GOVERNMENT OF INDIA MINISTRY OF ENVIRONMENT AND FORESTS NOTIFICATION

New Delhi, t	the	2010
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S.O......(E):- whereas, the Central Government considers it necessary in the public interest and to enable the recovery and/or reuse of useful material from Waste Electrical and Electronic Equipment (WEEE), thereby reducing the hazardous wastes destined for disposal and to ensure the environmentally sound management of all types of waste electrical and electronic equipment;

and whereas the following draft rules, which the Central Government proposes to make in exercise of the powers conferred in clause (c) and (d) of subsection (2) of Section 6,8 and 25 of the Environment (Protection) Act, 1986 (29 of 1986), are hereby published for the information of public likely to be affected thereby; and notice is hereby given that the said draft rules will be taken into consideration by the Central Government on or after the expiry of a period of sixty days from the date on which copies of the notification as published in the Gazette of India are made available to public;

Objections or suggestions to the proposal contained in the draft notification, if any, may be addressed, within the period so specified, to the Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, Central Government Offices Complex, Lodhi Road, New Delhi-110003 or electronically at e-mail address: secymoef@nic.in:

The objections or suggestions which may be received from any person with respect to the said draft rules before expiry of the period so specified shall be considered by the Central Government.

Chapter I

GENERAL

1. Short Title and Commencement. -

- (1) These rules may be called the E-waste (Management and Handling) Rules, 2010.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Application. –

(1) These rules shall apply to every producer(s), dealer(s), collection centre(s), refurbisher(s), dismantler(s), recycler(s), auctioneer(s) consumer(s) or bulk consumer(s) involved in the manufacture, processing, sale, purchase of electrical

and electronic equipment or components as specified in schedule-I and shall not apply to the following:-

- (a) waste water and exhaust gases as covered under the provisions of the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974) and the Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981) respectively and rules made there under:
- (b) waste arising out of the normal operations from ships beyond five kilometers of the relevant baseline as covered under the provisions of the Merchant Shipping Act, 1958 (44 of 1958) and the rules made there under;
- (c) radio-active wastes as covered under the provisions of the Atomic Energy Act, 1962 (33 of 1962) and rules made there under,
- (d) ozone depleting substances (ODS) as covered under the Ozone Depleting Substances (Regulation and Control) Rules 2000 made under the Act; and
- (e) batteries as covered under the Batteries (Management and Handling) Rules, 2001 made under the Act.
- 3. **Definitions.** In these rules, unless the context otherwise requires, -
 - (a) 'Act' means the Environment (Protection) Act, 1986 (29 of 1986);
 - (b) 'auction' means sale of used electrical electronic equipment or component(s) thereof by invitation of tenders or auction, contract or negotiation by individual(s), companies or Government Departments;
 - (c) 'authorization' means permission for handling, collection, reception, storage, transportation, dismantling, recycling, treatment and disposal of e-waste granted under sub-rule (2) of rule 11;
 - (d) 'bulk consumer' means bulk users of electrical and electronic equipment such as Central or State Government Departments, public sector undertakings, banks, private companies, educational institutions multinational organizations and others that are registered under the Factories Act 1948, Companies Act 1956 or the Societies Registration Act 1860, and the Micro, Small and Medium Enterprises Development Act, 2006 including the international agencies;
 - (e) 'Central Pollution Control Board' means the Central Pollution Control Board constituted under sub-section (1) of section 3 of the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974);
 - (f) 'collection centre' means a centre established, individually or jointly to collect e-waste:
 - (g) 'consumer' means any person(s) using electrical and electronic equipment excluding the bulk consumers;
 - (h) 'dealer' means any person who sells and receives electrical or electronic equipment or components thereof to and from the consumers or bulk

- consumers or other dealers or retailers on behalf of the producers or otherwise;
- (i) 'dismantler' means any person engaged in dismantling of used electrical and electronic equipment into their components;
- (j) 'disposal' means any operation which does not lead to recycling, recovery or reuse and includes physic-chemical or biological treatment, incineration and deposition in secured landfill;
- (k) 'environmentally sound management of e-waste' means taking all steps required to ensure that e-waste are managed in a manner which shall protect health and environment against any adverse effects which may result from such wastes;
- (I) 'electrical and electronic equipment (EEE)' means equipment which is dependent on electric currents or electro-magnetic fields to be fully functional including those used for the generation, transfer and measurement of such currents and fields falling under the categories set out in Schedule-I.
- (m)'e-waste' means waste electrical and electronic equipment, whole or in part included in, but not confined to equipment listed in schedule-I and scraps or rejects from their manufacturing process, which is intended to be discarded.
- (n) 'extended producer responsibility' (EPR) means responsibility of any producer of electrical or electronic equipment, for their products beyond manufacturing until environmentally sound management of their end-of-life products.
- (o) 'facility' means any location wherein the process incidental to the collection, reception, storage, segregation, refurbishing, dismantling, recycling, treatment and disposal of e-waste are carried out;
- (p) 'Form' means forms appended to these rules;
- (q) 'historical waste' means e-waste available in the market on the date from which these rules come into force.
- (r) 'orphaned products' means non branded or assembled products as well as those produced by a company, which has closed the operation or stopped the product support;
- (s) 'producer' means any person who, irrespective of the selling technique used;
 - (i) manufactures and offers to sale electrical and electronic equipment under his own brand; or
 - (ii) offers to sale under his own brand, the assembled electrical and electronic equipment produced by other manufacturers or suppliers; or
 - (iii) offers to sale imported electrical and electronic equipment;
- (t) 'recycler' means any person who is engaged in processing e-waste for recovery of useful materials or reuse;
- (u) 'refurbishment' means repairing of used electrical and electronic equipment to be put back to original use and selling the same in the market;
- (v) 'refurbisher' means any person who is engaged in refurbishment;
- (w) 'Schedule' means the Schedules appended to these rules;

- (x) 'State Government'- in relation to a Union territory means, the Administrator thereof appointed under article 239 of the Constitution;
- (y) 'State Pollution Control Board'- means the concerned State Pollution Control Board or the Pollution Control Committee of the Union Territories constituted under sub-section (1) of section 4 of the Water (Prevention and Control of Pollution) Act, 1974;
- (z) 'transporter' means a person engaged in the off-site transportation of e-waste by air, rail, road or water

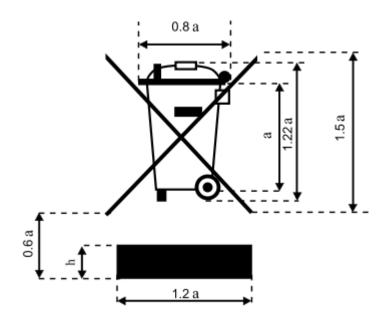
Words and expressions used in these rules and not defined but in the Act shall have the meanings respectively assigned to them in the Act.

Chapter II

RESPONSIBILITIES

- 4. **Responsibilities of the producer** the producer shall be responsible for;
 - (1) collecting of any e-waste generated during the manufacture of electrical and electronic equipment and channelizing the same for recycling or disposal.
 - (2) ensuring that all electrical and electronic equipment are provided with a unique serial number or individual identification code for tracking their products in the e-waste management system.
 - (3) collecting e-waste generated from the 'end of life' of their products in line with the principle of 'Extended Producer Responsibility' (EPR), and to ensure that such e-wastes are channelized to registered refurbisher or dismantler or recycler.
 - (4) setting up collection centers or take back system either individually or collectively for all electrical and electronic equipment at the end of their life.
 - (5) financing, and organizing a system to meet the costs involved in the environmentally sound management of e-waste generated from the 'end of life' of its own products and historical waste available on the date from which these rules come in to force. Such financing system shall be transparent. The producer may choose to establish such financial system either individually or by joining a collective scheme.
 - (6) Providing contact details such as address, telephone numbers/helpline number and e-mail of dealers and authorized collection centers to consumer(s) or bulk consumer(s) so to as facilitate return of used electrical and electronic equipment.
 - (7) creating awareness through publications, advertisements, posters, or by any other means of communication and information booklets accompanying the equipment, with regard to the following:
 - (i) information on hazardous constituents in e-waste electrical and electronic equipment;

- (ii) information on hazards of improper handling, accidental breakage, damage and/or improper recycling of e-waste;
- (iii) instructions for handling the equipment after its use, along with the Do's and Don'ts:
- (iv) affixing the symbol given below on the products to prevent e-waste from being dropped in garbage bins containing waste destined for disposal;



- (8) obtaining an authorization from the concerned State Pollution Control Board or Pollution Control Committee in accordance with the procedures prescribed under rule-11:
- (9) maintaining records in Form 2 of the e-waste handled Such records should be available for scrutiny by the appropriate authority.
- (10) filing annual returns in Form 3, to the concerned State Pollution Control Board or Pollution Control Committee, on or before the 30th day of June following to the financial year to which that return relates.

5. Responsibilities of dealers. -

- (1) Every dealer shall be responsible to collect the used electrical and electronic equipment (e-waste) by providing the consumer(s) a box, bin or a demarcated area to deposit e-waste.
- (2) Every dealer shall make an application in Form 4 to the concerned State Pollution Control Boards or Pollution Control Committees for grant of one time registration.
 - (a) The State Pollution Control Boards or Pollution Control Committees shall register the dealer on a one time basis and registration would be considered as deemed if not objected to within a period of 30 days.
 - (b) The registered dealer shall be required to submit details of e-waste collected to the concerned State Pollution Control Board or Pollution Control Committees on a half yearly basis and registration would be

liable for cancellation on failure to furnish these details to the State Pollution Control Boards or Pollution Control Committees:

Provided that the registration granted to the dealer shall not be cancelled unless he has been given a reasonable opportunity of hearing.

- (3) Every dealer shall ensure that the e-waste thus collected is safely transported back to the producer or to authorized collection centre as the case may be.
- (4) Every dealer shall file annual returns in Form 3 to the concerned State Pollution Control Board or Pollution Control Committee, on or before the 30th day of June following to the financial year to which that return relates.
- (5) Every dealer shall maintain records of the e-waste handled in Form 2 and such records should be available for scrutiny by the appropriate authority.

6. Responsibilities of refurbisher. -

- (1) Every refurbisher shall collect e-waste generated during the process of refurbishing and channelized the waste to authorized collection center.
- (2) Every refurbisher shall make an application in Form 4 to the concerned State Pollution Control Boards or Pollution Control Committees for grant of one time registration.
 - (a) The State Pollution Control Boards or Pollution Control Committees shall register the refurbisher on a one time basis and registration would be considered as deemed if not objected to within a period of 30 days.
 - (b) The registered refurbisher shall be required to submit details of ewaste generated to the concerned State Pollution Control Board or Pollution Control Committees on a half yearly basis and registration would be liable for cancellation on failure to furnish these details to the State Pollution Control Boards or Pollution Control Committees:

Provided that the registration granted to the refurbisher shall not be cancelled unless he has been given a reasonable opportunity of hearing.

- (3) Every refurbisher shall ensure that the e-waste thus collected is safely transported back to authorized collection centre or registered recyclers as the case may be.
- (4) Every refurbisher shall file annual returns in Form 3 to the concerned State Pollution Control Board or Pollution Control Committee, on or before the 30th day of June following to the financial year to which that return relates.
- (5) Every refurbisher shall maintain records of the e-waste handled in Form 2 and such records should be available for scrutiny by the appropriate authority.
- 7. **Responsibilities of authorized collection centers** Any person(s) operating collection centre(s) individually or collectively shall
 - (1) obtain authorization in accordance with the procedures prescribed under Rule -11 from the concerned State Pollution Control Board or Pollution Control Committee as the case may be and provide details such as address,

- telephone numbers/helpline number, e-mail, etc. of such collection centre(s) to the general public.
- (2) ensure that the e-waste collected by them are stored in a secured manner till these are sent to producer(s) or refurbisher or registered dismantler(s) or recycler(s) as the case may be;
- (3) ensure safe transportation of the e-waste; and
- (4) ensure that no damage is caused to the environment during storage and transportation of e-waste; and
- (5) file annual returns in Form 3, to the concerned State Pollution Control Board or Pollution Control Committee on or before the 30th day of June following to the financial year to which that return relates.
- (6) maintain records of the e-waste handled in Form 2 and such records should be available for scrutiny by the appropriate authority.

8. Responsibilities of consumer or bulk consumer. –

- (1) Consumers using electrical and electronic equipment shall ensure that used electrical and electronic equipment (e-waste) which are not fit for the intended use are deposited with the dealer or authorized collection centers.
- (2) Bulk consumers using electrical and electronic equipment shall ensure that used electrical and electronic equipment (e-waste) which are not fit for the intended use are auctioned to or deposited with the dealer or authorized collection centers or refurbisher or registered dismantler or recyclers or avail the pick-up or take back services provided by the producers; and
- (3) Bulk consumers shall file annual returns in Form 3, to the concerned State Pollution Control Board or Pollution Control Committee on or before the 30th day of June following to the financial year to which that return relates.

9. **Responsibilities of dismantler** – Every dismantler shall

- (1) obtain registration from the Central Pollution Control Board in accordance with the procedures prescribed under Rule -13.
- (2) ensure that no damage is caused to the environment during storage and transportation of e-waste;
- (3) ensure that the dismantling processes do not have any adverse effect on the health and the environment;
- (4) ensure that the facility and dismantling processes are in accordance with the standards or guidelines published by the Central Pollution Control Board from time to time; and
- (5) ensure that dismantled e-waste are segregated and sent to the registered recycling facilities for recovery of materials;
- (6) ensure that non-recyclable/non- recoverable components are sent to authorized treatment storage and disposal facilities.
- (7) file a return in Form 3, to the State Pollution Control Board/Committee of UT as the case may be, on or before 30th June following to the financial year to which that return relates.
- (8) The dismantler shall not process any e-waste for recovery or refining of materials, unless he is registered as recycler for refining and recovery of materials.

10. **Responsibilities of recycler/ reprocessor** – Every recycler shall

- (1) obtain registration from Central Pollution Control Board in accordance with the procedures prescribed under Rule -13.
- (2) ensure that the facility and recycling processes are in accordance with the standards laid down in the guidelines published by the Central Pollution Control Board from time to time;
- (3) make available all records to the Central or State Pollution Control Board/ Committee of UT for inspection;
- (4) ensure that residue generated thereof is disposed of in a hazardous waste treatment storage disposal facility;
- (5) file annual returns in Form 3, to the State Pollution Control Board or Committee of the UT as the case may be, on or before 30th June following to the financial year to which that returns relate.

Chapter III

PROCEDURE FOR SEEKING AUTHORIZATION FOR HANDLING E-WASTES

11. Procedure for authorization for handling e-waste –

- (1) Every producer, collection centre, dismantler and recycler of e-waste shall require to obtain an authorization from the concerned State Pollution Control Board or Pollution Control Committee of UT as the case may be.
- (2) Every producer, collection centre, dismantler and recycler of e-waste shall make an application in Form 1 to the State Pollution Control Board for grant of authorization within a period of sixty days from the date of commencement of these rules;

Provided that any person authroised under the provisions of the Hazardous Wastes (Management, Handling and Transboundary Movements) Rules, 2008, prior to the date of coming into force of these rules shall not require to make an application for authorization till the period of expiry of such authorization.

- (3) On receipt of the application complete in all respects for the authorization, the State Pollution Control Board or Pollution Control Committee of UT may, after such enquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle e-waste safely, grant within a period of one hundred and twenty days an authorization in Form-1(a) to the applicant to carry out safe operations in the authorized place only, which shall be valid for a period of five years.
- (4) The State Pollution Control Board or Pollution Control Committee of the UT after giving reasonable opportunity of being heard to the applicant shall refuse to grant any authorization.
- (5) Every person authorized under these rules shall maintain the record of ewaste handled by them in Form-2 and prepare and submit to the State Pollution Control Board or Pollution Control Committee, an annual return

- containing the details specified in Form 3 on or before 30th day of June following to the financial year to which that return relates.
- (6) An application for the renewal of an authorization shall be made in Form-1 at least two months (sixty days) before its expiry and the State Pollution Control Board or Pollution Control Committee may renew the authorization after examining each case on merit and subject to the condition that there is no report of violation of the provisions of the Act or the rules made there under or the conditions specified in the authorization.
- (7) Every producer, collection centre, dismantler and recycler shall take all steps, wherever required, to comply the conditions specified in the authorization.
- (8) The State Pollution Control Board or the Pollution Control Committee in case of UT shall maintain a register containing particulars of the conditions imposed under these rules for environmentally sound management of ewaste, and it shall be open for inspection during office hours to any person interested or affected or a person authorized by him on his behalf.

12. Power to suspend or cancel an authorization:-

- (1) The State Pollution Control Board or Pollution Control Committee of the UT may, if in its opinion, the holders of the authorization has failed to comply with any of the conditions of the authorization or with any provisions of the Act or these rules and after giving a reasonable opportunity of being heard and after recording reasons thereof in writing cancel or suspend the authorization issued under these rules for such period as it considers necessary in the public interest.
- (2) Upon suspension or cancellation of the authorization, the State Pollution Control Board or Pollution Control Committee of the UT may give directions to the persons whose authorization has been suspended or cancelled for the safe storage of the e-waste and such person shall comply with such directions.

Chapter IV

PROCEDURE FOR REGISTRATION OF RECYCLING E-WASTE

13. Procedure for registration/renewal of registration of recyclers. –

- (1) Every dismantler or recycler of e-waste shall make an application in Form-5 in triplicate to the Member Secretary of the Central Pollution Control Board enclosing accompanied with a copy of the following documents for the grant or renewal of registration:-
 - (i) consent to establish granted by the State Pollution Control Board under Water (Prevention and Control of Pollution) Act, 1974, (25 of 1974) and Air (Prevention and Control of Pollution) Act, 1981(21 of 1981);
 - (ii) certificate of registration issued by the District Industries Centre or any other government agency authorized in this regard;
 - (iii) proof of installed capacity of plant and machinery issued by the District Industries Centre or any other government agency authorized in this behalf

(iv) in case of renewal, a certificate of compliance of effluent and emission standards, treatment and disposal of hazardous wastes as applicable from the State Pollution Control Board or Committee of the UT or any other agency designated for this purpose; and

Provided that any person registered under the provisions of the Hazardous Wastes (Management, Handling and Transboundary Movements) Rules, 2008, prior to the date of coming into force of these rules shall not require to make an application for registration till the period of expiry of such registration.

- (2) The Central Pollution Control Board, on being satisfied that the application is complete in all respect and that the applicant is utilizing environmentally sound technologies and possess adequate technical capabilities, requisite facilities and equipment to recycle and process e-waste, may grant registration to such applicants stipulating therein necessary conditions as deemed necessary for carrying out safe operations in the authorized place only.
- (3) The Central Pollution Control Board shall dispose of the application for registration within a period of ninety days from the date of the receipt of such application complete in all respects.
- (4) The registration granted under these rules shall be valid initially for a period of two years and thereafter for a period of maximum five years on subsequent renewals from the date of its issue, unless the operation is discontinued by the unit or the registration suspended or cancelled by the Central Pollution Control Board.
- (5) The Central Pollution Control Board may after giving reasonable opportunity of being heard to the applicant, by order, refuse to grant or renew.
- (6) The Central Pollution Control Board shall monitor the compliance of conditions stipulated for granting registration.
- (7) The Central Pollution Control Board may cancel or suspend a registration granted under these rules, if it has reasons to believe that the registered recycler has failed to comply with any of the conditions of registration, or with any provisions of the Act or rules made there under, after giving an opportunity to the recycler to be heard and after recording the reasons there for.
- (8) An application for the renewal of registration shall be made in Form-5 at least two months (sixty days) before its expiry and the State Pollution Control Board or Pollution Control Committee may renew the registration after examining each case on merit and subject to the condition that there is no report of violation of the provisions of the Act or the rules made there under or the conditions specified in the registration.
- (9) The dismantler or recycler shall maintain records of the e-waste purchased and processed and shall file annual returns of its activities of previous year in Form 3 to the State Pollution Control Board or Pollution Control Committee on or before 30th day of June of every year
- (10) The Central Government and the Central Pollution Control Board may issue guidelines for standards of performance for recycling processes from time to time.

14. Procedure for storage of e-waste

(1) Every producer, dealer, collection centre, dismantler or recyclers may store the e-waste for a period not exceeding one hundred and twenty days and shall maintain a record of collection, sale, transfer, storage and segregation of wastes and make these records available for inspection:

Provided that the State Pollution Control Board may extend the said period in following cases, namely:

- (i). Dismantlers and Recyclers up to six months of their annual capacity; or
- (ii). Collection centers who do not have access to any registered dismantling or recycling facility in the concerned state; or
- (iii). The waste which needs to be specifically stored for development of a process for its recycling, reuse.

Chapter V

REDUCTION IN THE USE OF HAZARDOUS SUBSTANCES (RoHS) IN THE MANUFACTURE OF ELECTRICAL AND ELECTRONIC EQUIPMENT

- 15. Reduction in the use of hazardous materials in the manufacture of electrical and electronic equipment
 - (1) Every producer of electrical and electronic equipment shall comply with the threshold limits as prescribed in Schedule -III for the use of certain hazardous substances in electrical and electronic equipment. Such reduction in use of hazardous substances in electrical and electronic equipment shall be achieved within a period of three years from the date of commencement of these rules.
 - (2) In the event of such reduction in the hazardous materials used in the electrical and electronic equipment, the detailed information on the constituents of the equipment shall be provided in the product information booklet.
 - (3) Imports or placement in the market for electrical and electronic equipment shall only be permitted for those which are RoHS compliant as per the Schedule-III annexed to these rules.
 - (4) Every producer or importer of electrical and electronic equipment shall furnish in written a declaration with regard to compliance to the requirement of Schedule-III.

Chapter VI

MISCELLANEOUS

16. No Import of used electrical and electronic equipment shall be allowed in the country for charity.

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

18. Annual Report:-

- (1) The State Boards and the Committees shall prepare and submit to the Central Pollution Control Board an annual report with regard to the implementation of these rules by the 30th September every year in Form 6.
- (2) The Central Pollution Control Board shall prepare the consolidated annual review report on management of municipal solid waste and forward it to the Central Government along with its recommendations before the 30th December every year.

19. Transportation of e-waste –

- (1) The transportation of e-waste, when these are intact, shall be like any other electrical and electronic equipment.
- (2) For transportation of dismantled e-waste for recycling in a state other than the State where the e-waste is generated, the recycler shall only inform the State of origin, States of transit and State of formal recycle of such wastes. However, no permission or NOC shall be required.
- 20. **Accident reporting and follow-up -** where an accident occurs at the facility processing e-waste or during transportation of e-waste, the producer, transporter, dismantler, refurbisher or recycler, as the case may be, shall report immediately to the State Pollution Control Boards/Committees of UT about the accident providing the details in Form 5.

21. Liability of the producer, collection centre, transporter, dismantler and recycler of e-waste –

- (1) The producer, collection centre, transporter, dismantler and recycler, as the case may be, based on their respective responsibilities defined earlier shall be liable for any damages caused to the environment or the human health including third parties due to improper handling and disposal of e-waste.
- (2) The producer, collection centre, transporter, dismantler and recycler as identified to be liable in (1) above shall inform the Central/State Pollution Control Board/Committees of UT of the damages caused and undertake to reinstate or restore damaged or destroyed elements of the environment at his cost, failing which they shall be liable to pay the entire cost of remediation or restoration of the environment.
- (3) The consumer shall be liable to deposit the e-waste with the authorized dealers, or collection centre failing which they shall be liable to pay a fine as specified in the act for any violation of the provisions under these rules.
- 22. The collection, storage, transportation, segregation, refurbishment, dismantling recycling and disposal of e-waste shall be in accordance with the procedures prescribed in the guidelines published by the Central Pollution Control Board from time to time.

23. **Penalties & punishments** - Penalties and punishments for any violation shall be applicable as per Act.

24. **Appeal** –

- (1) Any person aggrieved by an order of suspension or cancellation or refusal of authorization or its renewal passed by the State Pollution Control Board or Pollution Control Committee, may within a period of thirty days from the date on which the order is communicated to him, prefer an appeal in Form XX to the Appellate Authority comprising of the Environment Secretary of the State.
- (2) Any person aggrieved by an order of suspension or cancellation or refusal of registration or its renewal passed by the Central Pollution Control Board, may, within a period of thirty days from the date on which the order is communicated to him, prefer an appeal in Form XX to the Appellate Authority comprising of the Secretary, to the Government of India in the Ministry of Environment and Forests.
- (3) The appellate Authority may entertain the appeal after the 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.
- (4) Every appeal filed under this rule shall be disposed of within a period of sixty days from the date of its filling.

SCHEDULE-I

(see rule 3(m))

A. CATEGORIES OF E-WASTE covered under the rules

Sr.	E-waste Categories
No.	
i.	Large household appliances
ii.	Small household appliances
iii.	Toys, leisure and sports equipment
iv.	Electrical and electronic tools
V.	Medical devices
vi.	Monitoring and control instruments
vii.	Automatic dispensers
viii.	IT and telecommunication equipment
ix.	Consumer electronics

SCHEDULE-II

A: List of products covered under the categories given in schedule-I

Sr. No.	Category	Products
1.	Large household appliances	Refrigerators and Freezers, Other appliances used for refrigeration, conservation and storage of food Washing machines Clothes dryers Dish washing machines Cooking ranges/stoves Electric hot plates Microwaves Other appliances used for cooking and other processing of food Electric heating appliances Electric radiators Other fanning, exhaust ventilation and conditioning equipment
2.	Small household appliances	Vacuum cleaners Carpet sweepers Other appliances used for cleaning Appliances used for sewing, knitting, weaving and other processing for textiles Iron and other appliances used for ironing and other care of clothing Toasters Fryers Grinders, coffee machines and equipment for opening or sealing containers or packages Electric knives Appliances for hair-cutting, hair drying, tooth brushing, shaving, massage and other body care appliances Digital clocks, watches and equipment for the purpose of measuring indicating or registering time Scales
3.	Toys, leisure and sports equipment	Electric trains or car racing sets Hand-held video game consoles Video games Computers for biking, diving, running, rowing, etc. Sports equipment with electric or electronic components Coin slot machines
4.	Electrical and electronic tools (except large-scale stationary industrial tools)	Drills Saws Sewing machines Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials Tools for riveting, nailing or screwing or removing rivets, nails, screws or similar uses Tools for welding, soldering or similar use Equipment for spraying, spreading, dispersing or other treatment of liquid or gaseous substances by other means Tools for mowing or other gardening activities
5.	Medical	Radiotherapy equipment

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	devices	Cardiology
	(except	Dialysis
	implanted	Pulmonary ventilators
	and infected	Nuclear medicine
	products)	Laboratory equipment for in-vitro diagnosis
		Analysers
		Freezers
		Fertilization tests
		Other appliances for detecting, preventing, monitoring, treating,
		alleviating illness, injury or disability
6.	Monitoring	Smoke detector
	and control	Heating regulators
	instruments	Thermostats
		Measuring, weighing or adjusting appliances for household or as
		laboratory equipment
		Other monitoring and control instruments used in industrial installations
		(e.g. in control panels)
7.	Automatic	Automatic dispensers for beverages
	dispensers	Automatic dispensers for hot or cold bottles or cans
		Automatic dispensers for solid products
		Automatic dispensers for money
		All appliances which deliver automatically all kind of products
8.	IT and	Centralised data processing:
	telecommun	Mainframes, Minicomputers
	ication	Personal computing:
	equipment	Personal Computers (CPU with input and output devices)
		Laptop (CPU with input and output devices)
		Notebook, Notepad etc.,
		Printers
		Copying equipment
		Electrical and electronic typewriters
		Pocket and desk calculators
		And other products and equipment for the collection, storage,
		processing, presentation or communication of information by electronic
		means
		User terminals and systems
		Facsimile
		Telex
		Telephones
		Pay telephones
		Cordless telephones
		Cellular telephones
		Answering systems
		And other products or equipment of transmitting sound, images or
	Computer	other information by telecommunications
9.	Consumer	Radio sets, Television sets, Video cameras, Video recorders, Digital
	electronics	cameras, Hi-fi recorders, Audio amplifiers, Musical instruments
		And other products or equipment for the purpose of recording or
		reproducing sound or image, including signals or other technologies for
		the distribution of sound and image than by telecommunications

SCHEDULE-III

[See rule 15(1&4)]

Threshold limits for use of certain hazardous substances

SNo	Name	Substance Risk	Threshold Limits
1.	Short Chain Chloro Paraffins, Alkanes, C ₁₀ -13	Very toxic to aquatic organisms. It may cause long term effects in the aquatic environment.	>=25%
2.	Antimony trioxide	Limited evidence of a carcinogenic effect	>=1%
3	Beryllium metal	Beryllium component scrap is classified as non-hazardous in the OECD, Basel and EU Waste Control Systems. However, it is recommended that beryllium metal components should be segregated from equipment at end-of-life and returned to the supplier for recycling. Very toxic by inhalation. It may cause cancer by inhalation	>=0.1%
4	Beryllium oxide (Beryllia)	Very toxic by inhalation. It may cause cancer by inhalation	>=0.1%
5	Cadmium	Very toxic by inhalation. It may cause cancer. Harmful to aquatic organisms	>=0.1% to 25% Depending on risk phrase or perception
6	Cadmium oxide	May cause cancer by inhalation. Toxic by inhalation. Toxic if swallowed. Danger of serious damage to health by prolonged exposure Harmful if swallowed	>=0.1% to 25% Depending on risk phrase or perception
7	Cadmium sulphide	Limited evidence of a carcinogenic effect Toxic by inhalation. Toxic if swallowed. Danger of serous damage to health by prolonged exposure Harmful if swallowed. It may cause long term effects in the aquatic environment.	>=1% to 25% Depending on risk phrase or perception
8	Chromium VI	Toxic if swallowed/very very toxic by inhalation. It may cause heritable genetic damage. It may cause cancer by inhalation. Very toxic to aquatic organisms and may cause long term effects in the aquatic environment.	>=0.1% to 0.25% Depending on risk phrase or perception
9	Copper beryllium alloys	Components in end-of-life electrical equipment can be recycled as part of the general copper recycle stream. There is generally no need for component extraction prior to equipment recycling. Toxic by inhalation	>=0.1% to 3% Depending on risk phrase or perception

SNo	Name	Substance Risk	Threshold Limits
10	Decabromodiphenylether (DBDE)	Potential for forming brominated dibenzodioxins or furans (PBDD/F) in uncontrolled thermal processes, and possibility that higher PBDEs could debrominate to form the tetra and penta BDEs found in marine environment food chain	Threshold is not mentioned as risk assessment studies are ongoing
11	Lead	Processing of metallic lead may give rise to lead compounds, which are all, classified as dangerous substances. The land filling of WEEE has given rise concerns over possible leaching of lead into the environment.	Threshold limit not mentioned
12	Lead oxide	May cause harm to the unborn child Harmful by inhalation/harmful if swallowed	>=0.5% to >=25%
13	Liquid Crystals: Commercially available liquid crystals (LC) are mixtures of 10 to 20 substances, which belong to the group of substituted phenycyclohexanes, alkylbenzenes and cyclohexylbenzens. The chemical substances contain oxygen, fluorine, hydrogen and carbon. About 250 chemical substances are used for formulating more than thousand marketed liquid crystals.	Press articles claiming that LCDs contain carcinogenic azo-dyes. More current articles talk about hazardous ingredients. Toxicological studies on a large number of single liquid crystals have been performed according to OECD guidelines and EU regulation. SO far no indications of carcinogenic potential and acute oral toxicity have been found.	Threshold limit not mentioned
14	Mercury	Very toxic to aquatic organisms and may cause long term effects in the aquatic environment. Effects in humans are mainly affecting the central nervous system effects (CNS) as well as the kidney. Toxic by inhalation	>=3% to >=0.25%
15	Mineral Wool: [Man-made vitreous (silicate) fibers with random orientation with alkaline oxide and alkali earth oxide (Na ₂ O+K ₂ O+CaO+MgO+BaO) content greater than 18 % by weight]	Limited evidence of carcinogenic effect Irrigating to the skin	>=1% to >=20%
16	Octabromodiphenylether (OBDE)	Possible risk of harm to the unborn child	>=5%
17	Polychlorobiphenyls: The level of 50 mg/kg (0.005%) should be the defining threshold concentration for wastes containing PCBs and PCTs: above that concentration such waste should be considered as hazardous.	Very toxic to aquatic organisms and may cause long term effects in the aquatic environment	>=0.25%

SNo	Name	Substance Risk	Threshold Limits
18	Polyvinyl chloride (PVC)	As with any material containing chlorine, potential for forming dioxins and furans in case of uncontrolled burning. Liberation of HCL gas during combustion. Recent health/environmental concerns have been raised about some additives used in PVC processing i.e. Heavy metals used as stabilizers Phthalate plasticizers, although these have been used for more than 40 years without any measurable impact on health and environment.	Not mentioned
19	Refractory Ceramic Fibers: [Manmade vitreous (silicate) fibers with random orientation with alkaline oxide and alkali earth oxide (Na ₂ O+K ₂ O+CaO+MgO+BaO) content less or equal to 18 % by weight]	May cause cancer by inhalation. Irritating to the skin	>=0.1% to >=20%
20	Tetrabromobisphenol-A (TBBPA): TBBPA is the largest volume brominated flame retardant in production today. It is used as a reactive (primary use) or additive flame retardant in polymers, such as ABS, epoxy and poly-carbonate resins, high impact polystyrene (HIPS), phenollic resins, adhesives and others. Its main use in E&E equipment is as a reactive flame retardant in printed writing boards.	 Perception of potential to form brominated dioxins/furans in thermal processes. Perception of potential for endrocrine modulating effects (hormone disrupter). The whole substances group of BFRs is listed in general on the Danish list of "unwanted substances" 	Not mentioned

SCHEDULE IV

[See rule 17)]

LIST AUTHORITIES AND CORREPONDING DUTIES

SI No	AUTHORITY	CORRESPONDING DUTIES
1.	Central Pollution Control Board (CPCB) Delhi	 (i) Coordination with State Pollution Control Boards/ Committees of UT (ii) Registration of recyclers of e-waste (iii) Preparation of Guidelines for Environmentally Sound Management of e-waste (iv) Conduct assessment of e-waste generation and processing (v) Recommend standards and specifications for processing and recycling e-waste (vi) Documentation, compilation of data on e-waste and uploading on websites of CPCB (vii) Conducting training & awareness programmes (viii) Submit Annual Report to the Ministry (ix) Any other function delegated by the Ministry under these rules
2.	State Pollution Control Boards/Committees of UT	 (i) Inventorization of e-waste. (ii) Grant & renewal of Authorization (iii) Monitoring compliance of authorization and registration conditions (iv) Maintain information on the conditions imposed for authorization etc. (v) Implementation of programmes to encourage environmentally sound recycling (vi) Action against violations of these rules (vii) Any other function delegated by the Ministry under these rules
3.	Ministry of Information & Technology, Department of Information Technology	 (i) Enforcement of reduction in use of hazardous substances(RoHS) (ii) Initiatives for IT industry for reducing hazardous substances, RoHS compliance (iii) Set targets for RoHS compliance (iv) Incentives and certification for green design/products

FORM – 1

[See rule 11(2)]

APPLICATION FOR OBTAINING AUTHORIZATION FOR GENERATION/ COLLECTION/ TRANSPORT/STORAGE/DISMANTLING/RECYCLING/ DISPOSAL OF E-WASTE*

Fror	n:
То	The Member Secretary, Pollution Control Board, Pollution Control Committee
	I / We hereby apply for authorization/renewal of authorization under rule 4(vi) 6(ii) of the E-wastes (Management and Handling) Rules, 2008 for collection/age/ transport/treatment/disposal of e-wastes.
	For Office Use Only
Whe	e No. : ether the unit is situated in a critically polluted area as identified by Ministry of ironment and Forests (yes/no);
	To be filled in by Applicant
1.	Part – A: General (a) Name and full address, telephone nos. e-mail and other contact details of the unit :
	(b) Authorization required for (Please tick mark appropriate activity/ies*) (i) Generation* □ (ii) Collection* □ (iii) Dismantling* □ (iv) Recycling* □
	(c) In case of renewal of authorization previous authorization no. and date
2.	 (a) Whether the unit is generating or processing e-waste as defined in the E-wastes (Management and Handling) Rules, 2009: (i) generating* □ (ii) processing* □
*del	ete whichever is not applicable

- 3. (a) Total capital invested on the project :
 - (b) Year of commencement of production:
 - (c) Date of grant of the Consent to Establish:
 - (d) Date of grant of the Consent to Operate:

Part - B: E-waste

4. E-waste details:

(a)	Type of e-wastes generated as defined under the E-wastes (M&H)Rules, 2008:	
(b)	Total Quantity e-waste handled generated/collected/dismantled/recycled:	
(c)	Mode of storage within the plant :	
(d)	Method of treatment and disposal:	
(e)	Installed capacity of the plant:	

Part - C: Dismantling and Recycling Facility**

- 5. Detailed proposal of the facility (to be attached) to include:
 - (i) Location of site (provide map).
 - (ii) Details of processing technology
 - (i) Type and Quantity of waste to be processed per day
 - (iv) Site clearance (from local authority, if any)
 - (v) Utilization of the e-waste processed
 - (vi) Method of disposal of residues (details to be given)
 - (vii) Quantity of waste to be processed or disposed per day
 - (viii) Details of categories of e-waste to be dismantled/processed
 - (ix) Methodology and operational details
 - (x) Measures to be taken for prevention and control of environmental pollution including treatment of leachates
 - (xii) Investment on Project and expected returns
 - (xiii) Measures to be taken for safety of workers working in the plant

Place :	Signature
Date:	(Name)
Date :	Designation :

FORM 1(a)

[See rule 11(3)]

FORM FOR GRANTING AUTHORIZATION FOR GENERATION/COLLECTION/ TRANSPORTATION/STORAGE/REFURBISHMENT/DISMANTLING/ RECYCLING/DISPOSAL OF E-WASTE*

1. (a) Authorization and (b) date of issue	
2ofofauthorization for generation, collection, storage dismantling, recycling and disposal of e-waste at	ge, transport, refurbishment,
3. The authorization granted for generation, dismantling, recycling and disposal of e-wastes.	collection, storage, transport,
4. The authorization shall be in force for a period from	1to
5. The authorization is subject to the conditions stated as may be specified in the rules for the time being (Protection) Act, 1986.	
Signature	
Designation	Date:

Terms and conditions of authorization

- 1. The authorization shall comply with the provisions of the Environment (Protection) Act, 1986, and the rules made there under.
- 2. The authorization or its renewal shall be produced for inspection at the request of an officer authorized by the State Pollution Control Board or Committee of UT.
- 3. The person authorized shall not rent, lend, sell, transfer or otherwise transport the e-wastes without obtaining prior permission of the State Pollution Control Board or Committee of UT.
- 4. Any unauthorized change in personnel, equipment as working conditions as mentioned in the application by the person authorized shall constitute a breach of his authorization.
- 5. It is the duty of the authorized person to take prior permission of the State Pollution Control Board or Committee of UT to close down the operations.
- 6. An application for the renewal of an authorization shall be made as laid down in rule 4 (6) (ii).

FORM – 2

[See rule 4(9), 5(5), 6(5), 7(6), 8(3), 9(4), 10(3) 11(5) and 13(8)]

FORM FOR MAINTAINING RECORDS OF E-WASTE HANDLED

Quantity in Metric Tonnes (MT) or Kilograms (Kg) annually

1.	Name & Address:		
	Producer /Collection		
	Centre/Dismantler/		
	Recycler *		
2.	Date of Issue of		
	Authorization*		
	Registration *		
3.	Validity of Authorization*		
	/Registration*		
4.	Types & Quantity of e-	Category	Quantity
	waste handled	Item Description	
5.	Types & Quantity of	Category	Quantity
	e-waste stored	Item Description	
7.	Types & Quantity of	Category	Quantity
	e-waste transported*	Quantity	
	Name, address and contact		
	details of the destination		
8.	Types & Quantity of	Category	Quantity
	e-waste refurbished*	Item Description	
	Name, address and contact		
	details of the destination of		
	refurbished materials	_	
9.	Types & Quantity of	Category	Quantity
	e-waste dismantled*	Item Description	
	Name, address and contact		
	details of the destination		1
10.	Types & Quantity of	Category	Quantity
	e-waste recycled*		
	Types & Quantity of	Item Description	
	materials recovered	Quantity	
	Name, address and contact		
4.4	details of the destination	0.1	10 "
11.	Types & Quantity of	Cat	Quantity
	waste treated & disposed	Item Description	

^{*} Delete whichever is not applicable

FORM - 3

[See rule 4(10), 5(4), 7(5), 8(3), 9(7), 10(5), 11(5) and 13(9)]

FORM FOR FILING ANNUAL RETURNS OF SALE, COLLECTION, DISMANTLING & RECYCLING OF E-WASTE

[To be submitted by producer/collection centre/dealer/refurbisher/dismantler//recycler by 30th June of every year for the proceeding period April to March].

Quantity in Metric Tonnes (MT) or Kilograms (Kg) annually

1	Name and address of the producer/dealer/ collection centre/ refurbisher/ dismantler/		
	recycler		
2	Name of the authorized person and		
	complete address with telephone and fax		
	numbers and e-mail address		
3✔	Total quantity e-waste sold/purchased/		
	sent for processing during the year for		
	each category of e-waste listed in the Schedule (Attach list)		
	Details of the above	TYPE	QUANTITY
- (A) I	DEALERS : Quantity of e-waste	IIFL	QUANTITI
3(A)*	sold/purchased/sent to:		
3(B)*	BULK CONSUMERS: Quantity of e-waste		
3(0)4	sold/sent to:		
3(C)*	REFURBISHERS: Quantity of e-waste		
J(J):	purchased/sent to:		
3(D)*	DISMANTLERS : Quantity of e-waste in MT		
,	purchased & processed and sent to:		
3(E)*	RECYCLERS: Quantity of e-waste in MT		
. ,	purchased/processed:		
4	Name and full address of the destination		
	with respect to 3 (A-E) above	-	
5	Type and quantity of materials segregated/	Туре	Quantity
	recovered from e-waste of different		
	categories as applicable to 3(D) &3(E)		

Note: The applicant shall provide details of funds received (if any) from producers and its utility with an audited certificate

Date	Signature of the authorized person
Place	
* delete whichever is not	applicable
✓ enclose the list of recycle.	elers to whom e-waste have been sent for recycling.

Form 4

[See rule 5(2) and 6(2)]

FORM FOR REGISTRATION OF DEALERS AND REFURBISHERS

[To be submitted to the State Pollution Control Boards/Pollution Control Committees]

1	Name and Address of the Trader with Telephone and Fax Numbers (With proof):
2	TIN/VAT Number/Import Export Code :
3	Category wise description of the e-waste collected:
4	Details of disposal of e-waste collected, if any:
	Signature of the authorized person.
Place	
Date.	

FORM - 5

[see rule 13(1)]

APPLICATION FORM FOR REGISTRATION OF FACILITIES POSSESSING ENVIRONMENTALLY SOUND MANAGEMENT PRACTICE FOR RECYCLING E-WASTE (USED ELECTRICAL & ELECTRONIC EQUIPMENT)

(To be submitted in triplicate)

1.	Name and Address of the unit				
2.	Contact person with designation,				
	Tel./Fax				
3.	Date of Commissioning				
4.	No. of workers (including contract				
	labour)				
5.	Consents Validity	a. Water (Prevention & Control of			
	·) Act, 197		
			to		
		b. Air (P	revention	& Control of	
) Act, 198		
		Valid up		·	
6.	Authorization validity	E-wastes	s (Manage	ement and	
	·) Rules, 2		
		Valid up			
7.	Manufacturing Process	Please a	ittach mar	nufacturing process	
		flow diag	gram for e	ach product(s)	
8.	Products and Installed capacity of	Products	6	Installed capacity	
	production in (MTA)			(mta)	
9.	Products manufactured during the	Year	Product	Quantity	
	last three years (as applicable)				
10.	Raw material consumption during the	Year	Product	Quantity	
	last three years (as applicable)			,	
11.	Water consumption	Industria		m3/day	
		Domesti		m3 / day	
	Water Cess paid up to (if applicable)		<u> </u>		
	Waste water generation as per	Actual (avg., of last 3 months)		st 3 months)	
	consentm3/day	Industrialm3 /da			
		Domesticm3 /day			
	Waste water treatment (provide flow	Industrial Domestic			
	diagram of the treatment scheme)				
	Waste water discharge			m3/day	
		Location			
				waste water for	
				S, O&G, any other	
				ed by SPCB/SPCC	
		(attach d		,	

12.	Air Pollution Control						
	a. Provide flow diagram for emission						
	control system(s) installed for each						
	process unit, utilities etc.						
	b. Details for facilities provided for						
	control of fugitive emission due to						
	material handling, process, utilities						
	etc						
	c. Fuel consumption	Fuel				Qty per	
	, and a second parameters and a second parameters are second parameters and a second parameters are second par					day/mon	th
		(i)				, -	-
		(ii)					
	d. Stack emission monitoring	` '	att	ached to	<u> </u>	Emission	(SPM
	d. Stack emission monitoring	Otack	an	acrica ii	,	SO ₂ , NO	•
						etc.) mg/	
		/i)				etc.) mg/	INIII
		(i)					
	A sel de de de selection de l'économie	(ii)		D It .		D	
	e. Ambient air quality			Results		Paramet	
		ug/m	3			SPM, SC	•
		(1)				Pb etc.)	ug/m°
		(i)					
		(II)					
11.	Waste Management:						
	 a. Waste generation in processing 	SNo	Ту	ре	О	ategory	Qty
	e-waste						
	b. Waste Collection and						
	transportation (attach details)			T			
	c. Waste Disposal details	SNo		Туре		Category	Qty
	d. Provide details of the disposal						
	facility or TSDF, whether the facility is						
	authorized by SPCB/SPCC						
	e. Please attach analysis report of						
	characterization of hazardous waste						
	generated (including leachate test if						
	applicable)	<i>(</i> 1)					
14.	Details of e-waste proposed to be	(i) Na					
	taken in procured through sale,	` '		tity requ		•	/ .
	auction, contract or import, as the	` '				on (BC) Li	
	case may be, for use as raw material	(IV) N	atu	re as pe	r A	Annexure I	II of BC
15.	Occupational safety and health	Pleas	е р	rovide d	et	ails of faci	lities
	aspects		•				
16.	Remarks:						
		1					

	Whether industry has provided adequate pollution control system /	Yes/No
	equipment to meet the standards of emission / effluent.	If Yes, please furnish details
	Whether industry is in compliance with conditions laid down in the Hazardous Waste Authorization	Yes / No
	Whether Hazardous Waste collection and Treatment, Storage and Disposal Facility (TSDF) are operating satisfactorily.	Yes / No
	Whether conditions exist or likely to exists of the material being handled / processed of posing immediate or delayed adverse impacts on the environment.	Yes / No
	Whether conditions exist or is likely to exist of the material being handled / processed by any means capable of yielding another material e.g., leachate which may possess ecotoxicity.	Yes / No
17.	Any Other Information of relevance:	
	i)	
	ii)	

I hereby declare that the above statements /information are true and correct to the best of my knowledge and belief.

	Signature	
Date:	Name:	
Place:	Designation:	

Form - 6 [see rule 18]

FORM FOR ANNUAL REPORT TO BE SUBMITTED BY THE STATE POLLUTION CONTROL BOARD/COMMITTEES TO THE CENTRAL POLLUTION CONTROL BOARD

10,	The Chairman, Central Pollution Control Board, (Ministry of Environment And Forests) Government Of India, 'Parivesh Bhawan', East Arjun Nagar, Delhi- 110 0032		
1. 2.	Name of the State/Union territory Name & address of the State Pollution Control Board / Committee	:	
3.	Number of authorised/ registered Producers, Dealers, Refurbishers, Collection Centres, Dismantler and Recyclers for management of e-waste in the State/Union territory under these rules	:	
4.	Categories of waste collected along with their quantities on a monthly average basis:	:	Please attach as Annexure-I
5.	A Summary Statement on Category wise and product wise quantity of e-waste collected	:	Please attach as Annexure-II
6.	Mode of treatment with details		Please attach as Annexure-III
7.	Brief details of refurbishing, dismantling and recycling facilities	•	Please allach as Annexure-iv
8.	Any other information	:	
9.	Certified that the above report is for the period		om
Date Plac	e: ce :	hai	rman or the Member Secretary
	OI	iul	initian of the Monibol Occidity

State Pollution Control Board/ Pollution Control Committee

Form - 7 [see rule 24(1) and 24(2)]

FORM FOR APPLICATION FOR FILING APPEAL AGAINST THE ORDER PASSED BY CPCB/SPCB/PCC OF THE UNION TERRITORY

	********	*	
			(F No. 23-71/2009-HSMD)
	Join	t S	ecretary to Government of India
Date	e: Name and	d a	ddress
	Signature		
5.	List of enclosures other than the order referred in papa 2 against which the appeal is being filed	:	
4.	Relief sought for	:	
3.	Ground on which the appeal is being made	:	
2.	Number, date of order and address of the authority to which passed the order, against which appeal is being made		(certified copy of the order be attached)
1.	Name and address of the person making the appeal	:	