



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No: 2480

Dated: 24-06-2025

## Sub- Standard Operating Procedure (SOP) for E-Waste Management at WBSEDCL

Ref:- Office Order-288, dated- 22.05.2025 of Director(Distribution)

### 1. Introduction

With the rapid adoption of digital infrastructure and electrical systems, the generation of e-waste has become a growing concern for organizations. WBSEDCL, being a power utility with widespread operations, regularly generates obsolete or unserviceable electrical and electronic equipment. To ensure responsible and compliant disposal of such e-waste, WBSEDCL aligns its practices with the guidelines issued by the Government of West Bengal and the designated State Implementing And Nodal agency—**WBEIDCL**(West Bengal Electronics Industry Development Corporation Ltd).

This SOP has been adopted in accordance with Circular No. 735-Estt (IT/ITE/20099/7/2018) dated 22.12.2021, issued by the Principal Secretary to the Government of West Bengal, and in alignment with directives from WBEIDCL, to streamline the process of condemnation, valuation, and safe disposal of e-waste in an environmentally sound and legally compliant manner.

### 2. Purpose

This SOP outlines the standard procedure for the identification, condemnation, collection, valuation, and disposal of obsolete and unserviceable electrical and electronic equipment at WBSEDCL.

### 3. Scope

This SOP applies to all departments, project offices, regional/zonal offices, and units of WBSEDCL that generate e-waste.

### 4. Roles and Responsibilities

#### 4.1. Disposal Committee

A Standing Condemnation/Disposal Committee constituted as per the Office Order No:288, dated- 22.05.2025 of Director (Distribution), shall be responsible for carrying out the procedure for

condemnation and disposal of obsolete electrical and electronics items as per the terms of reference mentioned therein.

#### **4.2. Single Point of Contact (SPOC)**

IT Cell shall act as the Single Point of Contact (SPOC) and shall:

- Receive and process OD Forms.
- Coordinate with WBEIDCL for pickup and valuation.
- Organize sensitization programs.
- Maintain central records and documentation.

### **5. Procedural Steps**

#### **Step 1: Submission of OD Form**

- Concerned units shall fill in the **Office Disposal (OD) Form** as prescribed by WBEIDCL.
- The form must include complete details of the e-waste items.
- It must be signed and authenticated by the respective Head of Department (HOD)/Head of Site Office.
- The filled form shall be submitted to the IT Cell for further action.

#### **Step 2: Handover Coordination**

- The IT Cell shall coordinate with WBEIDCL to schedule pickup of listed items.
- Concerned offices shall prepare the items for smooth handover.

#### **Step 3: Valuation by WBEIDCL (West Bengal Electronics Industry Development Corporation Ltd)**

- WBEIDCL shall issue a **Valuation Sheet** after collecting the materials.
- Item-wise quantity and assessed value will be provided.
- Final valuation is based on actual dismantled quantity and condition.

#### **Step 4: Issuance of Sales Release Order**

- WBSEDCL shall issue a **Sales Release Order** authorizing WBEIDCL to carry out disposal.
- Concerned offices must provide the following:

- GST Invoice (if applicable)
- GSTIN / PAN / TAN
- Bank account details along with a cancelled cheque

#### **Step 5: Payment Transfer**

- Upon successful dismantling and valuation, WBEIDCL shall initiate payment transfer to WBSEDCL.
- All relevant transaction documents shall be shared with WBSEDCL for official records and audit compliance.

#### **Step 6: Record Maintenance**

- The IT Cell shall maintain centralized records of all e-waste disposals, including:
  - OD Forms
  - Valuation Sheets
  - Sales Orders
  - Payment Receipts

#### **6. Sensitization & Training**

- The IT Cell shall conduct regular **awareness and sensitization programs** for officials, in collaboration with WBEIDCL.
- Topics shall include e-waste hazards, sustainable practices, and legal compliance.

All officials of WBSEDCL are hereby directed to ensure strict adherence to this SOP.

  
(A.K. Patra)  
Director (HR)  
WBSEDCL

**Distribution:**

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)
  2. Adviser(S&V), WBSEDCL.
  3. Legal Advisor , WBSEDCL .
  - 3A. Executive Director(Distribution)/(Project)/(Commercial), WBSEDCL.
  4. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
  - 5.Chief Engineer:P&E/Projects-I/Project-II/Project- III/ Project -IV/Commercial/Hydel/ EMD/PTP/Safety Regulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communication/Corp.Monitoring, WBSEDCL
  6. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
  7. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
  8. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
  9. General Manager(F&A): Corp. Planning/IA/Operation, WBSEDCL.
  11. Company Secretary, WBSEDCL.
  12. Officer on Special Duty, WBSEDCL.
  - 13 Chief Vigilance Officer, WBSEDCL.
  14. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
  15. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL.
  16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
  18. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES&ER-1/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell, WBSEDCL.
  19. Project Manager: Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah-Hooghly/Suri/REProject,WBSEDCL.
  20. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydel/Dist./Project-IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL
  21. AGM(HR&A)- (Corporate Communication & CPRO), WBSEDCL.
  22. Chief Medical Officer, WBSEDCL.
  23. Advisor, Liaison Office, New Delhi, WBSEDCL.
  24. Chief Security Officer, WBSEDCL.
  25. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
  26. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
  27. Regional Manager : North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/ PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar Region, WBSEDCL.
  28. Divisional Manager: Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/ Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri Suburbon/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat Division, WBSEDCL. **They are requested to circulated the same to the Station Manager under their respective jurisdiction**
  29. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.
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