has brought efficiency in the day to day activities by infusing ICTE products. It becomes essential for the Government to estimate its ICTE demand/requirement prior to actual investment and equally it is important to structure the Condemnation/Disposal procedures.

The Electrical and Electronic Equipments (EEE) have valuable materials and hazardous/toxics substances in their components. The electronic products and electrical equipment after their useful life may not cause any harm if it is stored safely in households/stores. However, if the eWaste is opened-up and attempts are made for retrieval of useful components or material in an un-scientific manner or if the material is disposed in open, then it may cause health risks and damage to environment. eWaste can be considered as a resource that contains useful material of economic benefit for recovery of plastic, iron, glass, aluminum, copper and precious metals such as silver, gold, platinum, and palladium and lead, cadmium, mercury etc. However, at the same time presence of heavy metals (As, Cd, Hg, Pb etc.) and other toxic substances such as polychlorinated bi-phenyls (PCBs), etched chemicals, etc. may pose risk to health and environment during handling and recovery operations. eWaste is a problem of increasing proportions especially when crude methods are adopted for recovery of useful components from eWaste.

Also, the change in technology as well as increased computational requirement has created the need of either to upgrade the IT equipment or to replace it entirely. Hence, in such case the need was felt for creating a standard policy guidelines for Condemnation –Disposal of ICTE assets in line with the eWaste (Management & Handling) Rules, 2011 (http://moef.nic.in/downloads/rules-and-

regulations/1035e eng.pdf) which have come into effect from 1st May, 2012 by the Central Government of India. To realise the Swachh Gujarat – Swasth Gujarat, this policy provides guidelines for Condemnation-Disposal of various ICTE assets of all Departments, PSUs, HODs, Offices, Boards and Corporations of Government of Gujarat (GoG).

2. Overview of Condemnation-Disposal (CD) Policy:

A. Objectives:

1) To introduce best practices for Condemnation-Disposal of ICTE resources (Hardware/Software) of GoG.
2) To establish cost effective structure for life cycle of ICTE items and optimum resource utilization & reutilization.
3) To address sustainable environmental concerns and facilitate the recovery and/or reuse of useful materials from e waste generated from a process and/or from the use of any material thereby, reducing the wastes destined for final disposal by ensuring the environmentally sound management.

B. Snapshot of the Condemnation-Disposal Policy:
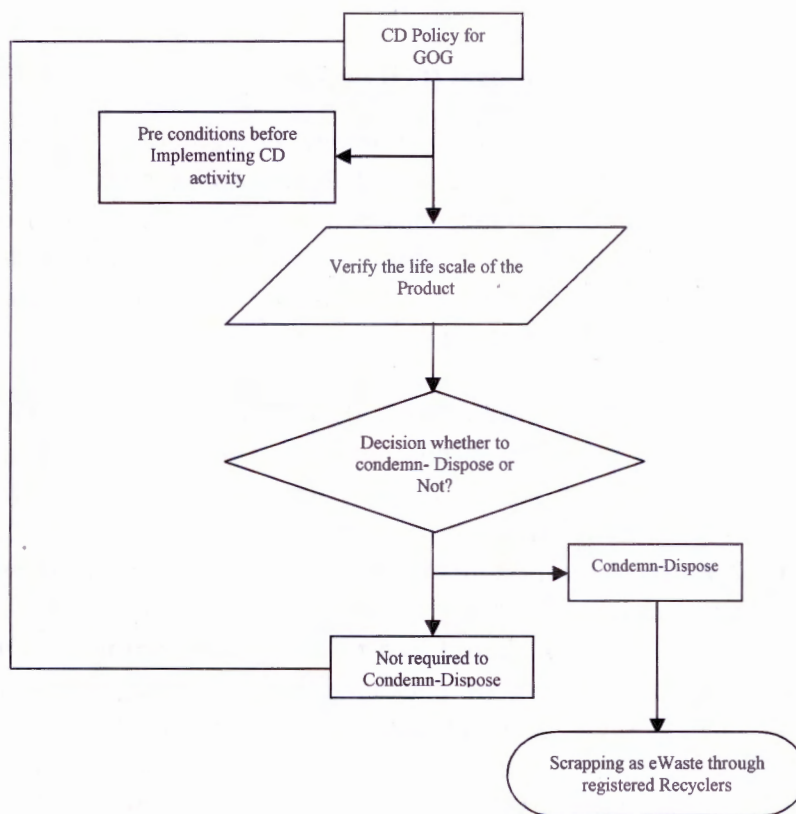
C. Definitions (in the context of CD Policy):

1) **Condemnation:** A process of discarding the ICTE assets which are unfit for use as per the decision of the organization.
2) **Disposal:** A process of liquidating the ICTE assets which are unfit for use anymore after the condemnation.

3) **eWaste:** Waste Electrical and Electronic Equipment, whole or in parts or rejected from their manufacturing and repair process, which are intended to be discarded.
4) **ICTE Assets:** Electrical/Electronic item used for Information and Communication Technology.
5) **Packaged Software:** A software/ application whose copyrights of further customization to the software/ application remain solely with the developer.
6) **Customized Software:** A software/ application whose copyrights of further customization to the software/ application remain with the owner department.

3. Pre-requirements to be followed by Every Department before CD Activity:

1) Each department must enroll/ enter its ICTE assets details in IWDMS IT Asset Management Application and each Department should take care of maintaining & updating its IT Asset Register of the department as well as all underlying board/ corporations compulsorily in IWDMS Asset Management Application as per Government Resolution: IAM/132009/126/IT dated 11/05/2011.
2) Departmental IT Committee would be the ultimate decision making body based on the recommendation/ view of the Technical Subcommittee on ICTE asset for taking any of condemnation/disposal decision of ICTE items before applying for any new Individual/ Bulk ICTE Asset Purchase.
3) The fresh individual/bulk purchase of ICTE resources for any department/ underlying organization would be carried out ONLY, If
   a. After deciding any of the condemnation options (mentioned in this policy) for the existing ICTE resources or
   b. If there is no upgrade option available for the existing ICTE resources which is feasible and cost effective. However if any upgrade option, then for handing over old equipments for the disposal this policy must follow or
   c. Due to the expansion of the Department's any division or HODs where department doesn't have unutilized/ available (stocked) ICTE resources.
4) Any procedure (Condemnation/Disposal) that requires third party agency participation (other than the Government) should be carried out through rate contract of GIL empanelment.

4. ICTE Products & Life Scale:

1) Based on the importance, criticality and utility, the ICTE items have been classified as below mentioned category:

A. Enterprise Category:

   (1) **Hardware & Networking Devices:** In this category all Servers, Storage, Routers, Tape drives & other security appliances like Firewall, IPS & Networking devices will be considered which is associated or a part of Computer peripherals, wireless equipments and any active processing Device and its sub component etc.
   (2) **Software:** In this category all software products will be considered which are associated or a part of any Operating Systems, Patches, Enterprise Monitoring Tools, Applications, All intangible assets lying in SDC/ MDCs / Departments etc.

B. Departmental/ Individual Category:

    (1) Hardware & Networking Devices: All departmental/individual devices like CPU/Laptops/computers, notebook computers, Monitors/Screens, Projector, Keyboards, CD-DVD Writers/Readers, Mouse, Printers (Cartridge), Hubs, Scanners, Web Camera, UPS, Landline Phones/Telephones, Flash drives, CD/ DVDs, Chargers/ Network Cables, Card Reader and Dumb Terminals, mobile phones, electrical & electronic typewriters, etc. will be considered under this category.

    (2) Software: In this category all departmental/individual software like Desktop's Operating System, System Drivers, Office Package Software, Antivirus and Embedded Tools, etc will be considered.

2) Ideal/Average Technical Life Scale of the ICTE Resources (Scale):

- The below is the "Average" standard life scale existing in the Common Practice. However, in special cases like for research, incubation, intelligence, forensics etc. fields, this can vary as per the justified requirements approved by Technical subcommittee of Dept. IT Committee. However, the "Maximum" limit can exceed this if the ICTE resource is not affecting end user's experience on performance.

Hardware & Networking Devices			Software		
Current	Old	Obsolete	Current	Old	Obsolete
0-3 Yrs	> 3 Yrs	> 5 Yrs	0-3 Yrs	> 3 Yrs	Depends on the availability of the new versions/ patches from OEM

Categories		Recommended Options
a.	Current	No Change unless Technically/ Physically Damaged
b.	Old	Possibility of upgradation should be explored. However, subject to effects on Business Continuity, may be considered for Condemnation /Scrapping with the approval of Competent Deptt. IT Committee.
c.	Obsolete	Requires Condemnation / Scrapping as per the prescribed procedure in this policy

3) Life scale for Enterprise & Departmental/ Individual ICTE Resources (Scale): The life scale of the product will be dependent on the following parameters and decided by concern departmental IT committee.

- Technically/ Physically damaged
- Not in working conditions
- End of sale
- Out/End of support

5. Policy for Condemnation:

Following parameters are to be considered before condemning the ICTE Resources:-

A. Parameters for Hardware (i.e. for items mentioned in 4(1))

a. Not working or not repairable
b. Outdated technology affecting performance & output expectations (subject to valid justification).

B. Parameters for Software (i.e. for items mentioned in 4(1))

a. No updates/ release/ versions/ support available from OEM/ Developer.
b. Non rectifiable (Cyclic issues, non-availability, erroneous application behavior).
c. Physically damaged (Damaged beyond repair due to fire/human uncontrollable/ disastrous conditions).
d. Overhead expenses exceeded compared to latest available resources of the same category.

C. Recommended Guidelines for Condemnation:

a. It is recommended that non active data processing devices like monitors, keyboards, mouse etc. should be condemned only if they are in non working condition or affecting end user's experience on performance.
b. Storage media of sensitive/ confidential terminals should not be condemned. They should be destroyed/ scrapped taking consent of DST considering risk of data retrieval/ leakage of such information in later stage after the condemnation.
c. Departmental IT Committee may decide to condemn the existing ICTE Resources considering points mentioned above.
d. GIL shall empanel GPCB registered eWaste recycler / recyclers competent to handle the volume of collection and processing including Data handling / confidentiality and destruction. GIL will execute rate contract with this / these recycler / recyclers for all the various items as per their technical specification, condition and aging period.
e. All State Government Departments shall prepare a list of goods to be disposed off under this policy every year by 1st January, 1st July and send it GIL to identify a suitable authorized & empanelled eWaste recycler / recyclers to collect and dispose the eWaste in environment friendly manner.

6. Scrapping/ Disposing as eWaste:

A. eWaste (Management and Handling) Rules, 2011 (http://moef.nic.in/downloads/rules-and-regulations/1035e_eng.pdf) which have come into effect from 1st May, 2012 by the Government of India, is applicable to every producer, individual/bulk consumer involved in the manufacture, sale, purchase and processing of electrical and electronic equipments/ components, collection centre, dismantler and recycler of eWaste.

B. These eWaste Rules also defines responsibilities of the producer, collection centers, consumers, dismantlers and recyclers of electrical and electronics products. It also defines procedure for seeking authorization and registration for handling eWaste from Central Pollution Control Board (CPCB) and State Pollution Control Boards (In Gujarat - GPCB).

C. Hence for eWaste management, the departments in consultation with GIL shall carry out disposal of eWaste through registered recyclers of eWaste registered

with Gujarat State Pollution Board (GPCB) and empanelled by GIL. The list of empanelled recyclers shall be available on GIL website: www.gil.gujarat.gov.in.

D. GIL shall act as a nodal agency for empanelment of agencies and price of different goods to be disposed-off by different Government Department / Government Agencies under this policy.

E. The respective department shall follow such GIL Rate contract as a practice for the eWaste disposal.

F. State Government Departments shall seek an undertaking from eWaste recyclers registered with GPCB / empanelled with GIL certifying that the eWaste handed over to them would be disposed off as per the guidelines / norms mentioned in eWaste (Management and Handling) Rules, 2011 & the same shall not be channelized to any other informal sector or transported to any other State.

G. Moreover, before placing new individual/ bulk purchase order, the organization shall ensure that the hazardousness of the substances present in the ICTE equipments doesn't exceed permissible limits mentioned in these eWaste Rules and also ensure that the producer comply with the regulation of CPCB and GPCB.

(For more information, refer http://cpcb.nic.in/e_Waste.php, http://envfor.nic.in/downloads/rules-and-regulations/ 1035e_eng.pdf)
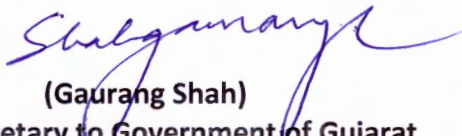
Normally, software/applications are termed as obsolete when the service/ technical support are no longer available from the developer. So scrapping of the software/application is solely depended upon the new requirement created in the department.

However, in case of upgrading machines along with software, requires registering the new machines to the developer for non violation of utilizing the same software on newer machines instead of older ones (after disposing/ scrapping) and hence leading to authorized/ legal usage of such software.

This issues with the concurrence of Finance Department on this department's file of even number dated 24/12/2014.

By order and in the name of the Governor of Gujarat,
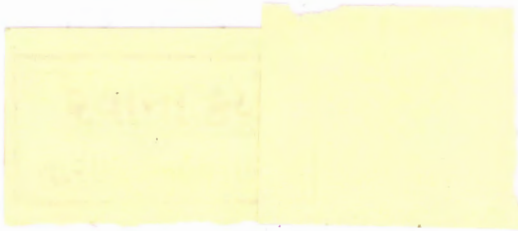
(Gaurang Shah)
Joint Secretary to Government of Gujarat
Department of Science & Technology

To,
- The Secretary to the H.H. Governor of Gujarat, Raj Bhavan, Gandhinagar.
- The Principal Secretary to the Hon'ble Chief Minister.
- The Personal Secretaries to all Hon'ble Ministers.
- The PS to the Hon'ble Leader of Opposition Party in Gujarat Legislative Assembly.
- The Chairman & Managing Director, Gujarat Informatics Ltd., Gandhinagar.
- National Informatics Center, Block No: 13/2, New Sachivalaya, Gandhinagar.
- All Secretariat Department.
- The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- The Secretary, Gujarat Public Service Commission, Ahmedabad.
- The Secretary, Gujarat Legislature Secretariat, Gandhinagar.

- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.
- The Member Secretary, GPCB, Gandhinagar
- All Heads of Department.
- All Heads of Office.
- All Collectors.
- All District Development Officer's.
- The Accountant General, (A&E), Gujarat, Post Box No.220, Rajkot.
- The Accountant General (A&E), Gujarat, Ahmedabad branch, Ahmedabad.
- The Accountant General (Audit)-1, Gujarat, M.S.Building, Ahmedabad.
- The Director of Accounts & Treasuries, Gandhinagar.
- All Treasury Officer.
- All Pay & Accounts Officers, Ahmedabad/Gandhinagar.
- Resident Audit Officer, Ahmedabad/Gandhinagar.
- Select file, S & T Deptt.