

Read: Notification No.981/2024 (Regarding implementation of NAU E-waste Policy-2024 in NAU)

~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 initiating the E-waste Disposal Process in accordance with the NAU E-waste Policy 2024.

In this regard, all 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 20th June 2025.
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:

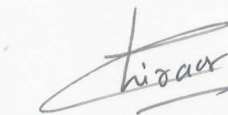
- ❖ NAU E-waste Policy 2024
- ❖ Prescribed Performa
- ❖ Excel Sheet Format for E-waste Listing

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, NAU, Navsari."

OW.No. NAU/Compt/IT/120/2025.

Navsari. Date: 16/05/2025.



Comptroller &

Controlling Officer IT

