



NAVSARI AGRICULTURAL UNIVERSITY

OFFICE OF THE COMPTROLLER

Department of Information Technology

Navsari Agricultural University

University Bhavan, Eru Char Rasta, Dandi Road, Navsari - 396450

❧ CIRCULAR ❧

All Research, Education and Extension Units/Offices of Navsari Agricultural University, Navsari are hereby informed that the Department of Information Technology, Office of the Comptroller, is reinitiating the **University's E-waste Disposal Process** in accordance with the NAU E-waste Policy 2024. **All the units/offices are requested to resubmit again with updated latest depreciation calculation as on 31st, May-2026 through scanned document and E-mail only to itcell@nau.in and may contact (Dr. Bhavesh Chaudhari 9825978277) for any query.**

In this regard all the concerned units are requested to

1. Review the NAU E-waste Policy 2024 guidelines thoroughly (attached with this circular).
2. Identify and compile a list of E-waste items at the Unit/Office level, following the guidelines specified in the policy.
3. Submit the completed list of E-waste items to the University E-waste Disposal Committee (UEDC) for approval by email at itcell@nau.in, no later than 12th June 2026.
4. Ensure that:
 - The list is signed and stamped by the Head of the Unit.
 - The scanned copy of the signed list and the duly filled Excel sheet (attached with this circular) are submitted together.

For your reference, the following documents are attached:

- NAU E-waste Policy 2024
- Prescribed Performa
- Excel Sheet Format for E-waste Listing

Your cooperation in timely compliance with the above instructions is highly appreciated.

Note: This circular is issued with permission from the Chairman (UEDC) & Director of Research & Dean PG Studies.

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Navsari. Date: 30/05/2026.

Comptroller &
Controlling Officer (IT)

