



रा. इ. सू. प्रौ. सं.
NIELIT

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)
(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

कोलकाता/Kol/Committee/41/23/297
Kolkata 28th November 2023

OFFICE MEMORANDUM

The Centre has segregated and labeled several e-Waste of the office till 31.03.2023 through an internal committee. The same are required to be disposed of as e-Waste after verification with stock register through an enlisted/ registered/ authorized vendor of WBEIDC.

The physical verification of library books of the Centre was pending and the same has recently been done by a Committee. The Committee has submitted its report.

Both the above issues were placed before the Executive Committee of the Centre and were deliberated in its 20th meeting held on 11.10.2023. As per decision of the EC in this regard, the following Committee is hereby constituted for disposal of e-Waste items and writing of obsolete library books:

- | | |
|--------------------------------------|------------------|
| 1. Smt. Debapriya Bhattacharyya, PTO | Chairperson |
| 2. Shri Kalluru Hemanth Reddy, TO | Member |
| 3. Shri Ansuman Mukherjee, FO | Member-Secretary |

Terms of Reference:

For Disposal of e-Waste:

- Updation of Stock Register
- Calculation of depreciated value
- Identification of items for disposal
- Disposal of identified items

For Writing of Obsolete Library Books:

- Writing off obsolete books as per physical verification of library books after calculation of depreciated value

The Report of the Committee is required to be submitted by 15.12.2023.

(V. Krishnamurthy)
Executive Director

To: Members concerned

Copy to:

1. Wingheads/Officers
2. Asst. Director (Admin)
3. File