भारतीय भेषजी परिषद्
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय)
भारत सरकार
आई-300, तीसरी मंजिल, टावर-1, वर्ल्ड ट्रेड सेंटर,
नौरोजी नगर, नई दिल्ली-110029
टेलीफोन नंबर 011-65218900-01
E-mail: registrar@pci.nic.in

PHARMACY COUNCIL OF INDIA
(Statutory body under Ministry of Health & Family Welfare)
Government of India
I-300, 3rd floor, Tower-I, World Trade Centre,
Nauroji Nagar, New Delhi-110029
Telephone No. 011-65218900-01
E-mail: registrar@pci.nic.in

**Ref No. ADMIN/24/2025-ADMIN** **Date:21.10.2026**

**CIRCULAR**

**Subject:** Implementation of "Special Campaign 6" from 2nd to 31st October, 2026 regarding cleanliness, disposal of e-waste and minimisation of pendency in Government offices.

The Pharmacy Council of India has received the Office Memorandum No. **I.25015/01/2026-IWSU dated 14.08.2026**, issued by the Ministry of Health & Family Welfare, Department of Health & Family Welfare, Government of India, regarding the implementation of *"Special Campaign 6"* from **2nd October to 31st October, 2026**, with the objective of institutionalising Swachhata and minimising pendency in Government offices.

In view of above all concern are requested that to kindly take action as per Office Memorandum No. **I.25015/01/2026-IWSU dated 14.08.2026**

**Encl.:** Copy of Office Memorandum No. I.25015/01/2026-IWSU dated 14.08.2026, along with annexures.

ANIL MITTAL
Digitally signed by ANIL MITTAL
Date: 2026.10.21 17:14:28 +05'30'

**(ANIL MITTAL)**
**Registrar-Cum-Secretary**

**TIME BOUND**

**'Special Campaign 6'**

**F.No. I.25015/01/2026-IWSU**
**Government of India**
**Ministry of Health & Family Welfare**
**Department of Health & Family Welfare**
**(IWSU)**

***

Work Hall No. 12049, 'A' Wing, 2nd Floor,
Kartavya Bhavan-1, New Delhi
Dated 14th August, 2026

## OFFICE MEMORANDUM

Subject**: 'Special Campaign 6'** to be held **from 2nd to 31st October, 2026** for institutionalizing *Swachhata* and minimizing pendency in Government offices**- Preparatory phase** and **Implementation phase.**

The undersigned is directed to refer to D/o Administrative Reforms & Public grievances (DARPG), Government of India's O.M. No. Q-11/01/2026-O&M (e-10171) dated 13.08.2026 (**copy enclosed as Annexure-II**) on the subject mentioned above and to convey that **'Special Campaign 6'** for institutionalizing and minimizing pendency in Government offices will be organized **from 2nd October to 31st October, 2026**.

2. The success of Special Campaigns over the years has resulted in institutionalization of the Campaign and the Government plans to conduct a bigger campaign in 2026. This time also, all the offices under the Department of Health & Family Welfare (DoHFW) i.e. **DoHFW Headquarters** and **its Attached Offices** / **Subordinate Offices** / **Central Government Hospitals** / **Autonomous Bodies** / **CPSUs, etc.** shall participate in the campaign with great zeal.

3. During **'Special Campaign 6**, special attention shall be given to **field**/ **outstation offices which are responsible for service delivery or having public interface**.

4. In furtherance of the previous year's focus on scientific management of e-waste generated in the offices, **'Special Campaign 6'** will emphasize on "**Effective collection, segregation and disposal of e-waste**", along with cleanliness, space

management and disposal of pending matters, as per guidelines issued by DARPG.

5. '**Special Campaign 6**' will be organized in two phases, viz. **PREPARATORY PHASE (**from **15th September to 30th September, 2026)** and **IMPLEMENTATION PHASE (**from **2nd October to 31st October, 2026)**. Broad guidelines for both the Phases are given at **Annexure-I**.

6. In this connection, all concerned are requested to initiate necessary action as per guidelines given at **Annexure-I**. Requisite information for becoming the targets of the Campaign [**Parameters at B(i) to (xii) of Annexure-I**] may kindly be provided through e-mail at **iwsu.mohfw@gmail.com** from **15th September, 2026 onwards** for uploading and updating on DARPG's portal timely.

Encl.: As above.

Digitally signed by
Rajesh Kumar
Date: 14-08-2026
22:54:30

(Rajesh Kumar)
Under Secretary (IFD-II/IWSU)
Ph. No. 011-24013249

To

1. AS(RG)/ AS(VK)/ AS&FA/ AS&MD(NHM)/ AS(VN)/ ADG(Stats)
2. JS(PR)/ JS(SJ)/ JS(MK)/ JS(MKB)/ JS(MS)/ JS(SC)/ JS(VKS)/ JS(ERS)/ JS(GM)/ JS(NG)/ JS(HM)/ JS(P)/ JS(MA)/ JS(GSC)/ EA(GJ)/ Adv(Cost)/ CCA/ JS(RS) of Dte.GHS/ DDGs(Stats)/ Director(CGHS)

Copy to (for necessary action):

1. **All Divisions**/ **Sections** of DoHFW *(through Notice Board of eOffice)* for furnishing requisite information related to **Parameters mentioned at Para B of Annexure-I** to (i) **Parliament Section** in respect of **Points No. i** & **ii;** (ii) **IWSU** in respect of **Points No. iii, iv, v** & **vi;** (iii) **W&PG Section** in respect of **Point No. vii;** and (iv) **General Section** in respect of **Points No. viii, ix, x, xi** & **xii.**
2. US (Parliament Section), DoHFW for furnishing compiled information of DoHFW (HQ) in respect of **Point No. i** & **ii of Para B of Annexure-I**
3. US (W&PG Section), DoHFW for furnishing compiled information of DoHFW (HQ) in respect of **Point No. vii of Para B of Annexure-I**

4. US (General Admin), DoHFW for furnishing compiled information of DoHFW (HQ) in respect of **Point Nos. viii, ix, x, xi** & **xii of Para B of Annexure-I** and to take necessary action for **cleanliness campaign; effective collection, segregation and disposal of e-waste; space management** and **record management**.
5. DD (O&M), Dte. GHS for furnishing compiled information in respect of **all the Points of Para B of Annexure-I** for compliance of the instructions given in this O.M.
6. DD (A), NHA for furnishing information in respect of **all the Points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.
7. O/o Director (CGHS) for circulating this O.M., along with aforesaid DARPG's O.M. dated 13th August, 2026, to all CGHS Wellness Centres / Offices for compliance of the instructions given in this O.M.
8. All Subordinate Offices of DoHFW (*through email*) to provide requisite information in respect of **all the points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.
9. All Central Government Hospitals/ Autonomous Bodies/ CPSUs, etc. of DoHFW (*through email*) to provide requisite information in respect of **all the points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.

Copy to (for information):

1. PS to Hon'ble HFM
2. PS to Hon'ble MoS (PJ)
3. PS to Hon'ble MoS (AP)
4. PSO to Secretary (HFW)
5. SrPPS to DGHS
6. SrPPS to CEO, NHA
7. PPS to JS (ERS)
8. Notice Board of eOffice.

**Annexure-I**

(MoHFW's O.M. No. I.25015/01/2026-IWSU dated 14th August, 2026)

# 'Special Campaign 6'

## A. PREPARATORY PHASE (Period: 15th to 30th September, 2026)

During this phase, all Sections/ Divisions of DoHFW, its Attached Offices (i.e. Dte.GHS and NHA), Central Government Hospitals, Subordinate Offices, Autonomous Bodies, CPSUs, etc. are supposed to carry out the following activities:

i. Nominate **Nodal Officers** in each of the campaign offices in Central Government Hospitals/ Attached Offices/ Subordinate Offices/ Autonomous Bodies/ CPSUs, etc.
ii. Arrange training for the Nodal Officers about their role in the campaign
iii. Mobilize the offices/ officers and ground functionaries for the campaign
iv. Identify pending references
v. Identify campaign sites for cleanliness
vi. Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal
vii. Space management planning
viii. Scrap disposal
ix. Record Management
x. Identification of effective collection and segregation of e-waste as per guidelines of M/o Environment, Forest and Climate Change (MoEFCC).

## B. Parameters

This year, '**Special Campaign 6**' will **focus on effective collection, segregation and disposal of e-waste** e.g. unserviceable or discarded computers, laptops, printers, LEDs, e-display boards, electrical & electronic tools, medical devices & laboratory instruments, etc., as well as on liquidating pendency in government offices and overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. **Information regarding targets (to be achieved during the campaign) on the following parameters may be furnished during PREPARATORY PHASE. The information collected so will become TARGETS**

**for liquidation/ implementation during the campaign**:

i. Identifying pending **References from MPs** *[Furnish the number]*
ii. Identifying **Parliamentary Assurances** pending for more than 3 months *[Furnish the number]*
iii. Identifying pending **References from the State Governments** *[Furnish the number]*
iv. Identifying pending **Inter-Ministerial References** (Cabinet Notes) *[Furnish the number]*
v. Identifying pending **PMO References** *[Furnish the number]*
vi. Number of **Rules**/ **Processes identified for simplification** *[Furnish the number]*
vii. Identifying pending **Public Grievances** and **Appeals** (**CPGRAMS** as well as grievances received from **other sources**) *[Furnish the number]*
viii. **Record Management** - Review of physical files/ recording; Weeding out of physical files; Reviewing and closing of e-files *[Furnish the number of **Physical files** and **e-files** which will be reviewed]*
ix. Identification of **Cleanliness Campaign Sites** *[Furnish the number and also **BEFORE photographs** (at least 2) of each cleanliness sites]*
x. **Planning of Space management** and **beautification of offices**
xi. Identification of **scrap** and **redundant items** for **disposal** as per procedure of relevant Rules of GFR 2017
xii. Identification of **e-waste items to be collected**/ **segregated [as per e-waste (Management) Rules, 2022] and to be disposed**/ **reported as per Appendix-1 at Para B (E-Waste Management) of DARPG's O.M. dated 13th August, 2026.**

## C. IMPLEMENTATION PHASE (Period: 2nd to 31st October, 2026)

The main phase will be action phase, when **our efforts shall be made to achieve the targets identified in Preparatory Phase** and **information shall be provided** to IWSU **on daily** basis. **'Special Campaign 6'** should also be used to improve records management, categorization, recording, review and weeding out of physical records as per extant guidelines contained in the Central Secretariat Manual of Office Procedure (CSMOP), Appendix IX of GFR 2017 and Public Record Act, 1993 and guidelines issued by DARPG vide O.M. No. Q-11/01/2026-O&M-DARPG dated the 13th August, 2026 (**copy enclosed**). The **best practices**

evolved during the campaign shall be documented on the portal of DARPG for future reference.

## D. Monitoring of Progress

**Shri Elangbam Robert Singh, Joint Secretary**, being the **Nodal Officer** of DoHFW for 'Special Campaign 6', will review the progress of campaign **daily**.

**Secretary (HFW)** will also regularly review the progress of campaign. Officers will be nominated by DoHFW to assess the impact of cleanliness drives and will make site visits and submit a report to the Nodal Officer of DoHFW.

The progress of campaign will also be reviewed by **Secretary, DARPG** with the Nodal Officers **weekly** during the campaign period. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

There will be a "**Self-Assessment Form**" on the portal (Appendix-1 of DARPG's O.M. dated 13th August, 2026) to be filled by the Ministry after completion of the Campaign (latest by 10th November, 2026), to facilitate review the outcome of the campaign by appropriate higher authorities.

## E. Communication and Outreach plan

DARPG will create hashtag **#SpecialCampaign6**. All offices are requested to issue **tweets/ retweets** using this hashtag from various social media handles of their offices **from 15th September, 2026 onwards**.The campaign will also be presented through social media, featured articles in newspapers, small features/ documentaries on Doordarshan, etc.

***

**Appendix-1**

## Special Campaign 6
## (October 2nd -31st, 2026)
## Self-Assessment Form
## (To be submitted by 10-11-2026)

### A. Background Information

| | | |
|---|---|---|
| 1. | **Ministry / Department(M/D) Name:** | |
| 2. | List of Attached/Subordinate/Outstation offices/Missions/Posts where the Campaign was conducted. | a. |
| | | b. |
| | | c. |

### B. E-Waste Management (In compliance of MoEFCC e-Waste (Management) Rules, 2022)

A copy of the E-Waste (Management) Rules, 2022 is enclosed as Annexure – II. For ease of identification, the major categories of e-waste items covered under Schedule I of the Rules are indicated below. Further DARPG is developing a dedicated module for identification and reporting of e-waste, which will be made functional on the Special Campaign 6 portal in due course.

**B1**

| S. No. | Category | Item Code | Item Name | Est. Qty (Nos.) | Realized Value (In Rs.) | Remarks |
|---|---|---|---|---|---|---|
| 1 | Information Technology and Telecommunication Equipment | ITEW | | | | |
| 2 | Consumer Electrical and Electronics & Photovoltaic Panels | CEEW | | | | |
| 3 | Large and small Electrical and Electronic Equipment | LSEEW | | | | |
| 4 | Electrical and Electronic Tools | EETW | | | | |
| 5 | Toys, Leisure, and Sports Equipment | TLSEW | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 6 | Medical Devices and Laboratory Instruments | MDW | | | | |
| 7 | Laboratory Instruments | LIW | | | | |
| 8 | Others — items not covered by the 7 Schedule I categories above | OTH | | | | |

B.2

| Item Details | | Target Quantity | Disposal Details | | | | | | | | Total Quantity | Total Value (₹) | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Thru' Producer | | Thru' Recycler | | Thru' Refurbisher | | Others | | | | |
| | | | Q1 | Val1 | Q2 | Val2 | Q3 | Val3 | Q4 | Val4 | | | |
| **ITEW Information Technology and Telecommunication Equipment** *(27 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |
| 1 | ITEW1 — Mainframes, Minicomputers | | | | | | | | | | | | |
| 2 | ITEW2 — Personal Computers (CPU with input and output devices) | | | | | | | | | | | | |
| 3 | ITEW3 — Laptop Computers | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **CEEW Consumer Electrical and Electronics and Photovoltaic Panels** *(19 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |
| 1 | CEEW1 — Television sets (LCD/LED) | | | | | | | | | | | | |
| 2 | CEEW2 — Refrigerator | | | | | | | | | | | | |
| 3 | CEEW3 — Washing Machine | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **LSEEW Large and Small Electrical and Electronic Equipment** *(34 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |
| 1 | LSEEW1 — Large cooling appliances | | | | | | | | | | | | |
| 2 | LSEEW2 — Freezers | | | | | | | | | | | | |

| Item Details | | Target Quantity | Disposal Details | | | | | | | | Total Quantity | Total Value (₹) | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Thru' Producer | | Thru' Recycler | | Thru' Refurbisher | | Others | | | | |
| | | | Q1 | Val1 | Q2 | Val2 | Q3 | Val3 | Q4 | Val4 | | | |
| 3 | LSEEW3 — Other large refrigeration/food storage appliances | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **EETW Electrical and Electronic Tools** *(8 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |
| 1 | EETW1 — Drills | | | | | | | | | | | | |
| 2 | EETW2 — Saws | | | | | | | | | | | | |
| 3 | EETW3 — Sewing Machines | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **TLSEW Toys, Leisure and Sports Equipment** *(6 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |
| 1 | TLSEW1 — Electrical trains or car racing sets | | | | | | | | | | | | |
| 2 | TLSEW2 — Hand-held video game consoles | | | | | | | | | | | | |
| 3 | TLSEW3 — Video games | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **MDW Medical Devices** *(10 items — Schedule I, E-Waste (Management) Rules, 2022)* | | | | | | | | | | | | | |

| Item Details | | Target Quantity | Disposal Details | | | | | | | | Total Quantity | Total Value (₹) | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Thru' Producer | | Thru' Recycler | | Thru' Refurbisher | | Others | | | | |
| | | | Q1 | Val1 | Q2 | Val2 | Q3 | Val3 | Q4 | Val4 | | | |
| 1 | **MDW1 — Radiotherapy equipment and accessories** | | | | | | | | | | | | |
| 2 | **MDW2 — Cardiology equipment and accessories** | | | | | | | | | | | | |
| 3 | **MDW3 — Dialysis equipment and accessories** | | | | | | | | | | | | |
| 4 | Other items of this category have also been populated on the portal | | | | | | | | | | | | |
| **LIW Laboratory Instruments** ***(2 items — Schedule I, E-Waste (Management) Rules, 2022)*** | | | | | | | | | | | | | |
| 1 | **LIW1 — Gas analyser** | | | | | | | | | | | | |
| 2 | **LIW2 — Equipment having electrical and electronic components** | | | | | | | | | | | | |
| **OTH Others — items not covered by the 7 Schedule I categories above** ***(1 item — Schedule I, E-Waste (Management) Rules, 2022)*** | | | | | | | | | | | | | |
| 1 | **OTH — (specify item description in Comment column)** | | | | | | | | | | | | |

## C. Best Practices

Categories under which best practices may be categorized:

i. e-waste
ii. Digitization/Intra-Ministerial Portal
iii. Efficient Management of Space
iv. Enhancement of Office Premises
v. Environment-Friendly Practices
vi. Waste to Wealth
vii. Citizen Centric Initiatives
viii. Innovative Practices
ix. Any other_____

In the given format, kindly share a brief description of Best Practices taken up during Special Campaign 6. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the SCDPM portal (https://scdpm.nic.in/specialcampaign6) as well.

| S. No. | Best Practice | Brief Description of Best Practices (maximum 100 words) | Location | Category |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

**D. Space Freed**

In the given format, kindly mention top 5 sites where space has been freed and its utilization now.

| S No. | Location | Brief Description on utilization of space freed and benefits to the Organization (Location, type etc.) (maximum 100 words) | Sq. ft of Space freed |
|---|---|---|---|
| 1. | | | |

Kindly upload the high-resolution photographs and videos (Links may be given) on the SCDPM portal in the form of "Before-After" as described in the table below.

| Photographs (Before the campaign) | Photographs (After Conduct of campaign & Space Utilization) |
|---|---|
| | |

NIC will download all pictures and videos Ministry-wise in a separate hard disk for further reporting.

**E. Scrap Disposal and Revenue Earned**

In the given format, kindly categorize the type of scrap disposed during the Special Campaign:

| S No. | Office Scrap category | Unit | Revenue Earned |
|---|---|---|---|
| 1. | Furniture | | |
| 2. | Stationary | | |
| 3. | Office vehicle | | |
| 4. | Plastic | | |
| 5. | Any other | | |

## F. Cleanliness Campaign

1. List the total number of office sites where the Campaign was conducted _____ (Please ensure that the number of sites matches the data given on the portal)

2. List the number of outstation offices where the cleanliness campaign was taken up_____

3. List the sites where mechanized cleaning practices have been adopted, if any

   _____

4. Any other Initiatives_____

***

**No. Q-11/01/2026-O&M (e-10171)**
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
***

Sardar Patel Bhawan, New Delhi
Dated, the 13th August, 2026

## OFFICE MEMORANDUM

**Subject Special Campaign 6 for institutionalizing Swachhata and minimizing pendency in Government offices – 2nd October 2026 to 31st October, 2026- regarding.**

The Government will organize Special Campaign 6 for improving Swachhata and disposal of pending references from 2nd October – 31st October, 2026, on the lines of the Special Campaigns held in 2021, 2022, 2023, 2024 & 2025. Since the inception of the campaign in 2021, and as of June 2026, the cumulative outcomes of the campaigns include ₹ 4967.78 crore revenue earned from scrap disposal, 24.16 lakh sites covered under cleanliness drive across the country and in overseas Indian Missions and 178.63 lakh files weeded out/closed.

2. The success of Special Campaigns over the years has resulted in institutionalisation of the campaign and the Government plans to conduct a bigger campaign this year. The Special Campaign will cover all Offices of the Ministries / Departments of Government of India, their attached / subordinate offices / PSUs / autonomous organizations. In this regard, Cabinet Secretary has vide D.O. No. 502/2/2/2024-CA.V/CA.III dated the 05th August, 2026 addressed all Secretaries to the Government of India **(Annexure-I)**. Department of Administrative Reforms & Public Grievances (DARPG) will be the nodal Department for coordinating and steering the campaign across the country. The following Guidelines have been formulated by DARPG for smooth conduct of Special Campaign 6.

**Guidelines for Special Campaign 6**

3. The Special Campaign 6 will be organised in two phases – Preparatory Phase from 15th September, 2026 to 30th September, 2026 and Implementation Phase from 2nd October, 2026 to 31st October, 2026.

4. The Special Campaign 2026 aims at saturation of Swachhata in all offices of all Ministries/ Departments including their attached / subordinate offices / PSUs / autonomous organizations by improving overall cleanliness of Government offices and enhancing experience of common public with Government offices.

5. In furtherance of the previous year's focus on the scientific management of e-waste generated in Government of India offices, the campaign this year will emphasize **"Effective Collection, segregation and disposal of e-waste**. For this purpose, DARPG is updating the Special Campaign 6 Portal which will facilitate easy tracking of e-waste collection, segregation and disposal in terms of E-Waste (Management) Rules, 2022 and it's reporting during and upon completion of the campaign. The focus of the campaign this year shall be field/outstation offices responsible for service delivery or having public interface, in addition to the Ministries/Departments and their attached/subordinate offices/PSUs/autonomous organizations. The broad guidelines for both the phases are as given below:-

**Preparatory Phase of the Special Campaign 15th - 30th September 2026**

6. The Special Campaign will be preceded by Preparatory Phase from 15th September, 2026 to 30th September, 2026. During this phase, Ministries/Departments are supposed to do the following activities:

(i) Nominate Nodal Officers in each of their campaign offices in attached / subordinate offices/ PSUs / autonomous organizations (by 25th August, 2026).

(ii) Arrange training for these Nodal Officers about their role in the campaign

(iii) Mobilize the offices/officers and ground functionaries for the campaign

(iv) Identify pending references

(v) Identify campaign sites for cleanliness

(vi) Assess the volume of redundant materials to be disposed and finalise the procedures for their disposal

(vii) Space management planning

(viii) Scrap disposal

(ix) Record Management

(x) Identification of Effective collection and segregation of e-waste as per guidelines of MoEFCC for target setting for the forthcoming implementation phase.

**Parameters for the Special Campaign**

7. The campaign will focus on liquidating pendency in the MP's References, References from the State Governments, Inter-Ministerial References, Parliamentary Assurances, PMO references, Public Grievances and PG Appeals etc.

8. The campaign may also be utilized for adherence of record management systems as contained in Central Secretariat Manual of Office Procedure (CSMOP), GFR and Public Record Act, 1993 and guidelines regarding Record Management Practices in Government of India, issued by DARPG vide OM Q-15011/1/2025-O&M-DARPG dated the 01st August, 2025 (copy enclosed).

9. Overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be

undertaken. Accordingly, the information on the following parameters may be collected during the preparatory phase. The information collected so will become target for liquidation/implementation during the campaign phase:

- Identification of Cleanliness Campaign sites
- Planning for space management and beautification of offices
- Effective collection, segregation of e-waste as per E-Waste (Management) Rules, 2022 , its disposal and reporting as per Appendix -1 Para B (E-Waste Management)
- Identifying scrap and redundant items and their disposal procedure as per GFR
- Identifying pending references from MP's
- Identifying pending references from the State Governments
- Identifying pending Inter-Ministerial references (Cabinet Notes)
- Identifying Parliamentary Assurances pending for more than 3 months
- Identifying pending PMO references
- Identifying pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Number of Rules/Processes identified for simplification
- Record Management – Review of files/ recording and weeding of files / closing of e-files

The data and outcome on the above parameters will be uploaded by the Ministries/Departments in the portal developed by DARPG on daily basis.

**Nomination of Nodal Officers and their roles and responsibilities**

10. Each Ministry/Department shall designate a Nodal Officer for the Special Campaign (**not below the rank of Joint Secretary**). The Nodal Officers will coordinate the campaign in their Ministry/Department and also Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs. The Nodal officers will formulate a comprehensive planning for cleanliness,

space management and beautification of their offices. He/she will ensure documentation of all activities in pre and post campaign scenario.

11. The Nodal Officer will collect information on daily basis and arrange to feed the information into the Central monitoring portal (SCDPM 6 Portal) designed by DARPG. They will ensure high-resolution pictures and videos of the Campaign sites before start of Campaign and after completion of activities for documentation purposes. Therefore, a suitable planning for pre and post scenario filming and pictures shall be done in consultation with their internal media unit. Efforts shall be made to capture feedback of beneficiary / common public on these efforts in pictures and videos. Documentation of (i) Space freed and its utilisation and (ii) Revenue earned from scrap (along-with break-up of each office including subordinate offices) will be made by the Nodal Officers.

12. While campaign shall be conducted on all identified locations, however, some sites having maximum possible impact shall be identified for focused attention, which may be showcased later as top highlights of the campaign. Nodal Officers will also draw the communication and outreach plan of the campaign in consultation with DARPG.

13. Accordingly, the Ministries/Departments are requested to identify the Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs where Swachhata Campaign would be conducted and share the list of those offices with the DARPG in advance. If needed, DARPG would also organise third party visits to those offices during the campaign from 2nd -31st October, 2026.

14. The Nodal Officers of the Ministry / Department will collate the information from the field Nodal Officers and feed them into the central monitoring portal maintained by DARPG.

## Role of CPWD/ NBCC/ MOEFCC

15. CPWD/ NBCC will undertake outdoor cleanliness drives under the Special Campaign for all buildings where they are responsible for upkeep.

16. CPWD/ NBCC will draw action plan for cleanliness and facelift of common areas, outer façade etc. in consultation with the nodal Ministries for that building.

17. Nodal Officers will be nominated by CPWD/ NBCC to coordinate with the Nodal Coordinating Ministries of Bhawans/ Buildings and their complete details will be sent to Ministries/ Departments occupying these Bhawans/ Buildings as well as DARPG by 10th September, 2026.

18. As the focus of the campaign, this year will emphasize on scientific e-waste management with the objective of **"Effective collection, segregation and disposal."** Ministry of Environment, Forest and Climate Change (MOFECC) may arrange awareness about the compliance of e-waste management rules through registered producers/ identified recyclers/refurbishers etc.

## Monitoring through a dedicated Portal

19. As mentioned above, the progress of the campaign will be monitored through the SCDPM portal at https://scdpm.nic.in/specialcampaign6. The portal can be accessed through login credentials of Nodal Officers. DARPG will organise a training session for all Nodal Officers on the portal in the first week of September 2026. All Ministries/Departments will add, "Best Practices adopted by them" on the SCDPM portal under categories given in **Appendix – 1**.

## Main phase of the Special Campaign 2nd – 31st October 2026

20. Main phase will be action phase, during which all out, efforts shall be made to achieve the targets identified in Preparatory Phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorisation, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP, Appendix IX of GFR and Public Records Act, 1993 and guidelines issued by DARPG regarding Record Management Practices in Government of India, vide OM Q-15011/1/2025-O&M-DARPG dated the 01st August, 2025 (copy enclosed). The best practices evolved during the campaign shall be documented on the portal for further reference.

## Monitoring of Progress

21. Nodal Officers will review the progress in their office and all offices under their Ministry/Departments on a daily basis. Secretary of the Department will also regularly review the progress. Officers will be nominated by Ministry / Department to assess the impact of cleanliness drives, who will make site visits and submit a report to the Nodal Officer of the Ministry / Department. There will be a "Self- Assessment Form" on the portal **(Appendix-1)**. The form may be filled by the Ministries / Departments after completion of the Campaign (latest by 10th November, 2026), to facilitate review of the campaign outcomes by appropriate higher authorities.

22. Reviews will be conducted by Secretary, DARPG with the Nodal Officers on a weekly basis during the entire campaign period. A weekly-consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

23. The following designated officers from DARPG will be available for providing any clarification with respect to the Special Campaign:

(i) Shri Puneet Yadav, Additional Secretary, DARPG, (Tel. No.: 011-23741004, email: ypuneet@nic.in)

(ii) Shri Ajit Kumar Sah, Director, DARPG (Mob.9911930267, e-mail: ak.sah@nic.in)

(iii) Shri Sanjeev Saxena, Senior Technical Director, NIC (Tel.No.011 2340 1423, e-mail: sanjeevs@nic.in) on technical issues.

(iv) Shri Satish Kumar, Under Secretary, DARPG (Tel.No.011 2344 0364, e-mail: s.kumar69@nic.in)

**Communication and Outreach plan:**

24. DARPG will create hashtag **#SpecialCampaign6**. Ministries/Departments shall issue tweets/retweets using this hashtag from various social media handles of their Ministries/Departments from 15th September, 2026 onwards. The campaign shall be presented through social media, featured articles in newspapers, small features / documentaries on Doordarshan etc. A film on Special Campaign would also be prepared post campaign for which site visits of Doordarshan crew will be finalised in preparatory phase itself. Ministry of Information & Broadcasting will be involved for larger publicity and media plan of the campaign.

**Evaluation Phase: 16th November – 30th November 2026**

25. A 3rd party assessment of the Campaign will be undertaken from 16th – 30th November 2026. The team will assess qualitative impact of the campaign and measures adopted to sustain the achievements of the Campaign.

**(Ajit Kumar Sah)**
Director
Tele No. 011-23362325

To

**All Secretaries to the Govt. of India.**
DG, CPWD
CMD NBCC

ANNEXURE - I

डॉ. टी.वी. सोमनाथन
Dr. T.V. Somanathan

सत्यमेव जयते

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

**D.O. No. 502/2/2/2024-CA.V/ CA.III** **Dated, 5th August, 2026**

Dear Secretary,

As you are aware, Special Campaigns for disposal of pending matters have been successfully organized from 2nd October to 31st October since 2021, across all Ministries/Departments with Department of Administrative Reforms and Public Grievances (DARPG) as the nodal department. The success of these campaigns has been made possible through the sustained and vigorous efforts of all Ministries and Departments.

2. In continuation of the efforts made in previous years, the Special Campaign 6 will be conducted from 2nd October to 31st October, 2026. During the campaign, particular attention may be given to field/outstation offices providing public services or having direct public interface, in addition to the Ministries/Departments, their attached/subordinate offices, Autonomous Bodies, and PSUs. In furtherance of the previous year's focus on the scientific management of e-waste generated in Government of India offices, the campaign this year will emphasize on "**Effective collection, segregation and disposal of e-waste**".

3. As in the past five years, your leadership and active involvement will be crucial for the success of the Campaign. Appropriate instructions may also be issued to all offices/organizations under your Ministry/ Department for meaningful participation and successful implementation of Special Campaign 6.

With best wishes,

Yours Sincerely,

**(T. V. Somanathan)**

To,

**All Secretaries to the Government of India**

Cabinet Secretariat, Seva Teerth, Motilal Nehru Marg, New Delhi-110011
Tel.: 011-23016696, 23011241 Fax : 011-23018638 E-mail : cabinetsy@nic.in

ANNEXURE - II



**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**

**NOTIFICATION**

New Delhi, the 2nd November 2022

**G.S.R. 801(E).**—Whereas the draft rules, namely the E-Waste (Management) Rules, 2022 were published by the Government of India in the Ministry of Environment, Forest and Climate Change, *vide* notification number S.O. 360 (E), dated the 19th May, 2022 in the Gazette of India, Extraordinary, Part II, section 3, sub-section (i), inviting objections and suggestions from all persons likely to be affected thereby, before the expiry of the period of sixty days from the date on which copies of the Gazette containing the said notification were made available to the public;

AND WHEREAS, the copies of the Gazette containing the said notification were made available to the public on the 19th day of May, 2022;

AND WHEREAS, the objections and suggestions received from the public in respect of the said draft notification within the said period have been duly considered by the Central Government;

NOW, THEREFORE, in exercise of the powers conferred by sections 6, 8 and 25 of the Environment (Protection) Act, 1986 (29 of 1986) read with sub-rule (3) of rule 5 of the Environment (Protection) Rules, 1986, and in supersession of the E-waste (Management) Rules, 2016, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely: -

## CHAPTER I

## PRELIMINARY

1. **Short title and commencement.** - (1) These rules may be called the E-Waste (Management) Rules, 2022.

(2) They shall come into force from the 1st day of April, 2023.

2. **Application.** - These rules shall apply to every manufacturer, producer refurbisher, dismantler and recycler involved in manufacture, sale, transfer, purchase, refurbishing, dismantling, recycling and processing of e-waste or electrical and electronic equipment listed in Schedule I, including their components, consumables, parts and spares which make the product operational but shall not apply to -

(a) waste batteries as covered under the Battery Waste Management Rules, 2022;

(b) packaging plastics as covered under the Plastic Waste Management Rules, 2016;

(c) micro enterprise as defined in the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006); and

(d) radio-active wastes as covered under the provisions of the Atomic Energy Act, 1962 (33 of 1962) and rules made there under.

3. **Definitions.** (1) In these rules, unless the context otherwise requires, -

(a) 'Act' means the Environment (Protection) Act, 1986 (29 of 1986);

(b) 'bulk consumer' means any entity which has used at least one thousand units of electrical and electronic equipment listed in Schedule I, at any point of time in the particular Financial Year and includes e-retailer;

(c) 'business' means manufacturing, production, assembling and import of electrical and electronic equipment as listed in Schedule I and refurbishing, recycling, disposal and treatment of e-waste;

(d) 'component' means one of the parts of a sub-assembly or assembly of which a manufactured product is made up of and into which it may be resolved and includes an accessory or attachment to another component;

(e) 'consumables' means an item, which participates in or is required for a manufacturing process or for functioning of the electrical and electronic equipment and may or may not form part of

end-product and Items which are substantially or totally consumed during a manufacturing process shall bedeemed to be consumables;

(f) 'dismantler' means any person or entity engaged in dismantling of used electrical and electronic equipment into their components and having authorisation from concerned State Pollution Control Board or Pollution Control Committee as per the guidelines of the Central Pollution Control Board;

(g) 'disposal and treatment' means any operation which does not lead to recycling, recovery or reuse and includes physicochemical or biological treatment, incineration and deposition in secured landfill;

(h) 'end-of-life' of the product means the time when the product is intended to be discarded by the user;

(i) 'environmentally sound management of e-waste' means taking all steps required to ensure that e-waste is managed in a manner which shall protect health and environment against any adverse effects, which may result from such e-waste;

(j) 'electrical and electronic equipment' means equipment which are dependent on electric current or electro-magnetic field in order to become functional and also the equipment for the generation, transfer and measurements of the electricity;

(k) 'e-retailer' means an individual or company or business entity that uses an electronic network such as internet, social media, telephone or any other media, to sell its goods;

(l) 'e-waste' means electrical and electronic equipment, including solar photo-voltaic modules or panels or cells, whole or in part discarded as waste, as well as rejects from manufacturing, refurbishment and repair processes;

(m) 'extended producer responsibility' means responsibility of any producer of electrical or electronic equipment as given in Schedule-I for meeting recycling targets as per Schedule-III and Schedule-IV, only through registered recyclers of e-waste to ensure environmentally sound management of such waste;

(n) 'facility' means any location wherein the process incidental to the collection, reception, storage, segregation, refurbishing, recycling, disposal and treatment of e-waste are carried out;

(o) 'historical e-waste' means e-waste generated from electrical and electronic equipment as specified in Schedule-I which was available on the date from which these rules come into force;

(p) 'manufacturer' means a person or an entity or a company as defined in the Companies Act, 2013 (18 of 2013) or a factory as defined in the Factories Act, 1948 (63 of 1948) or Small and Medium Enterprises as defined in the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), which has facilities for manufacture of electrical and electronic equipment as specified in Schedule-I;

(q) 'orphaned products' means non-branded or assembled electrical and electronic equipment as specified in Schedule-I or those produced by a company which has closed its operations;

(r) 'part' means an element of a sub-assembly or assembly including its component, spares or accessory not normally useful by itself and not amenable to further disassembly for maintenance purposes;

(s) 'portal' means the online system developed by the Central Pollution Control Board for the purposes of these rules;

(t) 'producer' means any person or entity who, -

(i) manufactures and offers to sell electrical and electronic equipment and their components or consumables or parts or spares under its own brand; or

(ii) offers to sell under its own brand, assembled electrical and electronic equipment and their components or consumables or parts or spares produced by other manufacturers or suppliers; or

(iii) offers to sell imported electrical and electronic equipment and their components or consumables or parts or spares; or

(iv) who imports used electrical and electronic equipment;

irrespective of the selling technique used such as dealer, retailer, e-retailer, etc.;

(u) 'recycler' means any person or entity who is engaged in recycling and reprocessing of waste electrical and electronic equipment or assemblies or their components or their parts for recovery of precious, semi-precious metals including rare earth elements and other useful recoverable materials to strengthened the secondary sourced materials and having facilities as elaborated in the guidelines of the Central Pollution Control Board made in this regard;

(v) 'refurbisher' means any person or entity repairing or assembling used electrical and electronic equipment as listed in Schedule-I for extending its working life over its originally intended life and for same use as originally intended, and selling the same in the market;

(w) 'Schedule' means the Schedule appended to these rules;

(x) 'spares' means a part or a sub-assembly or assembly for substitution which is ready to replace an identical or similar part or sub-assembly or assemblyincluding a component or an accessory; and

(y) 'target' means the quantity of e-waste to be recycled through registered recycler by the producer in fulfilment of extended producer responsibility.

(2) Words and expressions used in these rules and not defined but defined in the Act shall have the same meanings as respectively, as assigned to them in the Act.

## CHAPTER II

## Extended Producer Responsibility Framework

**4. Registration.** - (1)The entities shall register on the portal in any of the following category, namely: -

(a) manufacturer;

(b) producer;

(c) refurbisher; or

(d) recycler.

(2) In case any entity falls in more than one categories under sub-rule (1), then the entity shall register under those categories separately.

(3) No entity referred in sub-rule (1) shall carry out any business without registration.

(4) The entities registered under sub-rule (1) shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.

(5) Where any registered entity furnishes false information or willfully conceals information for getting registration or return or report or information required to be provided or furnished under these rules or in case of any irregularity, the registration of such entity may be revoked by the Central Pollution Control Board for a period up to three-years after giving an opportunity to be heard and in addition, environmental compensation charges may also be levied as per rule 22 in such cases.

(6) The Central Pollution Control Board may charge such registration fee and annual maintenance charges from the entities seeking registration under these rules based on capacity of e-waste generated or recycled or handled by them as laid down by the Central Pollution Control Board with the approval of the Steering Committee.

## CHAPTER III

## RESPONSIBILITIES

**5. Responsibilities of the manufacturer.** – All manufacturer shall have to, -

(1) register on the portal;

(2) collect e-waste generated during the manufacture of any electrical and electronic equipment and ensure its recycling or disposal;

(3) file annual and quarterly returns in the laid down form on the portal on or before end of the month succeeding the quarter or year, as the case may be, to which the return relates.

**6. Responsibilities of the producer.** - The producer of electrical and electronic equipment listed in Schedule I shall be responsible for -

(1) registration on the portal;

(2) obtaining and implementing extended producer responsibility targets as per Schedule-III and Schedule-IV through the portal:

Provided that the producer having extended producer responsibility plan under the provisions of the erstwhile E-Waste (Management) Rules, 2016 shall migrate under these rules as per the procedure laid down by the Central Pollution Control Board with approval of Steering Committee;

(3) creating awareness through media, publications, advertisements, posters or by any other means of communication;

(4) file annual and quarterly returns in the laid down form on the portal on or before the end of the month succeeding the quarter or year, as the case may be, to which the return relates.

**7. Responsibilities of the refurbisher.** – All refurbisher shall have to, -

(1) register on the portal;

(2) collect e-waste generated during the process of refurbishing and hand over the waste to registered recycler and upload information on the portal;

(3) ensure that the refurbished equipment shall be as per Compulsory Registration Scheme of the Ministry of Electronics and Information Technology and Standards of Bureau of Indian Standards framed for this purpose;

(4) file annual and quarterly returns in the laid down form on the portal on or before the end of the month succeeding the quarter or year, as the case may be, to which the return relates.

**8. Responsibilities of bulk consumer.** - Bulk consumers of electrical and electronic equipment listed in Schedule I shall ensure that e-waste generated by them shall be handed over only to the registered producer, refurbisher or recycler.

**9. Responsibilities of the recycler.** - All recycler shall have to, -

(1) register on the portal;

(2) ensure that the facility and recycling processes are in accordance with the standards or guidelines laid down by the Central Pollution Control Board in this regard from time to time;

(3) ensure that the fractions or material not recycled in its facility is sent to the respective registered recyclers;

(4) ensure that residue generated during recycling process is disposed of in anauthorised treatment storage disposal facility;

(5) maintain record of e-waste collected, dismantled, recycled and sent to registered recycler on the portal and make available all records for verification or audit as and when required;

(6) file annual and quarterly returns in the laid down form on the portal on or before the end of the month succeeding the quarter or year, as the case may be, to which the return relates;

(7) accept waste electrical and electronic equipment or components not listed in Schedule-I for recycling provided that they do not contain any radioactive material and same shall be uploaded on the portal;

(8) create awareness through media, publications, advertisements, posters or by such other means of communication;

(9) account for and upload information about any non-recyclable e-waste or any quantity which is not recycled and disposed of;

(10) take help of dismantlers for recycling purposes:

Provided that it shall be the responsibility of recycler to ensure proper material flow to and from those dismantlers and the dismantler shall give dismantled material to registered recycler only and maintain record of the same.

**10. Responsibilities of State Government or Union territories. -** (1) The Department of Industry in the State and Union territory or any other government agency authorised in this regard by the State Government or the Union territory, as the case may be, shall ensure earmarking or allocation of industrial space or shed for e-waste dismantling andrecycling in the existing and upcoming industrial park, estate and industrial clusters.

(2) Department of Labor in the State and Union territory or any other government agency authorised in this regard by the State Government or the Union territory, as the case may be, shall, -

(a) ensure recognition and registration of workers involved in dismantlingand recycling;

(b) assist formation of groups of such workers to facilitate setting up of dismantling facilities;

(c) undertake industrial skill development activities for the workers involved in dismantling and recycling;

(d) undertake annual monitoring and to ensure safety and health of workers involved in dismantling and recycling.

## CHAPTER IV

**11. Procedure for storage of e-waste.** - Every manufacturer, producer, refurbisher and recycler may store the e-waste for a period not exceeding one hundred and eighty days and shall maintain a record of sale, transfer and storage of e-wastes and make these records available for inspection and the storage of the e-waste shall be done as per the applicable rules or guidelines for the time being in force:

Provided that the Central Pollution Control Board may extend the said period up to three hundred and sixty-five days in case the e-waste needs to be specifically stored for development of a process for its recycling or reuse.

## CHAPTER V

**12. Management of solar photo-voltaic modules or panels or cells.** – (1) These rules shall be applicable to solar photo-voltaic modules or panels or cells, subject to provisions of this chapter.

(2) Every manufacturer and producer of solar photo-voltaic modules or panels or cells shall, -

(i) ensure registration on the portal;

(ii) store solar photo-voltaic modules or panels or cells waste generated up to the year 2034-2035 as per the guidelines laid down by the Central Pollution Control Board in this regard;

(iii) file annual returns in the laid down form on the portal on or before the end of the year to which the return relates up to year 2034-2035;

(iv) ensure that the processing of the waste other than solar photo-voltaic modules or panels or cells shall be done as per the applicable rules or guidelines for the time being in force;

(v) ensure that the inventory of solar photo-voltaic modules or panels or cells shall be put in place distinctly on portal;

(vi) comply with standard operating procedure and guidelines laid down by the Central Pollution Control Board in this regard.

(3) Recycler of solar photo-voltaic modules or panels or cells shall be mandated for recovery of material as laid down by the Central Pollution Control Board in this regard.

## CHAPTER VI

**13. Modalities of the extended producer responsibility Regime.** – (1) All producers shall fulfil their extended producer responsibility obligation as per Schedule-III and Schedule-IV, in doing so they may also take help of third party organisations such as producer responsibility organisations, collection centres, dealers etc.:

Provided that the extended producer responsibility shall lie entirely on the producer only.

(2) The extended producer responsibility for each product shall be decided on the basis of the information provided by the producers on the portal and the individual product's life period as laid down by the Central Pollution Control Board in this regard and the targets specified in Schedule-III and Schedule-IV.

(3) (i) The producer shall fulfill their extended producer responsibility through online purchase of extended producer responsibility certificate from registered recyclers only and submit it online by filing quarterly return.

(ii) The details provided by producer and registered recycler shall be cross-checked on the portal.

(iii) In case of any difference, the lower figure shall be considered towards fulfilment of extended producer responsibility obligation of the producer.

(iv) The certificates shall be subject to environmental audit by the Central Pollution Control Board or any other agencies authorized by the Central Pollution Control Board in this regard.

**14. Extended producer responsibility Certificate Generation.** – **(1) Recycling.** - (i) The Central Pollution Control Board shall generate extended producer responsibility certificate through the portal in favour of a registered recycler in the format laid down by it in this regard.

(ii) (a) The quantity eligible for generation of extended producer responsibility certificate shall be calculated by the following formula namely:

$$*Q_{EPR} = Q_p \times C_f$$

**the $Q_{EPR}$ is the quantity eligible for generation of the certificate, $Q_p$ is the quantity of the end product and $C_f$ is the conversion factor (quantity of inputs required for production of one unit of output)*

(b) Conversion factor $C_f$ for each end product shall be determined by Central Pollution Control Board with the approval of the steering committee.

(iii) The validity of the extended producer responsibility certificate shall be two years from the end of the financial year in which it was generated and the expired certificate automatically extinguished after the period unless extinguished earlier as per the provisions of these rules.

(iv) Each extended producer responsibility certificate shall have a unique number containing year of generation, code of end product, recycler code and a unique code and the extended producer responsibility certificates shall be in the denominations of 100, 200, 500 and 1000 kg or such other denominations as may be laid down by the Central Pollution Control Board with the approval of the Steering Committee.

**(2) Refurbishing.** – (i) The e-waste shall also be allowed for refurbishing and refurbisher shall have to get registered on the portal and based on the data provided, refurbishing certificate shall be generated in favour of a registered refurbisher in the format laid down by it in this regard.

(ii) On production of the refurbishing certificates purchased from the registered refurbishers, the extended producer responsibility of the producers shall be deferred by the duration as laid down by the Central Pollution Control Board for the corresponding quantity of e-waste and shall be added to the extended producer responsibility of the producer upon expiry of the extended life of the refurbished product.

(iii) To incentivise refurbishing, only 75 per cent of the deferred quantity shall be added to the extended producer responsibility of the producer for recycling upon expiry of the extended life of the refurbished product.

***Example:*** - If a producer has extended producer responsibility obligation of 100 tonnes in the year 2023-2024 and he purchases recycling certificate of 60 tonnes and refurbishing certificate of 40 tonnes and the concerned item has extended life of five years due to refurbishing.

In this case 60 tonnes of the extended producer responsibility of the producer shall be achieved in the year 2023-2024 itself and 75 per cent of the reaming 40 tonne i.e. 30 tonnes shall be carried over and added to the extended producer responsibility of that producer for the year 2028-2029 for that item.

(iv) The extended producer responsibility obligation shall be extinguished only after end of life disposal through a registered recycler and producing extended producer responsibility certificate and not by refurbishing certificate.

**15. Transaction of extended producer responsibility certificates.** - (1) A producer may purchase extended producer responsibility certificates limited to its extended producer responsibility liability of current year (Year Y) plus any leftover liability of preceding years plus 5 per cent of the current year liability.

(2) The extended producer responsibility obligation shall have to be fulfilled by the producers by proportionately purchasing extended producer responsibility certificate on quarterly basis.

(3) As soon as the producer purchases extended producer responsibility certificate, it shall be automatically adjusted against its liability and priority in adjustment shall be given to earlier liability and the extended producer responsibility certificate so adjusted shall be automatically extinguished and cancelled.

(4) As soon as producer purchases refurbishing certificates its extended producer responsibility liability shall be deferred automatically for the relevant quantity of the product, for the duration as laid down by the Central Pollution Control Board.

(5) The availability, requirement and other details of the extended producer responsibility certificate and refurbishing certificates for every producer or recycler or refurbisher shall be made available on the portal.

(6) All the transactions under these rules shall be recorded and submitted by the producers or recyclers on the portal at the time of filing of quarterly returns.

## CHAPTER VII

## REDUCTION IN THE USE OF HAZARDOUS SUBSTANCES IN THE MANUFACTURE OF ELECTRICAL AND ELECTRONIC EQUIPMENT AND THEIR COMPONENTS OR CONSUMABLES OR PARTS OR SPARES

**16. Reduction in the use of hazardous substances in the manufacture of electrical and electronic equipment and their components or consumables or parts or spares.** – (1) Every producer of electrical and electronic equipment and their components or consumables or parts or spares listed in Schedule I shall ensure that, new electrical and electronic equipment and their components or consumables or parts or spares do not contain Lead, Mercury, Cadmium, Hexavalent Chromium, polybrominated biphenyls and polybrominated diphenyl ethers beyond a maximum concentration value of 0.1 per cent by weight in homogenous materials for lead, mercury, hexavalent chromium, polybrominated biphenyls and polybrominated diphenyl ethers and of 0.01 per cent by weight in homogenous materials for cadmium.

(2) Components or consumables or parts or spares required for the electrical and electronic equipment placed in the market prior to the 1st May, 2014 may be exempted from the provisions

of sub-rule (1) provided reduction of hazardous substances compliant parts and spares are not available.

(3) The applications listed in Schedule-II shall be exempted from provisions of sub- rule (1).

(4) Every producer of applications listed in Schedule-II shall ensure that the limits of hazardous substances as given in Schedule-II are to be complied.

(5) Every producer shall provide the detailed information on the constituents of the equipment and their components or consumables or parts or spares along with a declaration of conformance to the reduction of hazardous substances provisions in the product user documentation.

(6) Imports or placement in the market for new electrical and electronic equipment shall be permitted only for those which are compliant to provisions of sub-rules (1) and (4).

(7) Manufacture and supply of electrical and electronic equipment used for defence and other similar strategic applications shall be excluded from provisions of sub- rule (1).

(8) Every producer shall provide information on the compliance of the provisions of sub-rule (1) and this information shall be in terms of self-declaration.

(9) Manufacturer shall use the technology or methods so as to make the end product recyclable;

(10) Manufacturer shall ensure that component or part made by different manufacturer are compatible with each other so as to reduce the quantity of e-waste.

(11) The Central Pollution Control Board shall conduct random sampling of electrical and electronic equipment placed on the market to monitor and verify the compliance of reduction of hazardous substances provisions and the cost for sample and testing shall be borne by the producer and the random sampling shall be as per the guidelines laid down by the Central Pollution Control Board in this regard.

(12) If the product does not comply with reduction of hazardous substances provisions, the producer shall take corrective measures to bring the product into compliance and withdraw or recall the product from the market, within a reasonable period as per the guidelines laid down by the Central Pollution Control Board in this regard.

(13) The Central Pollution Control Board shall lay down the methods for sampling and analysis of hazardous substances as listed in sub-rule (1) with respect to the items listed in Schedule-I and Schedule-II and also enlist the labs for the said purpose.

## CHAPTER VIII

## MISCELLANEOUS

**17. Duties of Authorities.** - Subject to the other provisions of these rules, the authorities shall perform duties as specified in Schedule-V.

**18. Annual Report.** - The Central Pollution Control Board shall submit an annual report to the Ministry of Environment, Forest and Climate Change regarding status of implementation of the e-waste management rules with quantitative and qualitative analysis along with its recommendations, within one month of the end of the financial year.

**19. Transportation of e-waste.** - Transportation of waste generated from manufacturing or recycling destined for final disposal to a treatment, storage and disposal facility shall follow the provisions under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.

**20. Accident reporting.** - Where an accident occurs at the facility processing e-waste or during transportation of e-waste, the producer, refurbisher, transporter, dismantler, or recycler, as the case may be, shall report immediately to the concerned State Pollution Control Board about the accident through telephone and e-mail.

**21. Appeal.** - (1) Any person aggrieved by an order of suspension or cancellation or refusal of registration or its renewal passed by the Central Pollution Control Board, within a period of thirty days

from the date on which the order is communicated to him, prefer an appeal to the Additional Secretary or Joint Secretary, Ministry of Environment, Forest and Climate Change duly nominated by the Central Government in this regard.

(2) The Appellate Authority may entertain the appeal after expiry of the said period of thirty days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

**22. Environmental Compensation.** - (1) The Central Pollution Control Board shall lay down guidelines for imposition and collection of environmental compensation on any entity in case of violation of any of the provision of these rules and guidelines issued hereunder and the said guidelines shall be in accordance with these rules and shall be approved by the Ministry of Environment, Forest and Climate Change.

(2) The Central Pollution Control Board shall also lay down guidelines for imposition and collection of environmental compensation on the producer in case of non-fulfilment of obligations set out in these rules and transaction or use of false extended producer responsibility certificate and the said guidelines shall be in accordance with these rules and shall be approved by the Ministry of Environment, Forest and Climate Change.

(3) The environmental compensation shall also be levied on unregistered producers, manufacturer, refurbisher, recyclers and any entity which aids or abets the violation of these rules.

(4) (i) Payment of environmental compensation shall not absolve the producer from the extended producer responsibility as specified in these rules and the unfulfilled extended producer responsibility for a particular year shall be carried forward to the next year and so on and up to three years.

(ii) In case, the shortfall of extended producer responsibility obligation is addressed after one year, 85 per cent of the environmental compensation levied shall be returned to the producer.

(iii) In case, the shortfall of extended producer responsibility obligation is addressed after two year, 60 per cent of the environmental compensation levied shall be returned to the producer, and in case, the shortfall of extended producer responsibility obligation is addressed after three year, 30 per cent of the environmental compensation levied shall be returned to the producer, thereafter no environmental compensation shall be returned to the producer.

(5) False information resulting in over generation of extended producer responsibility certificates by recycler shall result in revocation of registration and imposition of environmental compensation which shall not be returnable and repeat offence, violation of these rules for three times or more shall also result in permanent revocation of registration over and above the environmental compensation charges.

(6) (i) The funds collected under environmental compensation shall be kept in a separate Escrow account by the Central Pollution Control Board and the funds collected shall be utilizsed in collection and recycling or end of life disposal of uncollected, historical, orphaned e-waste and non-recycled or non-end of life disposal of e-waste on which the environment compensation is levied, research and development, incentivising recyclers, financial assistance to local bodies for managing waste management projects and on other heads as decided by the committee.

(ii) The modalities and heads for utilisation of the funds shall be decided by the Steering Committee with the approval of the Ministry of Environment, Forest and Climate Change.

**23. Prosecution.** - Any person, who provides incorrect information required under these rules for obtaining extended producer responsibility certificates, uses or causes to be used false or forged extended producer responsibility certificates in any manner, willfully violates the directions given under these rules or fails to cooperate in the verification and audit proceedings, may be prosecuted under section 15 of the Act, 1986 and this prosecution shall be in addition to the environmental compensation levied under rule 22.

**24. Verification and Audit.** – The Central Pollution Control Board by itself or through a designated agency shall verify compliance of these rules by producers, manufacturer, refurbisher, dismantlers and

recyclers through random inspection and periodic audit, as deemed appropriate so as to take action against violations of the provisions of these rules as per rule 22.

**25. Steering Committee.** - (1) There shall be a Steering Committee under the Chairmanship of Chairman, Central Pollution Control Board to oversee the overall implementation of these rules and the Steering Committee shall comprise of following other members in addition to the chair, namely: -

(a) one representative of the Ministry of Environment, Forest and Climate Change;

(b) one representative of the Ministry of Electronics and Information Technology;

(c) one representative of the Ministry of New and Renewable Energy;

(d) one representative of the Ministry of Housing and urban Affairs;

(e) a maximum of two representatives of electrical and electronic equipment Producer and Manufacturer Association;

(f) a maximum of two representatives of E-Waste Recycler Associations;

(g) one representative of State Pollution Control Board or Pollution Control Committee as co-opted by the Chairman of the Steering Committee;

(h) Head of the Concerned Division of the Central Pollution Control Board – Member- Convener.

(2) The steering committee shall be responsible for overall implementation, monitoring and supervision of these rules and it shall also decide upon the disputes arisen from time to time and on representations received in this regard, and shall refer to the Ministry of Environment, Forest and Climate Change any substantial issue arisen or pertaining to these rules.

(3) The steering committee shall review and revise the guidelines or extended producer responsibility target or addition of new Electrical and Electronic Equipment in Schedule I, in view of the technological advancements and other factors with the approval of the Central Government.

(4) The Steering Committee shall take all such measures as it deems necessary for proper implementation of provisions of these rules.

## SCHEDULE - I

*[See rules 2, 3 (b), 3 (c), 3 (m), 3 (o), 3 (p), 3 (q), 3 (v), 6, 8, 10 (7), 16 (13)]*

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

| Sl. No. | Categories of electrical and electronic equipment | Electrical and electronic equipment code |
|---|---|---|
| (i) | **Information technology and telecommunication equipment**: | |
| | Centralized 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 terminal and Systems | ITEW9 |
| | Facsimile | ITEW10 |
| | Telex | ITEW11 |

| | | |
|---|---|---|
| | Telephones | ITEW12 |
| | Pay telephones | ITEW13 |
| | Cordless telephones | ITEW14 |
| | Cellular telephones | ITEW15 |
| | Answering System | ITEW16 |
| | Products or equipment of transmitting sound, images or other information by telecommunications | ITEW17 |
| | BTS (all components excluding structure of tower) | ITEW18 |
| | Tablets, I-PAD | ITEW19 |
| | Phablets | ITEW20 |
| | Scanners | ITEW21 |
| | Routers | ITEW22 |
| | GPS | ITEW23 |
| | UPS | ITEW24 |
| | Inverter | ITEW25 |
| | Modems | ITEW26 |
| | Electronic data storage devices | ITEW27 |
| (ii) | **Consumer Electrical and Electronics and Photovoltaic Panels:** | |
| | 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 |
| | Screen, Electronic Photo frames, Electronic Display Panel, Monitors | CEEW6 |
| | Radio sets | CEEW7 |
| | Set top Boxes | CEEW8 |
| | Video Cameras | CEEW9 |
| | Video Recorders | CEEW10 |
| | Hi-Fi Recorders | CEEW11 |
| | Audio Amplifiers | CEEW12 |
| | Other products or equipment for the purpose of recording or reproducing sound or images including signals and other technologies for the distribution of sound and image by telecommunications | CEEW13 |
| | Solar panels/cells, solar Photovoltaic panels/cells/modules. | CEEW14 |
| | Luminaires for fluorescent lamps with the exception of luminaires in households | CEEW15 |
| | High intensity discharge lamps, including pressure sodium lamps and metal halide lamps | CEEW16 |
| | Low pressure sodium lamps | CEEW17 |
| | Other lighting or equipment for the purpose of spreading or controlling light excluding filament bulbs | CEEW18 |
| | Digital camera | CEEW19 |
| (iii) | **Large and Small Electrical and Electronic Equipment** | |
| | Large cooling appliances | LSEEW1 |
| | Freezers | LSEEW2 |
| | Other large appliances used for refrigeration, conservation and storage of food | LSEEW3 |

| | | |
|---|---|---|
| | Clothes dryers | LSEEW4 |
| | Dish Washing Machines | LSEEW5 |
| | Electric cookers | LSEEW6 |
| | Electric stoves | LSEEW7 |
| | Electric hot plates | LSEEW8 |
| | Microwaves, Microwave Oven | LSEEW9 |
| | Other large appliances used for cooking and other processing of food | LSEEW10 |
| | Electric heating appliances | LSEEW11 |
| | Electric radiators | LSEEW12 |
| | Other large appliances for heating rooms, beds, seating furniture | LSEEW13 |
| | Electric fans | LSEEW14 |
| | Other fanning, exhaust ventilation and conditioning equipment | LSEEW15 |
| | Vacuum cleaners | LSEEW16 |
| | Carpet sweepers | LSEEW17 |
| | Other appliances for cleaning | LSEEW18 |
| | Appliances used for sewing, knitting, weaving and other processing for textiles | LSEEW19 |
| | Iron and other appliances for ironing, mangling and other care of clothing | LSEEW20 |
| | Grinders, coffee machines and equipment for opening or sealing containers or packages | LSEEW21 |
| | Smoke detector | LSEEW22 |
| | Heating Regulators | LSEEW23 |
| | Thermostats | LSEEW24 |
| | Automatic dispensers for hot drinks | LSEEW25 |
| | Automatic dispensers for hot or cold bottles or cans | LSEEW26 |
| | Automatic dispensers for solid products | LSEEW27 |
| | Automatic dispensers for money | LSEEW28 |
| | All appliances which deliver automatically all kinds of products | LSEEW29 |
| | Indoor air purifier | LSEEW30 |
| | Hair dryer | LSEEW31 |
| | Electric shaver | LSEEW32 |
| | Electric kettle | LSEEW33 |
| | Electronic display panels/board/visual display unit | LSEEW34 |
| (iv) | **Electrical and Electronic Tools (With the exception of large- Scale Stationary Industrial Tools)** | |
| | Drills | EETW1 |
| | Saws | EETW2 |
| | Sewing Machines | EETW3 |
| | Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials | EETW4 |
| | Tools for riveting, nailing or screwing or removing rivets, nails, screws or similar uses | EETW5 |
| | Tools for welding, soldering, or similar use | EETW6 |
| | Equipment for spraying, spreading, dispersing or other treatment of liquid or gaseous substance by other means | EETW7 |
| | Tools for mowing or other gardening activities | EETW8 |

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|---|---|---|
| (v) | **Toys, Leisure and Sports Equipment** | |
| | Electrical trains or car racing sets | TLSEW1 |
| | Hand-held video games consoles | TLSEW2 |
| | Video games | TLSEW3 |
| | Computers for biking, diving, running, rowing, etc. | TLSEW4 |
| | Sports equipment with electric or electronic components | TLSEW5 |
| | Coin slot machines | TLSEW6 |
| (vi) | **Medical Devices (With the Exception of All Implanted and Infected Products)** | |
| | Radiotherapy equipment and accessories | MDW1 |
| | Cardiology equipment and accessories | MDW2 |
| | Dialysis equipment and accessories | MDW3 |
| | Pulmonary ventilators and accessories | MDW4 |
| | Nuclear Medicine Equipment and accessories | MDW5 |
| | Laboratory equipment for in vitro diagnosis and accessories | MDW6 |
| | Analysers and accessories | MDW7 |
| | Magnetic Resonance Imaging (MRI), Positron Emission Tomography (PET) Scanner, Computed Tomography (CT) Scanner, & Ultrasound Equipment along with accessories | MDW8 |
| | Fertilization tests equipment and accessories | MDW9 |
| | Other electric appliances/equipment/kits used for preventing, screening, detecting, monitoring, evaluating, reviewing, examining, investigating, probing, treating illness sickness, disease, disorder, affliction, infection, injury, trauma, abuse or disability including the Mobiles, Tablets or any other device with the features having the potential of sex selection and their accessories | MDW10 |
| (vii) | **Laboratory Instruments** | |
| | Gas analyser | LIW1 |
| | Equipment having electrical and electronic components | LIW2 |

## SCHEDULE - II

*[ See rules 16(3), 16(4), 16(13)]*

| **Applications, which are exempted from the requirements of sub-rule (1) of rule 16** | |
|---|---|
| **Sl. No.** | **Substance** |
| 1. | Mercury in single capped (compact) fluorescent lamps not exceeding (perburner): |
| (a) | for general lighting purposes <30 W : 2.5 mg |
| (b) | for general lighting purposes ≥ 30 W and <50 W : 3.5mg |
| (c) | for general lighting purposes ≥ 50 W and <150 W : 5mg |
| (d) | for general lighting purposes ≥150 W : 15 mg |
| (e) | for general lighting purposes with circular or square structural shape and tubediameter ≤17 mm : 7mg |
| (f) | for special purposes:5 mg |
| 2.(a) | Mercury in double-capped linear fluorescent lamps for general lighting purposes not exceeding (per lamp): |
| (1) | Tri-band phosphor with normal life time and a tube diameter < 9mm (e.g.T2): 4mg |
| (2) | Tri-band phosphor with normal life time and a tube diameter ≥ 9 mm and ≤ 17 mm (e.g. T5): 3 mg |

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| (3) | Tri- band phosphor with normal life time and a tube diameter >17 mm and ≤ 28 mm(e.g. T8): 3.5 mg |
| (4) | Tri-band phosphor with normal life time and a tube diameter >28 mm (e.g. T12):3.5 mg |
| (5) | Tri-band phosphor with long life time (≥25000 h):5mg |
| 2.(b) | Mercury in other fluorescent lamps not exceeding(per lamp): |
| (1) | Linear halophosphate lamps with tube >28 mm (e.g. T 10 and T12):10 mg |
| (2) | Non-linear halophosphate lamps(all diameters):15mg |
| (3) | Non-linear tri-band phosphor lamps with tube diameter >17 mm(e.g.T9):15 mg |
| (4) | Lamps for other general lighting and special purposes (e.g. inductionlamps):15mg |
| 3. | Mercury in cold cathode fluorescent lamps and external electrode fluorescentlamps (CCFL and EEFL)for special purposes not exceeding (per lamp): |
| (a) | Short length( ≤ 500 mm):3.5mg |
| (b) | Medium length(>500 mm and≤1500 mm): 5mg |
| (c) | Long length(>1500 mm): 13mg |
| 4.(a) | Mercury in other low pressure discharge lamps (per lamp): 15mg |
| (b) | Mercury in High Pressure Sodium (vapour) lamps for general lighting purposes not exceeding (per burner)in lamps with improved colour renderingindex Ra>60: |
| (b)-I | P ≤155 W : 30 mg |
| (b)-II | 155 W < P ≤405 W : 40 mg |
| (b)-III | P >405 W: 40 mg |
| (c) | Mercury in other High Pressure Sodium (vapour) lamps for general lighting purposes not exceeding (per burner): |
| (c)-I | P≤155 W:25mg |
| (c)-II | 155 W < P ≤ 405 W:30 mg |
| (c)-III | P >405 W:40 mg |
| (d) | Mercury in High Pressure Mercury (vapour) lamps (HPMV) |
| (e) | Mercury in metal halide lamps (MH) |
| (f) | Mercury in other discharge lamps for special purposes not specifically mentioned in this Schedule |
| 5.(a) | Lead in glass of cathode ray tubes |
| (b) | Lead in glass of fluorescent tubes not exceeding 0.2% by weight |
| 6.(a) | Lead as an alloying element in steel for machining purposes and in galvanized steel containing up to 0.35% lead by weight |
| (b) | Lead as an alloying element in aluminium containing up to 0.4% lead byweight |
| (c) | Copper alloy containing up to 4% lead by weight |
| 7.(a) | Lead in high melting temperature type solders (i.e. lead-based alloys containing 85% by weight or more lead) |
| (b) | Lead in solders for servers, storage and storage array systems, network infrastructure equipment for switching, signalling, transmission, and network management for telecommunications |
| (c) | Electrical and electronic components containing lead in a glass or ceramic other than dielectric ceramic in capacitors, e.g. piezoelectronic devices, or in aglass or ceramic matrix compound. |
| (d) | Lead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or250 V DC or higher |

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|---|---|
| (e) | Lead in dielectric ceramic in capacitors for a rated voltage of less than 125V AC or 250 V DC |
| 8.(a) | Cadmium and its compounds in one shot pellet type thermal cut-offs |
| (b) | Cadmium and its compounds in electrical contracts |
| 9. | Hexavalent chromium as an anticorrosion agent of the carbon steel cooling system in absorption refrigerators up to 0.75% by weight in the cooling solution |
| (a) | Lead in bearing shells and bushes for refrigerant-containing compressors for heating, ventilation, air conditioning and refrigeration (HVACR) application. |
| 10.(a) | Lead used in C-press compliant pin connector systems |
| (b) | Lead used in other than C-press compliant pin connector systems |
| 11. | Lead as a coating material for the thermal conduction module C- ring |
| 12.(a) | Lead in white glasses used for optical applications |
| (b) | Cadmium and lead in filter glasses and glasses used for reflectance standards. |
| 13. | Lead in solders consisting of more than two elements for the connection between the pins and the package of microprocessors with a lead content of more than 80% and less than 85% by weight |
| 14. | Lead in solders to complete a viable electrical connection betweensemiconductor die and carrier within integrated circuit flip chip packages. |
| 15. | Lead in linear incandescent lamps with silicate coated tubes |
| 16. | Lead halide as radiant agent in high intensity discharge (HID) lamps used forprofessional reprography applications. |
| 17.(a) | Lead as activator in the fluorescent powder (1% lead by weight or less) of discharge lamps when used as specialty lamps for diazoprinting reprography, lithography, insect traps, photochemical and curing processes containing phosphors such as SMS ($(Sr, Ba)_2Mg Si_2O_7$:Pb) |
| (b) | Lead as activator in the fluorescent powder (1% lead by weight or less) of discharge lamps when used as sun tanning lamps containing phosphors suchas BSP ($Ba Si_2O_5$:Pb) |
| 18. | Lead with PbBiSn-Hg and PbInSn-Hg in specific compositions as main amalgam and with PbSn-Hg as auxiliary amalgam in very compact energy saving lamps (ESL) |
| 19. | Lead oxide in glass used for bonding front and rear substrates of flat fluorescent lamps used for Liquid Crystal Displays (LCDs) |
| 20. | Lead and cadmium in printing inks for the application of enamels onglasses, such as borosilicate and soda lime glasses |
| 21. | Lead in finishes of fine pitch components other than connectors with a pitch of 0.65 mm and less |
| 22. | Lead in solders for the soldering to machine through hole discoidal and planar array ceramic multilayer capacitors |
| 23. | Lead oxide in surface conduction electron emitter displays (SED) used instructural elements, notably in the seal frit and frit ring. |
| 24. | Lead oxide in the glass envelope of black light blue lamps |
| 25. | Lead alloys as solder for transducers used in high-powered (designated to operate for several hours at acoustic power levels of 125 dB SPL and above) loudspeakers |
| 26. | Lead bound in crystal glass |
| 27. | Cadmium alloys as electrical/mechanical solder joints to electrical conductors located directly on the voice coil in transducers used in high-powered loudspeakers with sound pressure levels of 100 dB(A) and more |

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|---|---|
| 28. | Lead in soldering materials in mercury free flat fluorescent lamps (which e.g. are used for liquid crystal displays, design or industrial lighting) |
| 29. | Lead oxide in seal frit used for making window assemblies for Argon and Krypton laser tubes |
| 30. | Lead in solders for the soldering of thin copper wires of 100 µm diameter and less in power transformers |
| 31. | Lead in cermet-based trimmer potentiometer elements |
| 32. | Mercury used as a cathode sputtering inhibitor in DC plasma displays with acontent up to 30 mg per display |
| 33. | Lead in the plating layer of high voltage diodes on the basis of a zinc borate glass body |
| 34. | Cadmium and cadmium oxide in thick film pastes used on aluminium bonded beryllium oxide |
| 35. | Cadmium in color converting II-VI LEDs (<10 µg Cd per $mm^2$ of light-emitting area) for use in solid state illumination or display systems. |

## SCHEDULE - III

*[See rules 3(m), 6(2), 13(1), 13(2)]*

| Sl. No. | Year (Y) | E-Waste Recycling Target (by weight) |
|---|---|---|
| 1. | 2023 -2024 | 60% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |
| 2. | 2024 -2025 | 60% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |
| 3. | 2025 -2026 | 70% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |
| 4. | 2026-2027 | 70% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |
| 5. | 2027-2028 | 80% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |
| 6. | 2028-2029 onwards | 80% of the quantity of an EEE placed in the market in year Y-X, where 'X' is the average life of that product |

***Note:*** ***(1) E-waste recycling target shall be reviewed and may be increased after the end of year 2028-2029.***

***(2) The importers of used electrical and electronic equipment shall have 100% extended producer responsibility obligation for the imported material after end of life, if not re-exported.***

***(3) E-Waste recycling targets shall not be applicable for waste generated from solar photo-voltaic modules or panels or cells.***

## SCHEDULE - IV

*[ See rules 3(m), 6(2), 13(1), 13(2)]*

Extended Producer Responsibility targets for producers, who have started sales operations recently, i.e. number of years of sales operations is less than average life of their products mentioned in the guidelines issued by the Central Pollution Control Board from time to time.

| Sl. No. | Year | E-Waste Recycling Target (by weight ) |
|---|---|---|
| 1. | 2023-2024 | 15% of the sales figure of financial year 2021-22 |
| 2. | 2024-2025 | 20% of the sales figure of financial year 2022-23 |
| 3. | 2025-2026 onwards | 20% of the sales figure of the financial year two years back |

***Note: (1) Once the number of years of sales operation equals the average life of their product mentioned in the guidelines issued by Central Pollution Control Board, their extended producer responsibility obligation shall be as per Schedule-III.***

***(2) E-Waste recycling targets shall not be applicable for waste generated from solar photo-voltaic modules or panels or cells.***

## SCHEDULE - V

*[See rule (17)]*

## LIST OF AUTHORITIES AND COPRRERSPONDING DUTIES

| Sl. No. | AUTHORITY | COPRRERSPONDING DUTIES |
|---|---|---|
| 1. | Central Pollution Control Board | (1) Operation and maintenance of Extended Producer Responsibility Portal and monitoring of Extended Producer Responsibility compliance.<br>(2) Coordination with State Pollution Control Boards<br>(3) Prepare and issue guidelines and Standard Operating procedures for collection, storage, transportation, segregation, refurbishment, dismantling, recycling and disposal of e-waste under these rules from time to time, and also issue necessary Forms/ Returns for implementation of these rules.<br>(4) Conduct random check for ascertaining compliance of the e-waste rules and may take help of Customs/State Government or any other agency (ies).<br>(5) Documentation, compilation of data on e-waste and uploading on websites of Central Pollution Control Board.<br>(6) Actions against violation of these rules.<br>(7) Conducting training programmes to develop capacity including State Pollution Control Boards and Urban Local Bodies officials.<br>(8) Conducting awareness programmes on e-waste management, RE/CE label, legislation to make consumers responsible towards product usage and safe disposal.<br>(9) Integrate all stakeholders with the centralized digital system.<br>(10) Submit Annual Report to the Ministry.<br>(11) Enforcement of provisions regarding reduction in use of hazardous substances in manufacture of electrical and electronic equipment.<br>(12) Interaction with IT industry for reducing hazardous substances.<br>(13) Set and revise targets for compliance to the reduction in use of hazardous substance in manufacture of electrical and electronic equipment from time to time.<br>(14) Ensure RoHS compliance and its certifications through a recognized lab and its mandatory checks.<br>(15) Any other function delegated by the Ministry under these rules from time to time. |
| 2. | State Pollution Control Boards or Pollution Control Committees of Union territories | (1) Inventorisation of e-waste.<br>(2) Monitoring and compliance of Extended Producer Responsibility as directed by Central Pollution Control Board.<br>(3) Conduct random inspection of recycler and refurbisher and monitoring recycling capacity utilization. |

| | | | |
|---|---|---|---|
| | | (4) | Implementation of programmes to encourage environmentally sound recycling. |
| | | (5) | Any other function delegated by the Ministry/ Central Pollution Control Board under these rules. |
| 3. | Responsibilities of Local Bodies (Urban and Rural). | (1) | To ensure that e-waste if found to be mixed with Municipal Solid Waste is properly segregated, collected and is channelised to registered recycler or refurbisher. |
| | | (2) | To ensure that e-waste pertaining to orphan products is collected and channelized to registered recycler or refurbisher. |
| | | (3) | To facilitate setting up e-waste collection, segregation and disposal systems. |
| | | (4) | Conducting training sessions to develop capacities of the urban and rural local bodies. |
| 4. | Responsibilities of Port authority under Indian Ports Act, 1908 (15 of 1908) and Customs Authority under the Customs Act, 1962 (52 of 1962). | (1) | Verify the import or export with respect to Extended Producer Responsibility under these rules. |
| | | (2) | Inform Central Pollution Control Board of any illegal traffic for necessary action. |
| | | (3) | Take action against importer for violations under theIndian Ports Act, 1908 or the Customs Act, 1962. |
| 5. | Responsibilities of Bureau of Indian Standards/ Ministry of Electronics and Information Technology | To issue standards for refurbished products. Bureau of Indian Standards/ Ministry of Electronics and Information Technology shall also develop guidelines for refurbishers with respect to Compulsory Registration Scheme. | |

[F. No. 12/136/2021-HSMD]

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**No. Q-15011/1/2025-O&M -DARPG**
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
***

Jawahar Vyapar Bhawan, New Delhi
Dated: 01st August, 2025

**OFFICE MEMORANDUM**

**Sub: Record Management Practices in Government of India.**

The Department of Administrative Reforms & Public Grievances (DARPG) deals with the subject of Record Retention Schedule (RRS) of records created in the Government of India.

2. The Broad guidelines for Record management for physical as well as e-Files are explained in Chapter 10 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997, relevant portions of which are as follows:

Section 8 and Section 9 of the **Public Records Act, 1993**

8. **Destruction or disposal of public records.—**

(1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of except in such manner and subject to such conditions as may be prescribed.

(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.

9. **Penalty for contraventions**. —

Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

Section 9 of **Public Record Rules, 1997**

**9. Destruction of Public Records.—**

(1) No public record shall be destroyed without being recorded and revised. In the month of January every year, each records creating agency shall record after consulting the records retention Schedule all those files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.

(2) No public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised.

(3) A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form 6 and retained permanently for future reference.

(4) The Record Officer shall furnish a half yearly report in Form 7 on recording, indexing, 74/20/reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.

(5) Records shall be destroyed either by burning or shredding in the presence of Record Officer.

3. The Chapter 10 of CSMOP, 2022 has laid down the activities involved in Record Management, Categorization of Records, Record Retention Schedules, Review and Weeding of Records, Maintenance, Transfer of Records, Personal Office Records etc.

Relevant Provisions of Para 10.7 and Para 10.9 of the CSMOP, 2022 are as follows:

**10.7. Record Retention Schedule**:

(i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;

b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)

c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and

d. in respect of records connected with its substantive functions departmental instructions issued for departmental retention schedule prescribing the periods should be preserved in consultation with the National Archives of India.

ii) The above schedules should be reviewed at least once in 5 years.

**10.9. Review and weeding of records**:

(i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.

(ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.

(iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

4. In light of the above provisions, following extensive consultation with various Ministries/Departments the Guidelines of Record Management are further clarified as follows:

a) e-files of 'C' category like Parliament Questions, Dak Register, Messenger Book, File Movement Register, Register for watching the progress of recording, Register for keeping a watch on communications received from MPs/VIPs, Register of Parliamentary Assurances are to be retained for a period of 3 years and thereafter closed with due approvals of competent authority.

b) e-files of 'C' category like the Record Review Register, List of files received for review, Monthly Progress Report on recording of files, Check-lists for periodical reports, Inspection reports to be closed after retention a period of one year as per the Records Retention Schedule with due approval of competent authority.

c) e-files of 'A' category to be retained as permanent record. Such records include Standing Guard Files, File Registers, Precedent Book, List of files transferred to National Archives and Record Retention Slip.

5. It should be noted that Sections 8(1) and 9 of the Public Records Act, 1993 and the procedures laid down in Rule 9 of the Public Records Rule, 1997 would apply equally to e-Files.

6. This issues with the approval of the Competent Authority.

1/8/2025

(Hari Krishan Bhatt )
Deputy Secretary to the Government of India

To,

All Secretaries of Ministries/Departments of GOI

Copy for information to:

1. Smt. Kavita Singh, Joint Secretary, Cabinet Secretariat