

**S.O.P. for taking action against various Lapses / Violation of  
Conditions of S.W.M. C & D waste Management permissions.**

**A. ISSUES OF APPLICANTS / CONSTRUCTION SITES**

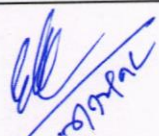
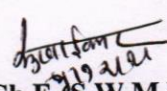
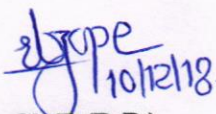
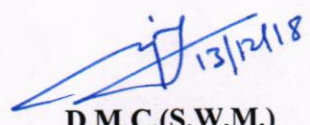
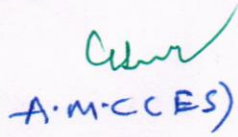
Sr. No.	Nature of Lapses	Actions to be taken	Action by
1.	Non uploading proper consent letter from designated unloading site	1) Intimation through online system to correct it within 07 days.	E.E. (S.W.M.) Zone
2.	Uploading consent letter for less quantity than that mentioned in S.W.M. C& D NOC	2) Further Show Cause of 07 Days for compliance.	
3.	Not renewing / revalidating S.W.M. NOC in case of expiry of unloading site.	3) Hearing by Zonal E.E. (S.W.M.) & passing of reasoned order within 15 days.	
4.	Not submitting proper record of transportation of C & D waste to designated unloading site (Challans in format, etc.)	4) Cancellation of C & D NOC in case of non-compliance is confirmed in reasoned order.	
5.	Records of transportation of C& D waste not tallying with actual transportations	5) For violation Sr. No. 4 in addition to above action, action under MRTP Act and Penal action under Cleanliness And Sanitation Byelaws will be initiated if found dumping unauthorized on sites other than designated unloading site	
6.	C & D waste material not unloaded at designated unloading sites.		
7.	Not responding to messages through 'Correspondence Tab or 'Show Cause' notices for clarification / rectification of lapses.		
8.	Any other lapses		
9.	Submitting fraudulent / Forged Documents.	Revoking and cancellation of approval given on confirmation of these lapses after giving show cause notice of 15 days period.	
10.	On Cancellation of SWM C & D NOC.	The action regarding encashment of BG will be initiated by the concerned Zonal EE (BP) on receipt of specific remarks from SWM department. As regards issue of Stop Work Notice, concerned Zonal EE (BP) will forward the remarks to the Ward Designated Officer to issue Stop Work Notice and to submit the compliance report immediately to EE (BP) / SWM Deptt.	E.E. (S.W.M.) Zone / E.E.(B.P.) / Ward Designated Officer



11.	Request for release of Bank Guarantee Amount	Confirmation on ONLINE portal, that the applicant has complied with all the conditions of SWM C & D waste Management NOC and the lapses pointed out, if any and has uploaded the mandatory details of transportation of C & D waste material to the designated unloading site.	E.E. (S.W.M.) Zone
12.	Release of Bank Guarantee Amount	BG amount will be released only after receipt of Online specific NOC from the SWM Deptt.	E.E. (S.W.M.) Zone / E.E.(B.P.)

**B. ISSUES AT DESIGNATED UNLOADING SITES**

Sr. No.	Nature of Lapses	Actions to be taken	Action by
1.	No proper Entry / Exit gate or Enclosure on the periphery of the unloading site	1) Intimation through online system to correct it within 07 days.	E.E. (S.W.M.) Zone
2.	Non availability of proper security cabin (manned 24 x7) with registers for records of entry and exit of vehicles	2) Show Cause of 07 Days for compliance.	
3.	Non availability non functioning of CCTV at Entry / Exit gate	3) Hearing by Zonal E.E. (S.W.M.) & passing of reasoned order within 15 days.	
4.	Not submitting proper record of unloading of C & D waste at designated unloading site.	4) Cancellation of C & D unloading site permission in case of non-compliance is confirmed in Hearing order.	
5.	Records of transportation of C& D waste not tallying with actual transportations		
6.	Any other lapses		
7.	Submitting fraudulent / Forged Documents.	Revoking and cancellation of approval given on confirmation of this lapses after giving show cause notice of 15 days period.	
8.	The owner / authorised representative of the designated unloading site has to submit Bank Guarantee for ensuring compliance of conditions, as per following based on permitted capacity of the unloading site. The B G shall be renewed as per requirement.		
i.	Up to 25,000 Brass	Rs. 3 Lakh	The valid B G shall be submitted in the office of respective E E SWM Zone.
ii.	From 25,000 Brass to 50,000 Brass	Rs. 5 Lakh	
iii.	From 50,000 Brass to 75,000 Brass	Rs. 7 Lakh	
iv.	From 75,000 Brass to 1,00,000 Brass	Rs. 10 Lakh	
v.	Above 1,00,000 Brass	Rs. 15 Lakh	

 Dy. Ch.E.(S.W.M.)Op.  
 Ch.E.(S.W.M.)  
 Ch.E.(D.P.)  
 D.M.C.(S.W.M.)  
 A.M.C.C.E.S.)