

**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION,**  
**JAMMU**

All Chief Education Officers  
Jammu division.

**CIRCULAR**

**Subject:- Scientific disposal of e-Waste as per directions from SPCB and filing of reports thereof as per Format -3**

The Pollution Control Board has asked for the e-Waste information (electrical and electronic equipment) including their components, consumables, parts and spares covered under the rules from all institutions as per the prescribed formats. All Head of the institutions need to provide the information on the prescribed formats, where under Schedule I provides information on codes for different categories of electrical and electronic equipment, Form-2 shall be kept by the institutions themselves, and information under Form-3 shall be filled by the Head of the institution who shall in turn submit these to the concerned Zonal Education offices. Zonal Education Officers after compiling all Form-3 as received from each institution shall submit Zone wise all institutions forms to the respective Chief Education Officers.

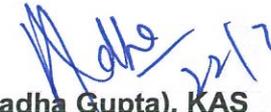
The lists thus received by the Chief Educations Officers shall be submitted to this Directorate for its final submission to the Pollution Control Board.

**All DDOs are further asked to follow all codal formalities while making a list of the different components under e-Waste.**

**All DDOs are instructed to provide the information only in context of the current availability of the e-components under e-waste.**

All process must be completed with in ten days from the date of issue of this letter i.e all Chief Education Officers shall submit the information of all institutions as per the Form-3 with in the stipulated time.

The Forms can be downloaded from the official website of this Directorate i.e [www.schedujammu.nic.in](http://www.schedujammu.nic.in)

  
(Anuradha Gupta), KAS  
Director School Education  
Jammu

No: DSEJ/GEN/ 23709-22 Dated: 22-07-2019

Copy to:

1. Jt. Directors all districts with the request to monitor the whole process so that the process is completed well in time.
2. Scientist, I/c EW & MSW, J&K SPCB, Jammu.
3. I/c Website to upload on the official website.

## Schedule I

**Categories of electrical and electronic equipment including their components, consumables, parts and spares covered under the rules**

S.No.	Categories of electrical and electronic equipment	Electrical and electronic equipment code
i	<b>Information technology and telecommunication equipment :</b>	
	Centralised data processing: Mainframes, Minicomputers	ITEW1
	Personal Computing: Personal Computers (Central Processing Unit with input and output devices)	ITEW2
	Personal Computing: Laptop Computers(Central Processing Unit with input and output devices)	ITEW3
	Personal Computing: Notebook Computers	ITEW4
	Personal Computing: Notepad Computers	ITEW5
	Printers including cartridges	ITEW6
	Copying equipment	ITEW7
	Electrical and electronic typewriters	ITEW8
	User terminals and systems	ITEW9
	Facsimile	ITEW10
	Telex	ITEW11
	Telephones	ITEW12
	Pay telephones	ITEW13
	Cordless telephones	ITEW14
	Cellular telephones	ITEW15
	Answering systems	ITEW16
ii.	<b>Consumer electrical and electronics:</b>	
	Television sets (including sets based on (Liquid Crystal Display and Light Emitting Diode technology)	CEEW1
	Refrigerator	CEEW2
	Washing Machine	CEEW3
	Air-conditioners excluding centralised air conditioning plants	CEEW4
	Fluorescent and other Mercury containing lamps	CEEW5

**FORM -2**

**FORM FOR MAINTAINING RECORDS OF E-WASTE HANDLED/ GENERATED**

**Generated Quantity in Metric Tonnes (MT) per year**

1.	Name & Address: Producer /Manufacturer/refurbisher/Collection Centre/Dismantler/ Recycler/ Bulk consumer *		
2.	Date of Issue of Extended producer Responsibility Authorization*/ Registration*	N/A	
3.	. Validity of Extended producer Responsibility Authorization*/ / Authorization*	N/A	
✓ 4.	Types & Quantity of ewaste handled/generated**	Category	Quantity (in Kg)
		Item Description	
✓ 5.	Types & Quantity of e-waste stored	Category	Quantity (in Kg)
		Item Description	
✓ 6.	Types & Quantity of e-waste sent to collection centre authorised by producer/dismantler/recycler/refurbisher or authorised dismantler/ recycler or refurbisher **	Category	Quantity
		Item Description	
✓ 7.	Types & Quantity of e-waste transported*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
✓ 8.	Types & Quantity of e-waste refurbished*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination of refurbished materials		
X 9.	Types & Quantity of e-waste dismantled*	Category	Quantity N/A
		Item Description N/A	
X 10.	Types & Quantity of e-waste recycled*	Category	Quantity N/A
		Item Description	
	Types & Quantity of materials recovered	Quantity	
	Name, address and contact details of the destination	N/A	

X 11.	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
		Item Description	N/A
	Name, address and contact details of the destination		
X 12.	Types and Quantity of other waste sent to respective recyclers by dismantlers / recyclers of e-waste	Category	Quantity
	Name, address and contact details of the destination	Item Description	N/A
X 13.	Types and Quantity of e-waste treated & disposed	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		N/A

Note:-

- 1) \* Strike off whichever is not applicable
- 2) Provide any other information as stipulated in the conditions to the authoriser
- 3) \*\* For producers this information has to be provided State-wise

**FORM - 3**  
**FORM FOR FILING ANNUAL RETURNS**

[To be submitted by producer or manufacturer or refurbisher or collection centre or dismantler or recycler by 30th day of June following to the financial year to which that return relates].

**Quantity in Metric Tonnes (MT) and numbers**

1.	Name and address of the producer or manufacturer or refurbisher or collection centre or dismantler or recycler	<i>Name and Address of the Institution.</i>		
2.	Name of the authorized person and complete address with telephone and fax numbers and e-mail address			
3.	Total quantity of e-waste collected or channelized to recyclers or dismantlers for processing during the year for each category of electrical and electronic equipment listed in the Schedule I (Attach list) by PRODUCERS	<i>List Attached</i>		
	Details of the above	TYPE CODE <i>e.g.: ITEW2</i>	QUANTITY <i>6 Kg</i>	No. <i>1</i>
3(A)*	BULK CONSUMERS: Quantity of e-waste			
3(B)*	REFURBISHERS: Quantity of e-waste			
3(C)*	<b>DISMANTLERS:</b> i. Quantity of e-waste processed (Code wise); ii. Details of materials or components recovered and sold; iii. Quantity of e-waste sent to recycler; iv. Residual quantity of e-waste sent to Treatment, Storage and Disposal Facility.		<i>N/A</i>	
3(D)*	<b>RECYCLERS:</b> i. Quantity of e-waste processed (Code wise); ii. Details of materials recovered and sold in the market; iii. Details of residue sent to Treatment, Storage and Disposal Facility.			
4.	Name and full address of the destination with respect to 3 (A) -3(D) above			
5.	Type and quantity of materials segregated or recovered from e-waste of different codes as applicable to 3(A) & 3(D)	TYPE	QUANTITY <i>N/A</i>	

→ Not mandatory if number is higher

✓ Enclose the list of recyclers to whom e-waste have been sent for recycling.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the authorised person

**Note:-**

- 1) Strike off whichever is not applicable
- 2) Provide any other information as stipulated in the conditions to the authoriser
- 3) In case filing on behalf of multiple regional offices, Bulk Consumers and Producers need to add extra rows to 1 & 3 (A) with respect to each office.

## Schedule I

### Categories of electrical and electronic equipment including their components, consumables, parts and spares covered under the rules

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	Electrical and electronic typewriters	ITEW8
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9.	Types & Quantity of e-waste dismantled*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
10.	Types & Quantity of e-waste recycled*	Category	Quantity
		Item Description	
	Types & Quantity of materials recovered	Quantity	
	Name, address and contact details of the destination		

11.	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
12.	Types and Quantity of other waste sent to respective recyclers by dismantlers / recyclers of e-waste	Category	Quantity
	Name, address and contact details of the destination	Item Description	
13.	Types and Quantity of e-waste treated & disposed	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		

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4.	Name and full address of the destination with respect to 3 (A) -3(D) above			
5.	Type and quantity of materials segregated or recovered from e-waste of different codes as applicable to 3(A) & 3(D)	TYPE	QUANTITY	

✓ Enclose the list of recyclers to whom e-waste have been sent for recycling.

**Place** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of the authorised person**

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