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OFFICE OF THE
HEIROK NAGAR PANCHAYAT
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NOTIFICATION

Heirok, the 25th September, 2021

No. 12/1/2019-HNP/3: Whereas the draft "The Heirok Municipal Waste Management Bye-Laws 2020" was published as required under Section 209 (1) read with Section 211 (1) of the Manipur Municipalities Act, 1994 in the **Manipur Gazette, Extra Ordinary No. 146 dated 7th September, 2020** under the Notification No. 12/1/2019-HNP dated 07.09.2020 thereby inviting claims and objections from the general public within 15 days from the date of publication of the said notification in the Official Gazette:

And whereas no claims and objections had been received by the Office of the Heirok Nagar Panchayat on the said draft within stipulated period;

Now, therefore, in exercise of the power conferred by the Section 211 (1) and (2) and 212 of the Manipur Municipalities Act, 1994 and as confirmed by the Government under letter No. **MiscM-601/3/2021-MAHUD-MAHUD** dated **25.09.2021**, the Heirok Nagar Panchayat hereby makes the following Bye-Laws namely:-

"THE HEIROK MUNICIPAL WASTE MANAGEMENT BYE-LAWS, 2020"

AWUNGSHI PHUNGREI,
Executive Officer,
Heirok Nagar Panchayat, Manipur.

THE HEIROK MUNICIPAL WASTE MANAGEMENT BYE-LAWS, 2020

In exercise of the powers conferred by section 209 of the Manipur Municipalities Act, 1994 the Heirok Nagar Panchayat hereby makes the following bye-laws for management of solid waste, e-waste, plastic waste, bio-medical waste, construction and demolition waste namely: -

CHAPTER I

GENERAL

1. Short title and commencement

- a. These bye-laws may be called "The Heirok Municipal Waste Management Bye-laws, 2020".
- b. They shall come into force on the date of their publication in the Official Gazette.

2. **Applicability:** These bye-laws shall be applicable within the territorial limits of Heirok Nagar Panchayat (hereinafter referred to as 'HNP').

3. **Definitions:**

a. **In these bye-laws, unless the context otherwise requires:-**

- (1) "**Act**" means the Manipur Municipalities Act, 1994;
- (2) "**Agency/ Agent**" means any entity/person appointed or authorised by municipality to act on its behalf for discharge of duties or functions i.e. sweeping of streets, collection of waste, collection of charges/ fines, etc.
- (3) "**Authorised Waste Collector**" means a person or group of persons approved by the prescribed authority to collect; receive; store; transport; dispose and related operations in accordance with these bye-laws and the guidelines issued by the Central Pollution Control Board, as the case may be;
- (4) "**Biodegradable waste** " means any organic material that can be degraded by micro-organisms into simpler stable compounds;
- (5) "**Bio-methanation**" means a process which entails enzymatic decomposition of the organic matter by microbial action to produce methane rich biogas;
- (6) "**Bulk waste generator**" means and includes buildings occupied by the Central government departments or undertakings, State government departments or undertakings, local bodies, public sector undertakings or private companies, hospitals, nursing homes, schools, colleges, universities, other educational institutions, hostels, hotels, commercial establishments, markets, places of worship, stadia and sports complexes having an average waste generation rate exceeding 100 kg per day;
- (7) "**Bye-laws**" means regulatory framework notified by local body, census town and notified area townships for facilitating the implementation of these rules effectively in their jurisdiction.
- (8) "**Collection**" means lifting and removal of solid waste from source of waste generation, collection points or any other location;
- (9) "**Combustible waste**" means non-biodegradable, non-recyclable, non-reusable, non-hazardous solid waste having minimum calorific value exceeding 1500 kcal/kg and excluding chlorinated materials like plastic, wood pulp, etc;

- (10) "**Competent Authority**" means the Executive Officer of the Heirok Nagar Panchayat or any person authorised by him.
- (11) "**Composting**" means a controlled process involving microbial decomposition of organic matter;
- (12) "**Community Waste Storage Bin**" means any storage facility set up and maintained by the Nagar Panchayat or collectively by owners and/or occupiers of one or more premises for storage of solid waste in a segregated manner on the roadside/in premises of any one of such owners/occupiers or in their common premises as authorised by the competent authority;
- (13) "**construction**" means the process of erecting of building or built facility or other structure, or building of infrastructure including alteration in these entities,;
- (14) "**construction and demolition waste**" means the waste comprising of building materials, debris and rubble resulting from construction, re-modeling, repair and demolition of any civil structure;
- (15) "**Co-processing**" means use of non-biodegradable and non-recyclable solid waste having calorific value exceeding 1500 kcal/kg as raw material or as a source of energy or both to replace or supplement the natural mineral resources and fossil fuels in industrial processes;"
- (16) "**Decentralised processing**" means establishment of dispersed facilities for maximizing the processing of biodegradable waste and recovery of recyclables closest to the source of generation so as to minimize transportation of waste for processing or disposal;
- (17) "**Delivery**" means handing over any category of solid waste to worker of the Heirok Nagar Panchayat or any other person appointed, authorised or licensed by the Nagar Panchayat for taking delivery of such waste or depositing it in any vehicle provided by the Heirok Nagar Panchayat or by any other authorized agency or licensed by the Heirok Nagar Panchayat to do so;
- (18) "**Disposal**" means the final and safe disposal of post processed residual solid waste and inert street sweepings and silt from surface drains on land as specified in Schedule I to prevent contamination of ground water, surface water, ambient air and attraction of animals or birds;
- (19) "**Domestic hazardous waste**" means discarded paint drums, pesticide cans, CFL bulbs, tube lights, expired medicines, broken mercury thermometers, used batteries, used needles and syringes and contaminated gauge, etc., generated at the household level;
- (20) "**Door to door collection**" means collection of solid waste from the door step of households, shops, commercial establishments , offices , institutional or any other non-residential premises and includes collection of such waste from entry gate or a designated location on the ground floor in a housing society, multi-storied building or apartments, large residential, commercial or institutional complex or premises,;
- (21) "**Dry waste**" means waste other than bio-degradable waste and inert street sweepings and includes recyclable and non-recyclable waste, combustible waste and sanitary napkin and diapers, etc.;
- (22) "**Extended producer responsibility**" (EPR) means responsibility of any producer of packaging products such as plastic, tin, glass and corrugated boxes, etc., for environmentally sound management, till end-of-life of the packaging products;

- (23) "**Fine**" means penalty imposed on waste generators or operators of waste processing and disposal facilities under the bye-laws for non-compliance of the directions contained in these bye- laws;
- (24) "**Household Sanitary Waste**" means wastes comprising of used diapers, sanitary towels or napkins, tampons, adult nappies, condoms, incontinence sheets and any other similar waste etc. generated at domestic/household level;
- (25) "**Municipal Area**" means the territorial area of the Heirok Nagar Panchayat as notified from time to time by the State Government;
- (26) "**Inerts**" are non-biodegradable, recyclable or combustible materials and includes non-recyclable fraction of construction and demolition waste, street sweeping or dust and silt removed from the surface drains;
- (27) "**Informal waste collector**" includes individuals, associations or waste traders who are involved in sorting, sale and purchase of recyclable materials;
- (28) "**Kangshi-gari**" means the bell ringing vehicles provided by Municipality or its agents for door to door collection of municipal waste;
- (29) "**Leachate**" means the liquid that seeps through solid waste or other medium and has extracts of dissolved or suspended material from it;
- (30) "**Litter**" means all refuse and includes any other waste material which, if thrown or deposited as prohibited under these bye-laws, tends to create nuisance or danger to any person, animal, environment or public health, safety and welfare;
- (31) "**Littering**" means causing, putting, burying, permitting or allowing litter in such a location that it falls, descends, blows, is washed, percolates or otherwise escapes or is likely to fall, descend, blow, be washed, percolate or otherwise escape into or onto any open or public place;
- (32) "**Owner**" means any person who exercises the rights of an owner of any building, or land or part thereof;
- (33) "**Occupier/occupant**" means any person who is in occupation of or in possession and includes any person who for the time being is using, any land or building or part thereof, for any purpose whatsoever;
- (34) "**plastic**" means material which contains as an essential ingredient a high density polymer such as polyethylene terephthalate, high density polyethylene, Vinyl, low density polyethylene, polypropylene, polystyrene resins, multi-materials like acrylonitrile butadiene styrene, polyphenylene oxide, polycarbonate, Polybutylene terephthalate;
- (35) "**plastic sheet**" means the sheet made of plastic;
- (36) "**plastic waste**" means any plastic discarded after use or after their intended use is over;
- (37) "**Prescribed**" means prescribed by SWM Rules, 2016 and/or these bye-laws;
- (38) "**Processing**" means any scientific process by which segregated solid waste is handled for the purpose of reuse, recycling or transformation into new products;
- (39) "**Public place**" means any such place which is open to the use and enjoyment of the public, whether it is actually used or enjoyed by the public or not"
- (40) "**Recycling**" means the process of transforming segregated non-biodegradable solid waste into new material or product or as raw material for producing new products which may or may not be similar to the original products;
- (41) "**Recycler**" means any person, from formal or informal sectors, who is engaged in recycling and reprocessing of waste or assemblies or their components and having facilities as elaborated in the guidelines of Pollution Control Board;

- (42) "**Recyclable waste**" means dry, segregated waste which can be transformed into a new product or raw material for producing new products;
- (43) "**Sanitary land filling**" means the final and safe disposal of residual solid waste and inert wastes on land in a facility designed with protective measures against pollution of ground water, surface water and fugitive air dust, wind-blown litter, bad odour, fire hazard, animal menace, bird menace, pests or rodents, greenhouse gas emissions, persistent organic pollutants slope instability and erosion;
- (44) "**Sanitary Waste**" means wastes comprising of used diapers, sanitary towels or napkins, tampons, condoms, incontinence sheets and any other similar waste;
- (45) "**Sanitary worker**" means a person employed by the Heirok Nagar Panchayat/agency for collecting or removing solid waste or cleansing the drains;
- (46) "**Schedule**" means the Schedule appended to these bye-laws;
- (47) "**Segregation**" means sorting and separate storage of various components of solid waste namely biodegradable wastes including agriculture and dairy waste, non-biodegradable wastes including recyclable waste, non-recyclable combustible waste, sanitary waste and non-recyclable inert waste, domestic hazardous wastes, and construction and demolition wastes;
- (48) "**Solid Waste**" means and includes solid or semi-solid domestic waste, sanitary waste, commercial waste, institutional waste, catering and market waste and other non residential wastes, street sweepings, silt removed or collected from the surface drains, horticulture waste, agriculture and dairy waste, treated bio-medical waste excluding industrial waste, bio-medical waste and e-waste, battery waste, radio-active waste generated in the area under the local authorities and other entities mentioned in rule 2 of the Solid Waste Management Rules, 2016.
- (49) "**Storage**" means the temporary containment of solid waste in a manner so as to prevent littering, attraction to vectors, stray animals and excessive foul odour;
- (50) "**Street Vendor**" means any person engaged in vending of articles, goods, wares, food items or merchandise of everyday use or offering services to the general public, in a street, lane, sidewalk, footpath, pavement, public park or any other public place or private area, from a temporary built up structure or by moving from place to place and includes hawker, peddler, squatter and all other synonymous terms which may be local or region specific; and the words " street vending" with their grammatical variations and cognate expressions, shall be construed accordingly;
- (51) "**User fee / Charges**" means fees or charges imposed by the Heirok Nagar Panchayat through general or special order of the Competent Authority from time-to-time, on the waste generator to cover full or part cost of providing solid waste collection, transportation, processing and disposal services;
- (52) "**Vacant Plot**" means any land or open space belonging to a private party/person/Govt. agency that is not occupied;
- (53) "**Vermi composting**" means the process of conversion of bio-degradable waste into compost using earth worms;
- (54) "**waste generator**" means and includes every person or group of persons, every residential premises and non-residential establishments including Indian Railways, defense establishments, which generate solid waste;
- (55) "**waste picker**" means a person or group of persons informally engaged in collection and recovery of reusable and recyclable solid waste from the source of waste generation the streets, bins, material recovery facilities, processing and

- waste disposal facilities for sale to recyclers directly or through intermediaries to earn their livelihood;
- (56) “**waste hierarchy**” means the priority order in which the solid waste is to be managed by giving emphasis to prevention, reduction, reuse, recycling, recovery and disposal, with prevention being the most preferred option and the disposal at the landfill being the least;
- b. The words and expressions used herein but not defined shall have the same meaning as respectively assigned to them in the prescribed rules framed by the authority concerned.

CHAPTER II

SEGREGATION AND PRIMARY STORAGE OF MUNICIPAL WASTE

4. Segregation and storage of solid waste at source:-

- a) It shall be necessary for all waste generators to segregate and store the waste coming out of their own places regularly into three streams namely:-
- (1) Biodegradable or wet waste,
 - (2) Non-biodegradable or dry waste and
 - (3) Domestic hazardous waste
- And deposit it into covered waste bins, and handover segregated waste to designated waste collectors as per the direction of the municipality from time to time.
- b) Every bulk waste generator is to separate and store the solid waste coming out of their own places into three streams namely biodegradable or wet waste, non-biodegradable or dry waste and domestic hazardous waste in suitable bins and handover segregated waste to authorised waste processing or disposal facilities or deposition centers through the authorised waste collection agency by paying the carrying charges specified by the Heirok Nagar Panchayat from time to time.
- c) The colour of bins for storage of segregated waste shall be: **green** for biodegradable waste, **blue** for non-biodegradable or dry waste.
- d) The domestic hazardous waste like discarded paint drums, pesticide cans, CFL bulbs, tube lights, expired medicines, broken mercury thermometers, used batteries, used needles and syringes and contaminated gauge, etc., generated at the household level shall be stored separately in a bag and be given to waste collector once a week.
- e) Sanitary waste as defined under the Solid Waste Management Rules, 2016 to be wrapped in paper and handed over to waste collector once a week.
- f) The Heirok Nagar Panchayat shall bear the responsibility of collection and disposal of sanitary and domestic biomedical waste like expired medicines, broken mercury thermometers, used needles and syringes etc. to the nearest Common Bio-medical Waste Treatment Facility or as prescribed by the Government or the Manipur Pollution Control Board (MPCB) .
- g) It will be the responsibility of the Heirok Nagar Panchayat to provide adequate number of litter bins at commercial areas and all important public places such as places of worship, parks, bus-stand, railway station, etc. At each location, two types of litter

bins shall be provided; '**Green**' for disposing wet wastes and '**Blue**' for disposing dry waste.

- h) In commercial areas and important public places, litter bins shall be placed every 200 meters by the Heirok Nagar Panchayat. In other areas they shall be placed every 500 meters.
- i) Every street vendors and hawkers will buy their own two dustbins for wet and dry waste disposal.
- j) It shall be the responsibility of the street vendors and hawkers to segregate waste into wet and dry and transfer the waste every day in a collection vehicle designated by the Nagar Panchayat.
- k) Slaughter waste from meat, poultry and fish shops shall be stored separately in a bin and shall be collected in a separate collection vehicle designated by the Nagar Panchayat and disposed appropriately.

CHAPTER III

MANAGEMENT OF BIO-MEDICAL WASTE

- 5. The Heirok Nagar Panchayat shall perform the duties as specified below in accordance with the provisions of these bye-laws.
 - a) Provide or allocate suitable land for development of common bio-medical waste treatment facilities in their respective jurisdictions as per the guidelines of Central Pollution Control Board.
 - b) Collect other solid waste (other than the bio-medical waste) from the health care facilities as per the Solid Waste Management Rule, 2016. (Schedule IV)
 - c) Any other function stipulated under these bye-laws.

CHAPTER IV

MANAGEMENT OF PLASTIC WASTE

- 6. The Heirok Nagar Panchayat:
 - a) shall be responsible for development and setting up of infrastructure for segregation, collection, storage, transportation, processing and disposal of the plastic waste either on its own or by engaging agencies or producers;
 - b) shall be responsible for setting up, operationalization and co-ordination of the waste management system and for performing the associated functions, namely:-

- (1) Ensuring segregation, collection, storage, transportation, processing and disposal of plastic waste;
 - (2) ensuring that no damage is caused to the environment during this process;
 - (3) ensuring channelization of recyclable plastic waste fraction to recyclers;
 - (4) ensuring processing and disposal of non-recyclable fraction of plastic waste in accordance with the guidelines issued by the Central Pollution Control Board;
 - (5) creating awareness among all stakeholders about their responsibilities;
 - (6) engaging civil societies or groups working with waste pickers ; and
 - (7) ensuring that open burning of plastic waste does not take place.
- c) The local body for setting up of system for plastic waste management shall seek assistance of producers and such system shall be set up within one year from the date of final publication of these bye-laws in the Official Gazette.

CHAPTER V MANAGEMENT OF E-WASTE

7. The Heirok Nagar Panchayat shall ensure that :
- a. if found to be mixed with Municipal Solid Waste, it is to be properly segregated, collected and channelized to authorised dismantler or recycler;
 - b. e-waste pertaining to orphan products is collected and channelized to authorised dismantler or recycler.

CHAPTER VI MANAGEMENT OF CONSTRUCTION AND DEMOLITION WASTE

8. The Heirok Nagar Panchayat shall:
- a. issue detailed directions with regard to proper management of construction and demolition waste within its jurisdiction in accordance with the provisions of the Construction and Demolition Waste Management Rules, 2016 and the local authority shall seek detailed plan or undertaking as applicable, from generator of construction and demolition waste;
 - b. chalk out stages, methodology and equipment, material involved in the overall activity and final cleanup after completion of the construction and demolition;

- c. seek assistance from concerned authorities for safe disposal of construction and demolition waste contaminated with industrial hazardous or toxic material or nuclear waste if any;
- d. make arrangements and place appropriate containers for collection of waste and shall remove at regular intervals or when they are filled, either through own resources or by appointing private operators;
- e. get the collected waste transported to appropriate sites for processing and disposal either through own resources or by appointing private operators;
- f. give appropriate incentives to generator for salvaging, processing and or recycling preferably in-situ;
- g. examine and sanction the waste management plan of the generators within a period of one month or from the date of approval of building plan, whichever is earlier from the date of its submission;
- h. keep track of the generation of construction and demolition waste within its jurisdiction and establish a database and update once in a year;
- i. device appropriate measures in consultation with expert institutions for management of construction and demolition waste generated including processing facility and for using the recycled products in the best possible manner;
- j. create a sustained system of information, education and communication for construction and demolition waste through collaboration with expert institutions and civil societies and also disseminate through their own website;
- k. make provision for giving incentives for use of material made out of construction and demolition waste in the construction activity including in non-structural concrete, paving blocks, lower layers of road pavements, colony and rural roads.

CHAPTER VII MUNICIPAL WASTE COLLECTION

9. Collection of Waste:-

- a) The Heirok Nagar Panchayat shall be responsible for collection and composting of horticulture wastes from public parks and gardens. Tree leaves from trees on the roads and other public spaces shall also be collected and composted by the Heirok Nagar Panchayat.
- b) In order to collect garbage from every house, area-wise specific time slot shall be set and published at conspicuous parts of that area of the Heirok Nagar Panchayat. Commonly, time for house to house garbage collection will be set from 6 am to 11 am. For collection of garbage from trading establishments, shops in commercial areas or any other institutional waste generators, commonly the time shall be from 7 am to 12 noon.

- c) Heirolk Nagar Panchayat shall bear the responsibility of collection and disposal of C&D waste generated from its own activities and activities of other government departments working in the municipal area.
- d) Arrangements shall be made for collection of residual solid waste from bulk waste generators, which are processing waste in-situ.
- e) Residual solid waste from vegetable, fruit, flower, meat, poultry and fish market shall be collected on day to day basis.
- f) Horticulture and garden waste shall be separately collected and disposed off. One or two days in a week will be specified for this purpose.
- g) To make optimum use of bio-degradable waste from fruits and vegetable markets, meat and fish markets, bulk horticulture and garden waste and to minimize the cost of collection and transportation, such waste shall be processed or treated within the area where waste is generated.
- h) Waste generators shall be responsible to deposit their segregated waste to the Kangshi-gari or other vehicle deployed by the Nagar Panchayat or by the notified authorized waste collector. Segregated waste from multi-storied buildings, housing complexes may be collected from the entry gate or any other designated location.
- i) In narrow streets that cannot be serviced by auto tipper or the vehicle, a 3-Wheeler or smaller motorized vehicle with hydraulically operated hopper covering mechanism from top having two compartments for carrying wet and dry waste separately with a hooter, compatible with mobile transfer station shall be deployed.
- j) Heirolk Nagar Panchayat or its notified authorized waste collectors shall be responsible to cover all the streets/lanes of each zone for the primary collection.

CHAPTER VIII

SECONDARY STORAGE OF SOLID WASTE

10.

a. Storage of solid waste in the secondary storage points:-

- (1) Segregated solid waste collected from doorsteps shall be taken to the locations specified by the Heirolk Nagar Panchayat for secondary storage of waste.
- (2) Such secondary storage points shall have covered containers (of specified colour) for separate storage of: (a) non-biodegradable or dry waste, (b) biodegradable or wet waste, (c) domestic hazardous waste.
- (3) The Heirolk Nagar Panchayat on its own or through outsourcing agencies shall maintain the storage facilities for solid waste in a manner that does not create unhygienic and insanitary conditions around it.
- (4) Storage facilities shall be created and established by taking into account quantities of waste generation in a given area and the density of population;
- (5) The Heirolk Nagar Panchayat or its specified agency shall carry out washing and disinfection of all the bins on a weekly basis.

b. Recycling Centres for Dry Waste (Non-Biodegradable Waste)

- (1) The Heirok Nagar Panchayat shall set up '**Recycling Centres**' which shall be used for segregation of dry waste received at Segregation Sheds of the Nagar Panchayat facility or wherever specified by the concerned authority.
- (2) There shall also be a provision for the households to directly deposit or sell their recyclable dry waste to the authorized agents and/or authorized waste dealers of the Heirok Nagar Panchayat at these recycling centres at pre-notified rates. A weighing scale and a counter shall be provided at each recycling unit for this purpose. The authorized agents and/or authorized waste dealers shall be allowed to dispose of or sell the recyclable waste to the secondary market or recycling units only in consonance with the provisions of Solid Waste Management Rules, 2016. The authorized agents and/or authorized waste dealers will be entitled to retain sales realization thereof.

c. Deposition Centre for specified Domestic Hazardous Waste

- (1) For the collection of domestic hazardous waste, a deposition centre will be set up at a suitable location for receiving the specified domestic hazardous waste or as per guidelines prescribed by the Government. Such facility shall notify the timing of receiving of such waste.
- (2) The Heirok Nagar Panchayat may also give the responsibility to its agency or concessionaire to collect domestic hazardous waste from all waste generators in segregated manner.
- (3) Such waste shall be transported separately to the hazardous waste disposal facility set up by the Government.

CHAPTER IX

TRANSPORTATION OF MUNICIPAL WASTE

11. Transportation of solid waste:-

- a) Vehicles used for transportation of waste shall be covered in such manner that the collected waste is not exposed to open environment.
- b) The storage facilities set up by the Heirok Nagar Panchayat shall be attended daily for clearing waste. The areas around the place where the bins or containers are kept shall also be cleaned.
- c) Collected segregated bio-degradable waste from residential and other areas shall be transferred to the processing plants like compost plants, bio- methanation plants or any such other facilities in a covered manner.
- d) Wherever applicable, for bio-degradable waste, preference shall be given for on-site processing of such waste.
- e) Collected non-bio-degradable waste shall be transported to the respective processing facilities or secondary storage facilities.
- f) Construction and Demolition Waste shall be transported as per the provisions of the Construction and Demolition Waste Management Rules, 2016.

- g) The Nagar Panchayat shall make arrangements for transportation of inerts in a proper manner. The street sweeping waste and removable drain silt shall be removed immediately after the work is over.
- h) The collection vehicles shall transport the waste directly to compost plant, waste to energy plant or any other site/plant designated by the Heirok Nagar Panchayat.
- i) There should be no inter-mixing of waste from various sources during the transportation of waste.
- j) The services of street level collection and transportation of waste shall be provided every day including holidays.

CHAPTER X

PROCESSING OF SOLID WASTE

12. a. Processing of solid waste:

- (1) The Heirok Nagar Panchayat shall facilitate construction, operation and maintenance of solid waste processing facilities and associated infrastructure on their own or through any agency for optimum utilisation of various components of solid waste adopting suitable technology including the following technologies and adhering to the guidelines issued by the Ministry of Housing and Urban Development from time to time and standards prescribed by the Central Pollution Control Board:-
 - i. to minimise transportation cost and environmental impacts, preference shall be given to decentralised processing such as bio-methanation, microbial composting, vermi-composting, anaerobic digestion or any other appropriate processing for bio-stabilisation of biodegradable waste;
 - ii. through medium/large composting/bio-methanation plants at centralised locations;
 - iii. through waste to energy processes by refuse derived fuel for combustible fraction of waste or supply as feedstock to solid waste based power plants; and/or
 - iv. through construction and demolition waste management plants.
- (2) In waste to energy plant by direct incineration, absolute segregation shall be mandatory and be part of the terms and conditions of the relevant contracts.
- (3) The Heirok Nagar Panchayat shall ensure that recyclables such as paper, plastic, metal, glass, textile etc. go to authorized recyclers.

b. Other guidelines for processing of solid waste –

- (1) The Heirok Nagar Panchayat shall enforce processing of bio-degradable waste on site of generation of such waste through composting or bio-methanation, as far as possible, at localities, group housing societies, markets, and institutions with more than 5000 sq.m areas, all hotels and restaurants, banquet halls and places of such nature. Preference shall be given for onsite processing of biodegradable waste generated by other waste generators as well.

- (2) The Heirok Nagar Panchayat shall enforce that markets dealing with vegetables, fruits, flowers, meat, poultry and fish waste while processing bio-degradable waste ensure hygienic conditions.
- (3) The Heirok Nagar Panchayat shall enforce processing of horticulture, parks and garden waste separately in the parks and gardens as far as possible.
- (4) The Heirok Nagar Panchayat shall involve communities in waste management and promote home composting, bio gas generation, decentralized processing of waste at community level, subject to control of odour and maintenance of hygienic conditions around the facility.

CHAPTER XI DISPOSAL OF SOLID WASTE

13. Disposal of solid waste

- a) The Heirok Nagar Panchayat shall undertake on its own or through any other agency, the construction, operation and maintenance of sanitary landfill and associated infrastructure for disposal of residual waste and inert street sweepings and silt from surface drains in a manner prescribed under SWM Rules, 2016 and any other obligation imposed by any other law for the time being in force.
- b) The Heirok Nagar Panchayat shall earmark a specific area for the disposal of C&D at Lamdeng or any other area specified by the Nagar Panchayat.
- c) The Heirok Nagar Panchayat shall also ensure that inert waste collected from road sweepings, desilting of drains, digging of roads and public spaces for various activities etc. is collected and disposed in a time-bound manner at a specific site at Lamdeng or any other area specified by the Nagar Panchayat.
- d) It can also use these wastes, if it deems appropriate, for filling of low-lying areas.
- e) The Heirok Nagar Panchayat shall explore all opportunities for the gainful utilization of the C&D waste.

CHAPTER XII

USER FEE AND LEVYING OF SPOT FINE / PENALTY

14. a. User fee for collection, transportation, disposal of solid waste:-

- (1) User fee shall be fixed for providing services for garbage collection, transportation and disposal from waste generators by Nagar Panchayat. The rates of user fee are specified in Schedule-I.
- (2) The user fee so fixed shall be collected from waste generators by the Heirok Nagar Panchayat or the authorised agency or person as may be authorised by Executive Officer in this behalf.

- (3) The Heirok Nagar Panchayat shall prepare the database of all the waste generators for the purpose of levying user fee, and evolve appropriate mechanism for billing/collection/ recovery of user charges, within three months from the date of notification of these bye-laws. The database shall be updated regularly.
- (4) The Heirok Nagar Panchayat shall adopt different methods for collection of user fee including online payment.
- (5) Special days in a month, preferably in first week of each month, shall be fixed for collection of user fee.
- (6) The user fee mentioned in Schedule -I shall stand automatically increased by 5% per year with effect from 1st January of each successive year.
- (7) The user fee shall be collected only by the institution/person authorized by the competent authority by a general or special order in this behalf.

b. Fine / Penalty for contravention of SWM Rules:-

- (1) Whosoever contravenes or fails to comply with any of the provisions of SWM Rules or these bye-laws shall be imposed with fine as mentioned in Schedule-II appended to these bye-laws.
- (2) In case of repeated contravention or non-compliance as mentioned in clause (a) above, fine amount for every such default shall be levied per day or month, as the case may be.
- (3) The Executive Officer shall designate officers for levying fine or penalty by a general or special order in this behalf. The fine/penalty amount is specified in Schedule-II.
- (4) The fine or penalty mentioned in Schedule -II shall stand automatically increased by 5% per year with effect from 1st January of each successive year.
- (5) The fine shall be levied and collected on the spot by the designated officers. In case of non-payment of fine at the spot, the procedure for prosecution prescribed by the Executive Officer.

CHAPTER XIII

RESPONSIBILITIES OF STAKEHOLDERS

15. Responsibilities of Waste Generators:

a. Prohibition of littering

- (1) Littering in any public place: No person shall litter in any public place except in authorized public or private litter receptacles. No person shall repair vehicles, wash/clean utensils or any other object or keep any type of storage in any public place except in such public facilities or conveniences specifically provided for any of these purposes.
- (2) Littering on any property: No person shall litter on any open or vacant property except in authorized private or public receptacles.
- (3) Litter-throwing from vehicles: No person, whether a driver or passenger in a vehicle, shall litter upon any street, road, sidewalk, playground, garden, traffic island or other public place.

- (4) Litter from goods vehicles: No person shall drive or move any truck or other goods vehicle unless such vehicle is so constructed and loaded as to prevent any load, contents or litter from being blown off or deposited upon any road, sidewalks, traffic island, playground, garden or other public place.
- (5) Litter by owned/pet animals: it shall be the responsibility of the owner of any pet animal including dog, cat etc. to promptly scoop/clean up any litter created by such pet on the street or any public place and take adequate steps for the proper disposal of such waste preferably by their own sewage system.
- (6) Disposal of waste in drain etc.: No person shall litter in any drain/river/open pond /water bodies.
 - b. Burning of waste: Disposal by burning of any type of solid waste at public places or at any private or public property is prohibited.
 - c. "Clean Area": Every person shall endeavor that any public place in front of or adjacent to any premises owned or occupied by him including the footpath and open drain/gutter and kerb is free of any waste, either in solid or liquid form.
 - d. For Public Gatherings and Events organised in public places for any reason (including for processions, exhibitions, circuses, fairs, political rallies, commercial, religious, socio-cultural events, protests and demonstrations, etc.) where the permission from the Police department and/or from the Nagar Panchayat is required, it will be the responsibility of the organiser of the event or gathering to take permission from the Heirok Nagar Panchayat minimum 7 working days prior to the date of event/function and shall themselves will make the arrangement for segregation and storage of waste at the place of event/function. The segregated waste shall be handed over to waste collector of the Heirok Nagar Panchayat. The Heirok Nagar Panchayat can grant the permission for days, for weeks, for months or for one year. It shall charge a fee for holding the function/ event. In case of non-compliance, fine as per schedule I.
 - e. Refundable Cleanliness Deposit, as may be notified by the Nagar Panchayat will be taken from the organiser, by the concerned zonal office for the duration of the event. This deposit will be refunded on the completion of the event after it is noted that the said public place has been restored back to a clean state, and any waste generated as a result of the event has been collected and transported to designated sites. This deposit will be only for the cleanliness of the public place and does not cover any damage to property. In case the organisers of the event wish to avail of the services of the Nagar Panchayat for the cleaning, collection and transport of waste generated as a result of that event, they must apply to the Executive Officer of the Heirok Nagar Panchayat and pay the necessary charges as may be fixed by the Competent Authority for this purpose.
 - f. Dumping of solid waste on vacant plot and depositing construction and demolition waste at non-designated locations shall be dealt with by the Nagar Panchayat in the following manner:
 - (1) The Heirok Nagar Panchayat may serve a notice on the owner/occupier of any premises, requiring such owner / occupier to clear any waste on such premises in a manner and within a time specified in such notice.
 - (2) If the person on whom the notice has been served fails to comply with the requirements imposed by the notice, such person shall be liable to pay penalties as prescribed from time to time.
 - (3) If the person on whom the notice is served fails to comply with any requirements imposed by such notice, the Heirok Nagar Panchayat may enter on the premises and

clear the waste; and Recover from the occupier the expenditure incurred in having done so.

- g. Duty of manufacturers or brand owners of disposable products and sanitary napkins and diapers:
 - (1) All manufacturers of disposable products such as tin, glass, plastics packaging, etc., or brand owners who introduce such products in the market within the jurisdiction of the Heirok Nagar Panchayat shall provide necessary financial assistance to the Heirok Nagar Panchayat for establishment of waste management system. The Heirok Nagar Panchayat may also coordinate with the concerned departments of Central Govt. and/or the Govt. of Manipur for implementation of this provision.
 - (2) All such brand owners who sell or market their products in such packaging material which are non-biodegradable shall put in place a system to collect back the packaging waste generated due to their production.
 - (3) Manufacturers or brand owners or marketing companies of sanitary napkins and diapers shall explore the possibility of using all recyclable materials in their products or they shall provide a pouch or wrapper for disposal of each napkin or diapers along with the packet of their sanitary products.
 - (4) All such manufacturers, brand owners or marketing companies shall educate the masses for wrapping and disposal of their products.

16. RESPONSIBILITIES OF NAGAR PANCHAYAT:

- a. The Heirok Nagar Panchayat shall within its territorial area, be responsible for ensuring regular system of surface cleaning of all common streets / roads, public places, temporary settlements, slum areas, markets, its own parks, gardens, drains etc. by employing human resources and machines and shall be bound to collect the garbage from the declared storage containers, and transport it every day to the final disposal point in closed vehicles for which HNP may engage private parties on contract or Public Private Partnership mechanism, apart from its own cleaning staff and vehicles. In addition, the Nagar Panchayat shall identify all the commercial areas for carrying out sweeping twice a day.
- b. The Heirok Nagar Panchayat or the authorized agency engaged by it shall provide and maintain sufficient number of community litter bins of sufficient size on public roads, in surroundings of bus stops, religious places, in commercial areas etc.
- c. The Heirok Nagar Panchayat for the purpose of managing solid waste activities in decentralized and regular manner shall designate one ward officer in every ward to supervise the spots of containers, public toilets, community toilets or urinals in public places, transfer station for public garbage, landfill processing units etc.
- d. The competent authority shall designate sufficiently senior Officer/s, preferably not below the rank of Assistant Executive Officer or equivalent, as Nodal Officer/s to monitor the progress of segregation, collection, transportation, processing and disposal of solid waste.
- e. The Heirok Nagar Panchayat shall create awareness and sensitization through Information, Education and Communication (IEC) campaign and educate the waste generators and other stakeholders about the various provisions of SWM Rules and these bye-laws with special emphasis on user fee and fines/penalties.
- f. The Heirok Nagar Panchayat shall encourage waste generators to treat wet waste at source. It may consider creating systems for incentives for adoption of decentralized technologies such as bio-methanation, composting etc. Incentives may be like

- awarding and recognizing the households, leikai and institutions etc. by giving certificates, by publishing their names on respective websites or rebate in property tax etc.
- g. The Heirok Nagar Panchayat shall phase out the use of chemical fertilizers and use compost in all parks, gardens maintained by it and wherever possible in other places under its jurisdiction. Incentives may be provided to recycling initiatives by informal waste recycling sector.
 - h. The Heirok Nagar Panchayat shall make efforts to streamline and formalize solid waste management systems and endeavour that the informal sector workers in waste management (waste pickers) are given priority to upgrade their work conditions and are enumerated and integrated into the formal system of solid waste management.
 - i. The Heirok Nagar Panchayat shall ensure that the operator of a facility provides personal protection equipment including uniform, fluorescent jacket, hand gloves, raincoats, appropriate foot wear and masks to all workers handling solid waste and the same are used by the workforce.
 - j. The Heirok Nagar Panchayat shall ensure occupational safety of its own staff and staff of outsourced agency involved in collection, transport and handling of waste by providing appropriate and adequate personal protective equipments.
 - k. In case of an accident at any solid waste processing or treatment or disposal facility or landfill site, the officer- in- charge of the facility shall report to the Heirok Nagar Panchayat immediately which shall review and issue instructions, if any, to the in-charge of the facility.
 - l. **Regular checks:** The Executive Officer, Assistant Executive Officer or any other officer authorised by the Executive Officer shall conduct regular checks in various parts of the wards and other places of collection, transportation, processing and disposal of solid waste to supervise compliance of various provisions of SWM Rules and these bye laws.
 - m. The Nagar Panchayat shall develop a public grievance redressal system (PGRS) by setting up of call centre at its head quarter. The PGRS may include SMS based service, mobile application or web based services.
 - n. Transparency and Public Accessibility: To ensure greater transparency and public accessibility, HNP shall provide all necessary information through its website.
 - o. The Heirok Nagar Panchayat shall perform all other duties mentioned in SWM Rules, 2016 which have not been specifically mentioned in these bye-laws.

CHAPTER-XIV MISCELLANEOUS

1. If any doubt or difficulty arises in the interpretation or implementation of these bye- laws, the same shall be placed before the Executive Officer, Heirok Nagar Panchayat whose decision in the matter shall be final.
2. Co-ordination with Government Bodies: HNP shall co-ordinate with other government agencies and authorities, to ensure compliance of these bye-laws within areas under the jurisdiction or control of such bodies. In case of any difficulty, matter shall be placed before Government of Manipur.
3. The competent authority may issue general or special orders from time to time for proper implementation of Solid Waste Management Rules, 2016 and these bye-Laws.

SCHEDULE – I

The Heirok Nagar Panchayat shall levy the following user fees for waste management:

S.No.	User's Category	Monthly user charge (in Rs.)
A.	Residential	
1	Residential House (per family/flat/house) for	
	a) Segregated dry & wet waste.	100/-
	b) Segregated dry waste only.	50/-
2	Slums and Below Poverty Line Residence for	
	a) Segregated dry & wet waste.	80/-
	b) Segregated dry waste only.	40/-
B.	Non-residential	
1.	Street Vendor	
	a) Without structure (roadside)	80/-
	b) With structure	100/-
2.	Eating joints, Restaurants, Cafes, Dhaba, Sweet Shop, coffee house etc	200/-
3.	Meat, Fish and Poultry Shops	200/-
4.	Other shops including paan shops	150/-
5.	Guest Houses, Hostels, Dharmshalas etc.	200/-
6.	a) Star hotel or equivalent hotel	550 per room for star hotel
	b) Unstarred hotel	100 per room for unstarred hotel
7.	Commercial offices, government offices, banks, 1000 insurance offices, coaching classes, educational institutions per unit.	300/-
C.	Health Services Institutes (except non-biomedical waste)	
1.	Clinics, Dispensaries, Laboratories per unit	300/-
2.	Hospitals (upto 50 beds)	500/-
3.	Hospitals (more than 50 beds)	1000/-
D.	Others	
1.	Religious Places	300/-
2.	Small scale industries, cottage units, workshops, petrol pumps (only non-hazardous waste)	500/-
3.	Cold storage, godowns and storage areas where large amount of waste is generated	500/-
4.	Marriage halls, Event halls, Exhibition and Fairs	1000/-
5.	Non-compliance in approval from Nagar Panchayat for event by Marriage halls, Event halls, Exhibition and Fairs etc.	1500/-
6.	Others places/activity not marked as above	As decided by the Executive Officer, HNP by general or special order

SCHEDULE - II

The Heirok Nagar Panchayat shall be empowered to levy fine from the households, owners or occupiers of the premises for non-abidance of the bye-laws and for littering in public areas. The violation shall be recorded and the Nagar Panchayat shall provide a slip to the violators to deposit the fine, within seven days of the violation, at an office/offices designated by the Heirok Nagar Panchayat. The amount of fine shall be as follows:

S.No.	Offences & applicable to	Amount of fine/penalty (in Rs.)
1.	Littering on road/ streets/ public spaces	200/-
2.	Spitting / Creating bathing nuisance	100/-
3.	Urinating/ Defecating	150/300
4.	Washing vehicles	500/-
5.	Failure to segregate and store waste and handover segregated waste in accordance with the rule	-
	a) Residential	1 st offence – Warning 2 nd offence – Rs 100/- Every subsequent offence –Rs 200/-
	b) Bulk generator	1 st offence – Warning 2 nd offence – Rs 500/- Every subsequent offence –Rs 1000/-
6.	Failure to deal with sanitary waste in accordance with the Rule (Residential & non-residential)	1 st offence – Warning 2 nd offence – Rs 100/- Every subsequent offence – Rs 200/-
	Failure to deal with horticulture waste and garden waste in accordance with the Rule (Residential & non-residential)	1 st offence – Warning 2 nd offence – Rs 100/- Every subsequent offence – Rs 200
7.	Failure to deal with construction and demolition waste in accordance with the Rule	500/-
8.	Open burning of solid waste	300/-
9.	Organizing an event or gathering of more than one hundred person at any unlicensed place without following the prescribed procedure and for not cleaning up after public gathering/events within 4 hours	1500/-
10.	Street vendor failing to deal with waste in accordance with the Rule	100/-
11.	Selling or marketing of disposable products without a system of collecting back the packaging waste generated due to their production	200/-
12.	Manufacturer and/or Brand owner and/or marketing companies - Failure to take measure in accordance with the Rule	2000/-

SCHEDULE -III**Illustrative list of biodegradable and recyclable waste**

Biodegradable Waste	Recyclable Waste
<p>“Bio-degradable waste” means the organic waste a part of MSW. They are also called as “Wet Waste”. The biodegradable waste is type of waste typically originating from plant or animal sources, which may be degraded by other living organism.</p>	<p>“Recyclable Waste” means the waste that is commonly found in the MSW. They are also called as “Dry Waste”. These can be transformed through a process into raw materials for producing new products, which may or may not be similar to the original product.</p>
<ul style="list-style-type: none"> • Kitchen waste including : tea leaves, egg shells, fruit, vegetable peels and left over • Meat and bones • Garden and leaf litter including flowers • Animal litter • Soiled paper • House sweeping dust • Coconut shells • ashes 	<ul style="list-style-type: none"> • Newspaper • Paper, books and magazines • Glass • Metal objects and wire • Plastic • Cloth rags • Leather • Rexene • Rubber • Wood/furniture • Packaging materials

SCHEDULE - IV**Illustrative List of Domestic Hazardous Waste**

- Aerosol cans
- Batteries from flashlights and button cells
- Bleaches and household kitchen and drain cleaning agents & its containers
- Car batteries, oil filters and car care products and consumables
- Chemicals and solvents and their containers
- Cosmetic items, chemical based insecticides and their containers
- Light bulbs, tube lights and compact fluorescent lamps (CFL)
- Discarded medicines and its containers
- Paints, moils, lubricants, glues, thinners and their containers
- Pesticides and herbicides and their empty containers
- Photographic audio/video tapers and their containers, chemicals
- Styrofoam and soft foam packaging of furniture, packaging and equipment
- Thermometers and mercury-containing products
- E-waste such as personal computers, telephones, MP3 players, audio equipment, televisions, calculators, GPS automotive electronics, digital cameras and player and recorders using video media such as DVDs, VCRs or camcorders.

SCHEDULE –V

a) “**Bio-medical Waste**” means any waste, which is generated during the diagnosis, treatment or immunization of human beings or animals or research activities pertaining thereto or in the production or testing of biological or in health camps, including the categories mentioned in this Schedule;

Category	Type of Waste	Color & Type of Containers
YELLOW	<p><u>Human Anatomical Waste</u> <i>Human tissues, organs, body parts and fetus below the viability period (as per the Medical Termination of Pregnancy Act 1971, amended from time to time).</i></p>	<p>Yellow coloured non-chlorinated Plastic Bags (having thickness equal to more than 50 µ)</p> <p>Note: (i) Chemical waste (yellow-e) comprising of un-used, residual or date expired liquid chemicals including spent hypo of X-Ray, should be stored in yellow container.</p>
	<p><u>Animal Anatomical Waste</u> <i>Experimental animal carcasses, body parts, organs, tissues, including the waste generated from animals used in experiments or testing in veterinary hospitals or colleges or animal houses.</i></p>	
	<p><u>Soiled Waste</u> <i>Items contaminated with blood, body fluids like dressings, plaster casts, cotton swabs and bags containing residual or discarded blood and blood components.</i></p>	
	<p><u>Discarded or Expired Medicine</u> <i>Pharmaceutical waste like antibiotics, cytotoxic drugs including all items contaminated with cytotoxic drugs along with glass or plastic ampoules, vials etc.</i></p>	
	<p><u>Chemical Waste</u> <i>Chemicals used in production of biological and used or discarded disinfectants.</i></p>	
	<p><u>Chemical Liquid Waste</u> <i>Liquid waste generated due to use of chemicals in production of biological and used or discarded disinfectants, Silver X - ray film developing liquid, discarded Formalin, infected secretions, aspirated body fluids , liquid from laboratories and floor washings, cleaning, house - keeping and disinfecting activities etc.</i></p>	
	<p><i>Discarded linen, mattresses, beddings contaminated with blood or body fluid, routine mask & gown.</i></p>	

	<u>Microbiology, Biotechnology and other clinical laboratory waste (Pre-treated)</u> <i>Microbiology, Biotechnology and other clinical laboratory waste: Blood bags, Laboratory cultures, stocks or specimens of microorganisms, live or attenuated vaccines, human and animal cell cultures used in research, industrial laboratories, production of biological, residual toxins, dishes and devices used for cultures.</i>	
RED	<i>Wastes generated from disposable items such as tubing, bottles, intravenous tubes and sets, catheters, urine bags, syringes without needles, fixed needle syringes with their needles cut, vaccutainers and gloves.</i>	Red Coloured non - chlorinated Plastic Bags (having thickness equal to more than 50 µ) and Containers
WHITE	<u>Waste Sharps including metals</u> <i>Needles, syringes with fixed needles, needles from needle tip cutter or burner, scalpels, blades, or any other contaminated sharp object that may cause puncture and cuts. This includes both used, discarded and contaminated metal sharps.</i>	White Coloured translucent, puncture proof, leak proof, Temper Proof containers
BLUE	<i>Broken or discarded and contaminated glass including medicine vials and ampoules except those contaminated with cytotoxic wastes.</i>	Puncture proof, leak proof boxes or containers with blue coloured marking

b) “**General Waste**” consists of all the waste other than bio-medical waste and which has not been in contact with any hazardous or infectious, chemical or biological secretions and does not includes any waste sharps. This waste consists of mainly:

1. News paper, paper and card boxes (dry waste);
2. Plastic water bottles (dry waste);
3. Aluminium cans of soft drinks (dry waste);
4. Packaging materials (dry waste);
5. Food Containers after emptying residual food (dry waste);
6. Organic / Bio-degradable waste - mostly food waste (wet waste);
7. Construction and Demolition wastes

These general wastes are further classified as dry wastes and wet wastes and should be collected separately.

c) “**Other Wastes**” consist of used electronic wastes, used batteries, and radio-active wastes which are not covered under biomedical wastes but have to be disposed as and when such wastes are generated as per the provisions laid down under E-Waste (Management) Rules, 2016, Batteries (Management & Handling) Rules, 2001, and Rules/guidelines under Atomic Energy Act, 1962, respectively.