

Solid Waste Management and Sanitation in Rural Areas Model Bye-Laws 2025

In exercise of the powers conferred under Section 188 of the Himachal Pradesh Panchayati Raj Act, 1994, the Gram Panchayat hereby adopts the following bye-laws for Solid Waste Management and Sanitation within its jurisdiction, to regulate and manage the segregation, collection, processing, and disposal of waste, levy user charges, impose penalties, and ensure cleanliness and public health in its jurisdiction:

Chapter-I: General

1. Short title and commencement: -

- a) These bye-laws shall be known as the “Solid Waste Management and Sanitation in Rural Areas Bye-Laws 2025”.
- b) They shall come into force immediately upon their adoption and publication by the Gram Panchayat.
- c) They shall apply to all areas comprised within the administrative boundaries of the Gram Panchayat.

2. Definition: - In these bye-laws, unless the context otherwise requires:

- a) **“Act”** means the Himachal Pradesh Panchayati Raj Act, 1994.
- b) **“Bulk waste generator”** means and includes any individual or institution having average waste generation rate exceeding 100 kg per day. The Gram Panchayat shall be competent to assess the waste generated by any individual/ institution and designate it as a “bulk waste generator”.
- c) **“Composting”** means a controlled process involving microbial decomposition of organic matter.
- d) **“Disposal”** means the final and safe disposal of the waste in a scientific manner as per the accepted standards/ technologies existing at the relevant time.
- e) **“Door to Door garbage collection”** means collection of solid waste from doorstep 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.

- f) **“Fine/Penalty”** means penalty imposed on waste generators or operators of waste processing and disposal facilities for non-compliance of the directions contained by these bye- laws.
- g) **“Panchayat”** means the Gram Panchayat of Himachal Pradesh.
- h) **“Non- Biodegradable waste”** means any waste that cannot be degraded by microorganisms into simpler stable compounds.
- i) **“Sanitary waste”** means waste comprising of used diapers, sanitary towels, napkins, tampons, condoms, incontinence sheets and any other similar waste.
- j) **“Segregation”** means sorting and separating storage of various components of solid waste namely biodegradable waste including agriculture and dairy waste, non-biodegradable wastes including recyclable waste, non-recyclable combustible waste, and sanitary waste.
- k) **“User fee/ charge”** means a fee imposed by local body on any entity/waste generator to cover full or part cost of providing solid waste collection, transportation, processing, and disposal services.
- l) **“Waste picker /Collector”** means a person or groups of persons informally engaging in collecting and recovery of reusable and recyclable solid waste from the resource of waste generation the street, bins, material recovery facilities, processing, and waste disposal facilities for sales to recyclers directly or through intermediaries to earn their livelihood.

Words and expressions used herein but not defined, but defined in the Environment (Protection) Act, 1986, the Water (Prevention and Control of Pollution) Act, 1974, Water (Prevention and Control of Pollution) Cess Act, 1977 and the Air (Prevention and Control of Pollution) Act, 1981, Himachal Pradesh Panchayati Raj Act, 1994 and Solid Waste Management Rules, 2016 shall have the same meaning as assigned to them in the respective Acts and Rules.

Chapter-II: Principles of Management of Rural Solid Waste

The Gram Panchayat shall establish an integrated Solid Waste Management (SWM) system with an aim to reduce the amount of waste being disposed, while maximizing resource recovery and efficiency. The preferred waste management system shall focus on the following points, namely:

- I. Reduction and reuse at source:** The most preferred option for Solid Waste Management shall be prevention of waste generation. It will be helpful in reducing the handling, treatment, and disposal costs and specially reduce various environmental impacts such as leachate, air emission and generation of greenhouse gases.
- II. Waste recycling:** Recovery of recyclable material resources through a process of segregation, collection, and re-processing to create new products shall be the next preferred alternative.
- III. Composting:** As far as possible the organic fraction of waste shall be composted at household level itself and used to improve soil health and agricultural production adhering to norms.
- IV. Waste disposal:** Non-recyclable plastic waste shall be sent for co-processing to cement plants.

Chapter-III: - Rural Solid Waste Collection & Transportation

1. Segregation & Primary Storage of Rural Solid waste: -

- a) It will be the primary responsibility of every waste generator in Gram Panchayat area to segregate the waste generated by them in separate streams namely:
 - (i) bio-degradable waste;
 - (ii) sanitary waste; and
 - (iii) other non-biodegradable waste.
- b) Bio-degradable waste shall be composted by the waste generator in its own premises/ land. Gram Panchayat may establish Community Composting facility in areas where such household/ institution level composting is not possible. In such cases, bio-degradable waste may be collected on separate pre-fixed days by the Gram Panchayats. No mixed waste shall be collected by the Gram Panchayats.
- c) Non-biodegradable waste shall be collected door-to-door. Waste generator shall handover the waste to authorized waste pickers or waste collectors designated by Gram Panchayat or agency hired by Gram Panchayat at the frequency as decided by Gram Panchayat on timing fixed by it. Every waste generator shall pay a fixed monthly fee notified by the Gram Panchayat for the services of Door-to-Door garbage collection.
- d) Sanitary waste shall not be mixed with other non-biodegradable waste. Gram Panchayat or the agency hired by it for waste collection shall collect the sanitary waste on separate pre-fixed days to maintain this distinction.
- e) All bulk waste generators shall, within 3 months from the date of adoption of these bye-laws by the Gram Panchayat and in partnership with the Gram Panchayat, ensure segregation of waste at source, facilitate collection of segregated waste in separate streams, handover recyclable material to either the authorized waste pickers or the authorized agency. The biodegradable waste shall be processed, treated, and disposed off through composting or bio-methanation

within the premise of the bulk waste generator. Only the non-biodegradable waste shall be given to the waste collectors or agencies as directed by the Gram Panchayat.

- f) No person shall organize an event or gathering of more than 50 people at any unlicensed place without intimating the Gram Panchayat, at least three working days in advance and such person or the organizer of such event shall ensure segregation of waste at source and handing over of segregated waste to waste collector or agencies as specified by the Gram Panchayat.
- g) Used sanitary waste shall be securely wrapped as and when generated in the pouch provided by the manufacturers or brand owners of these products or in a newspaper or suitable biodegradable wrapping material. Sanitary waste shall be collected and disposed of separately by the Gram Panchayat at the Segregation Shed. All institutes will be responsible for installing incinerator in their premises for treatment of sanitary waste.
- h) Every street vendor in rural area shall keep suitable containers for storage of waste generated during the course of his activity in two separate streams/ bins of biodegradable waste such as food waste, coconut shells, leftover food, vegetables, fruits, etc. and non-biodegradable waste such as cans, wrappers, and shall deposit such waste at waste storage depot or container or vehicle as notified by the Gram Panchayat.
- i) No bio-medical waste, e-waste, hazardous chemicals, and industrial waste shall be mixed with rural solid waste and such waste shall follow the rules specifically separately specified for the purpose.
- j) Every waste generator shall ensure that there is no practice of burning or burying the solid waste generated by him, throwing on streets/ open public spaces outside his premises or in the drain or water bodies.

k) Littering of waste on streets /open space/ water bodies /drain shall be fined on the spot. On repetition they will be punishable and can be subjected to court proceedings as per law.

l) Time to time awareness generation campaigns should be organized to motivate people. RWA (Resident Welfare Association), Local NGOs, representative of public association and elected local member should be involved in the program to motivate citizens.

2. Collection of Rural Solid Waste: -

a) Gram Panchayat shall arrange for door-to-door collection of segregated solid waste from all households including slums and informal settlements, commercial, institutional, and other non-residential premises. From multi-storey buildings, large commercial complexes, malls, housing complexes, etc., this may be collected from the entry gate or any other designated location. Primarily, non-biodegradable waste shall be collected door-to-door. For this purpose, Gram Panchayat shall outsource the services of sanitation and waste collection to an agency and no part-time, daily or regular staff shall be hired by the Gram Panchayat itself for this purpose. Gram Panchayat may also take services of local Mahila Mandals/ Self Help Groups instead of a waste collection agency for this purpose.

b) Gram Panchayat shall register waste pickers or informal waste collectors and use these authorized waste-pickers and waste collectors in solid waste management including door to door collection of waste.

c) Gram Panchayat may facilitate Self-Help Groups, provide identity cards and thereafter encourage their integration in solid waste management including door to door collection of waste or recovery of user charges.

- d) Time for the door-to-door collection services will have to fixed by the Gram Panchayat. For proper waste collection vehicle such as tricycle, auto tipper used for door-to-door garbage collection should be equipped with Alarm with audible decibel fixed as per the rules and timing should be strictly followed by the sanitation workers.
- e) Separate days shall be fixed for collection of bio-degradable waste (if collected), sanitary waste and other non-biodegradable/ plastic waste.
- f) For proper solid waste management & grievance redressal, Ward members shall be Nodal officials for grievance redressal in their wards.
- g) Under door-to-door services user charge for collection should be formulated on the following criteria:

S No	Category of User	User Charges on monthly basis (INR)
1	Households	50
2	Dhaba, sweet shop, coffee houses, provisional stores	100
3	Shops (Daily needs, cloths, pan shop, tea shop)	100
4	Vegetables & fruits shops (Wholesale)	500
5	Vegetables & fruits shops (Retail)	100
6	Offices (upto 5 rooms)	100
8	Offices (more than 5 rooms)	250
10	Bank	1000
11	Private Schools	200
13	Bakeries (small)	200
14	Bakeries (manufacturing units)	500
15	PG Hostel / Guest House (upto 20 rooms)	200
17	PG Hostel / Guest House (above 20 rooms)	500
19	Dharamshala	200
20	Factories (Manufacturing unit) other than notified in any other category	1000
21	Workshop (Tyre puncture shop)	100
22	Workshop (repair shop)	100
23	Workshop (repair + spare parts shop)	200

24	Workshop (vehicle showroom, repair + spare parts)	500
25	Workshop (those not touching any NH or SH)	100
26	Restaurants	1000
28	Cinema Hall (Theatre, multiples)	1000
29	Private College/ITI	1000
30	Private Hospital /Nursing Home	1000
33	Private Clinics	150
34	Clinics with medicines shops	200
35	Chemist shop	100
36	Laboratory	100
37	Banquet Hall/ Hotel	1000
38	Special Hotels more than 50 Rooms	2000
39	Vehicle on demand for Dumper	1000
40	Big Malls	2000 per floor
41	Meat Shops (other than subscribed with chicken waste collection vehicle)	200
42	Confectionary + Veg Shop	100
43	Scrap Dealers	500
44	Street Vendor	100
45	Any other establishment(s) not mentioned	To be decided by GP above

- h) Gram Panchayat may modify the user charges from time to time as per local conditions and administrative requirement, with due resolution of the Gram Panchayat.
- i) Gram Panchayat shall survey and keep record of all establishment/ different category of users within its jurisdiction. It can use the services of its own staff or an agency or Mahila Mandals/ SHGs/ Yuvak Mandals for collection of user charges subject to the following:
- Gram Panchayat shall open a separate bank account for receipt of sanitation user charges. The penalties levied by Gram Panchayat under Chapter- VII shall also be deposited in the same bank account.

- b. Gram Panchayat shall issue pre-printed and serially numbered receipt books to the authorized personnel.
 - c. Authorized personnel shall issue receipt to the user upon collection of the user charges.
 - d. The collected user charges shall be deposited by the authorized personnel with the Panchayat Secretary on daily basis and credited to the bank account the very next day.
 - e. Incentive to the authorized personnel shall be paid out of such funds at end of the month and he/ she shall not retain the collected amount or any portion of it with himself/herself without first depositing it with the Gram Panchayat.
- j) User charges and penalties collected by the Gram Panchayat shall only be used for the purpose of providing solid waste management and sanitation services in the Panchayat.

Chapter-IV: - Rural Solid Waste Processing & Disposal

1. Rural Solid Waste Processing: -

- a) Gram Panchayat shall promote composting of biodegradable waste at the household/ institution level itself. Ordinarily, bio-degradable waste shall not be collected and mixed with the other solid waste.
- b) Wherever required, Gram Panchayat may construct and set up Community Composting Pits/ Units for processing of bio-degradable waste collected from non-household units.
- c) Separate days shall be fixed for collection of bio-degradable waste (if collected), sanitary waste and other non-biodegradable/ plastic waste.
- d) Gram Panchayat shall set up one or more Segregation Shed with sufficient storage for processing of non-biodegradable waste. Non-biodegradable waste collected shall be taken to the Segregation Shed by the waste collector/ agency authorized by Gram Panchayat and segregated into recyclable and non-recyclable waste. The recyclable waste shall be handed over the recyclers/ recycling agencies. Sanitary waste shall be disposed off as per norms of Pollution Control Board.
- e) The non-recyclable plastic waste collected from households/ establishments shall be transported to the Plastic Waste Management Units set up at Block level from where it shall be sent to nearby cement factories for co-processing.

Chapter – V:- Monitoring by Ward Committee

Constitution of Ward Sanitation Committee: A Ward Sanitation Committee shall be constituted in each ward of the Gram Panchayat. The Ward Sanitation Committee shall have 5 members. The members of the WSC would comprise of ward member, panchayat secretary, representatives of Residential Welfare Associations(RWAs)of the ward, representatives of Community Based Organizations (SHGs, Yuvak Mandaletc), local leaders, senior citizens etc. The Ward Sanitation Committee shall oversee the sanitation activity in the ward.

Chapter – VI:- Stakeholder's Responsibilities

1. Responsibilities of various stakeholders: -

1.1. Responsibilities of Waste Generators:

- a) No waste generator shall throw the waste generated by him on the street, open spaces, drain or water bodies.
- b) No person shall let the dirty water, mud, urine, polluted water from their own house, organization, commercial establishments to accumulate in their own compound nor let it flow on common streets in a way that the environment gets polluted by foul smell or poses a threat to public health.
- c) Each person shall wrap securely used sanitary waste as and when generated in a newspaper or suitable bio-degradable wrapping material and shall not mix it with other non-biodegradable waste.
- d) All citizens shall have the responsibility to dispose of the recyclable waste generated in their complexes to the waste pickers authorized by the Gram Panchayat or waste collector or containers of the Gram Panchayat and not put it on the road under any circumstances.
- e) All waste generators shall pay user fees as specified in these bye-laws.
- f) No waste generator shall throw, burn or bury the solid waste generated by him on streets, open public spaces outside his premises or in the drain or water bodies,
- g) No dead animals or their remains to be thrown in any public places or any such place, which create any kind of pollution.
- h) If any person is found violating activities prohibited for doing, fine charges shall be collected from the offender by the Gram Panchayat.

1.2 Responsibility of Ward Sanitation Committee:

- a) The Ward Sanitation Committee shall oversee the sanitation and cleanliness activities in ward.
- b) The Ward Sanitation Committee shall act as a grievance redressal point on sanitation issues at ward level.
- c) The Ward Sanitation Committee shall have the power to impose fine on any offender. The Ward Sanitation Committee will give warning to any offenders of these bye- laws.

After two warning by the Ward Sanitation Committee or the Gram Panchayat, penalty shall be collected from the violator as per the provisions of these bye-laws. Appeal from decision of Ward Sanitation Committee shall lie with the Gram Panchayat.

- d) The Ward Sanitation Committee will promote home composting of biodegradable waste.

1.3 Responsibility of Gram Panchayat:

- a) The Gram Panchayat shall within its territorial area, be responsible for ensuring door to door collection of rural solid waste and transport it to the final disposal point in closed vehicles for which the Gram Panchayat may engage private parties on contract or outsource mode. No part-time, daily, or regular staff shall be hired by the Gram Panchayat itself for this purpose. Gram Panchayat may also take services of local Mahila Mandals/ Self Help Groups instead of a waste collection agency for this purpose.
- b) The Gram Panchayat shall construct one or more Segregation Shed and Community Compost Pits for optimum utilization of various components of solid waste adopting suitable technology including the technologies and the guidelines issued by the Pollution Control Board.
- c) The Gram Panchayat shall create awareness through Information, Education and communication(IEC) campaign and educate the waste generators on minimal generation of waste, not to litter, re-use the waste to the extent possible, practice segregation of wet bio-degradable waste, dry recyclable and combustible waste at source, wrap securely used sanitary waste as and when generated in a newspaper or suitable bio-degradable wrapping material and place the same in the domestic bin meant for non-biodegradable waste, storage of segregated waste at source and payment of monthly user fee.
- d) The Gram Panchayat shall make efforts to register informal sector workers in waste management (rag pickers)and integrate them into the formal system of Solid Waste

Management.

- e) The Gram Panchayat shall ensure that the waste collection agency or operator of a facility provides personal protection equipment including uniform, fluorescent jacket, hand gloves, raincoats, appropriate footwear and masks to all workers handling solid waste and the same are used by the workforce.
- f) The Gram Panchayat shall ensure occupational safety of the Gram Panchayat's own staff and staff of outsource agency involved in collection, transport and handling waste by providing appropriate and adequate personal protective equipment.
- g) In case of an accident at any solid waste processing facility, the officer- in- charge of the facility shall report to the Gram Panchayat immediately which shall review and issue instructions if any, to the in- charge of the facility.
- h) The Gram Panchayat shall identify locations that are repeatedly littered or misused for waste dumping, commonly referred to as sanitation hotspots. The Panchayat shall:
 - designate responsibility for periodic cleaning and monitoring of such hotspots to sanitation staff or agency;
 - erect visible signboards prohibiting dumping;
 - take suitable enforcement action under these bye-laws in case of recurring violations.
- i) A consolidated annual report shall be prepared in the format prescribed by the Himachal Pradesh State Pollution Control Board by the Panchayat Secretary and submitted through the Block Development Officer to the District Panchayat Officer and concerned State authorities in compliance with Rule 24 of the SWM Rules, 2016.

Chapter – VII:- Prosecution & Penalties

1. Prosecution:-

- I. Prosecution can be initiated on violation of above said bye-laws under Himachal Pradesh Panchayati Raj Act, 1994 and Environmental Protection Act, 1986. Prosecution can be initiated against the official / workers responsible for implementing mandated sanitation services under these bye-laws if they are not performing their task or delaying their responsibility to implement the services.
- II. Whosoever contravenes the provision of above said bye-laws shall be in addition to the penalties already mentioned under any Act/ rules/ laws/ bye – laws for time being in force would be liable for disconnection of water supply, electricity and other civic amenities and the Secretaries of the GPs may request the competent authorities to withdraw any other services if granted in favour of Institution/ Commercial Establishment/ person committing the offence.

2. Penalties: -

On the violation of above said bye-laws fixed penalties are as below:

S No.	Offence	Penalties
1	Littering by people of residential colony	Rs 100 per day
2	Open dumping by shopkeepers	Rs 200 per day
3	Littering/ open dumping by restaurants owners	Rs 200 per day
4	Littering/ open dumping by Hotel Owners	Rs 200 per day
5	Littering/ open dumping by Industries	Rs 1000 per day
6	Littering/ open dumping by Street Vendor like fast-food, chat, ice-cream, juice corner etc.	Rs 100 per day
7	Open defecation/urination in public place	Rs 200 per offence committed
8	Disposal of wastewater/ sewer from house in non-authorized place	Rs 100 per day
9	Spilling of Oil, Dust, water & other material by roadside Motor, Bike, Bicycle repair mechanics	Rs 100 per day
10	Disposal of Skin, feather, blood, flesh or any other material of animal(s) by shopkeeper	Rs 100 per day
11	Littering or disposal of waste in front of Marriage Hall, community place, exhibition hall, Mela ground	Rs 500 per day
12	Non-Segregation of waste at source	

i	Residents	Rs 100 for first offence and Rs 200 for second & subsequent offences in a month.
ii	Commercial/ Institutional establishments	Rs 200 for first offence and Rs 500 for second & subsequent offences in a month.
iii	Industrial Establishment	Rs 500 for first offence and Rs 1000 for second & subsequent offences in a month.

The penalties recovered from violators shall be deposited in the same separate bank account where user charges have to be deposited by Gram Panchayat as per Chapter- III above. Gram Panchayat may increase the penalties from time to time as per local conditions and administrative requirement, with due resolution of the Gram Panchayat. Gram Panchayat shall display the penalties at prominent places for awareness of the general public.

3. Appeal

Any person aggrieved by the decision or imposition of penalty by the Ward Sanitation Committee or the Gram Panchayat may file an appeal before the Block Development Officer (BDO) having jurisdiction over the Gram Panchayat within 15 days of such decision. The BDO shall dispose of the appeal within 30 days, after giving the concerned parties an opportunity to be heard.

4. Repeal / Contradict: -

- I.** Once these bye-laws come into force, any other rules, bye-laws, policy with regard to this matter adopted by any Gram Panchayats will be considered as superseded.
- II.** Any work done or scheme implemented under any previous rules shall be valid unless until it is completely contrary to the action to be taken under these bye-laws.