

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION**  
**AP::VIJAYAWADA**  
**Present: Sri Pola Bhaskar, IAS.**

**Rc.No:02/Acad.Cell-Policies/A.C-6/2022**

**Date: 29-03-2022**

**Sub:** Commissionerate of Collegiate Education – Disposal/condemnation of E-Waste in the Government Degree Colleges (GDCs) – certain guidelines – reg.

**Ref:** G.O Ms.No.24, Information Technology & Communications (INFRA)  
Department dt: 03-09-2010.

\*\*\*\*\*

A number of e-Governance initiatives have been taken up by the Government of Andhra Pradesh to improve the efficiency of the Government and for providing better access to the citizens. Government of Andhra Pradesh as part of its e-Governance initiatives and social responsibility intends to recycle all the e-Waste available in various Government Departments / HoDs / Offices.

It is noticed that a lot of e-waste is generated at college level due to unusable or broken electrical and electronic equipment/gadgets such as computers (Monitors, CPUs, hard disks, RAM cards, CDs, floppies etc.), printers including cartridges, Copying equipment etc.,

In view of the above, the principals of all Government Degree Colleges (GDCs) in the state are informed a College Level Committee shall be constituted for verification and to list-out item wise unusable or broken electrical and electronic gadgets pertaining to the colleges which were purchased not less than 5 years before. The College Level Committee shall be constituted with the following members:

- 1) Principal
- 2) Two Senior Lecturers (One must be from Computer Science dept)
- 3) Administrative Officer/ Superintendent
- 4) Two student representatives

**Procedure for the disposal/condemnation:**

The following procedure has to be followed at college level for listing out and consolidation of unusable or broken electrical and electronic equipment/gadgets for disposal.

- a) Each department has to prepare a list of unusable or broken electrical and electronic equipment/gadgets in the proforma given below and submit the list to the College Level Committee.

S. No	Name of the Item /Material	Description	Date of purchase	Invoice No.	Cost of the item/ material	No of the units to be condemned	Name and Page no in stock register

Data destruction /Removal of data from any storage media is the responsibility of the respective department in-charges.

- b) The College Level Committee shall have to verify and consolidate the list of condemnable/disposable items after receiving the list from the respective departments.

- c) The College Level Committee shall submit the consolidated list of condemnable/disposable items for the approval of Staff Council.
- d) After obtaining the approval from the Staff Council, the college would communicate to M/s. APTS Ltd., the details of e-Waste available including the locations where the e-Waste is available by following the procedure in accordance with G.O Ms.No.24, IT&C(INFRA) Dept dt: 03-09-2010

M/s. APTS Ltd. finalized the following two agencies for empanelment for recycling and disposal of e-Waste material:-

- i) M/s. Earth Science Recycling Pvt. Ltd., Hyderabad.
- ii) M/s. Ramky Enviro Engineers, Hyderabad.

All the Principals of GDCs are informed to utilize the e-Waste services through M/s. APTS Ltd and obtain necessary receipt for record purpose.

After disposing the items as per the above procedure, an entry shall be made in the respective departmental stock registers of the Non-repairable/Unserviceable items as "Condemned and disposed through the M/s. APTS Ltd" against each item in a separate column along with the particulars of staff council resolution Number and date.

The Principals are informed to follow the above process scrupulously and any deviation will be viewed seriously and action will be taken accordingly.

Sd/- Pola Bhaskar IAS  
Commissioner of Collegiate Education

To  
The Principals of all Govt Degree Colleges  
Identified College Principals  
RJDCes of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

*Tulani*  
29/3/22  
Academic Guidance Officer