

**Training Module I**  
Reporting Module and Sign-up

Form V Part A :  
Annual Report on Plastic Waste Management  
by  
Urban Local Bodies (ULBs)

Training Module developed under Indo-German Bilateral Project “Circular Economy Solutions Preventing Marine Litter in Ecosystems”  
implemented by GIZ India in collaboration with Ministry of Environment, Forest and Climate Change ( MoEFCC)



# Table of Content

|                                    |   |
|------------------------------------|---|
| Plastic Waste Management Rules     | 3 |
| Introduction to National Dashboard | 4 |
| Form V Part A                      | 8 |

# Plastic Waste Management (Amendment) Rules, 2024

## **Rule 17 Annual reports.-**

(1) Every person engaged in recycling or processing of plastic waste shall prepare and submit online an annual report in Form-IV to the local body concerned and also to the State Pollution Control Board or Pollution Control Committee concerned by the **30th April of every year.**

(4) Every **urban local body** and Panchayat at District Level shall prepare and **submit online an annual report in Form –V to the Urban Development Department** and to Rural Development Department, respectively, and also to the **State Pollution Control Board or Pollution Control Committee** concerned by the **30th June every year.**

(5) The **State Pollution Control Board or Pollution Control Committee** concerned shall cause the report submitted by the urban local body and Panchayat at District level to be **audited by itself or through a designated agency** and copy of the report of such audit and the annual report shall be made available on website of State Pollution Control Board or Pollution Control Committee concerned.



# Introduction to National Dashboard

Sections and Key Features

# Introduction to National SUP Dashboard

The **National SUP Dashboard**, developed by **Ministry of Environment Forest and Climate Change (MoEFCC)** is a centralised platform. Facilitating **digital submission of Annual Reports by ULBs, District Panchayats, SPCB/PCC, Recyclers in accordance with PWM regulations** and providing **comprehensive data on plastic pollution in India**, thereby enabling actionable insights



## Annual Reporting based on Plastic Waste Management Rules

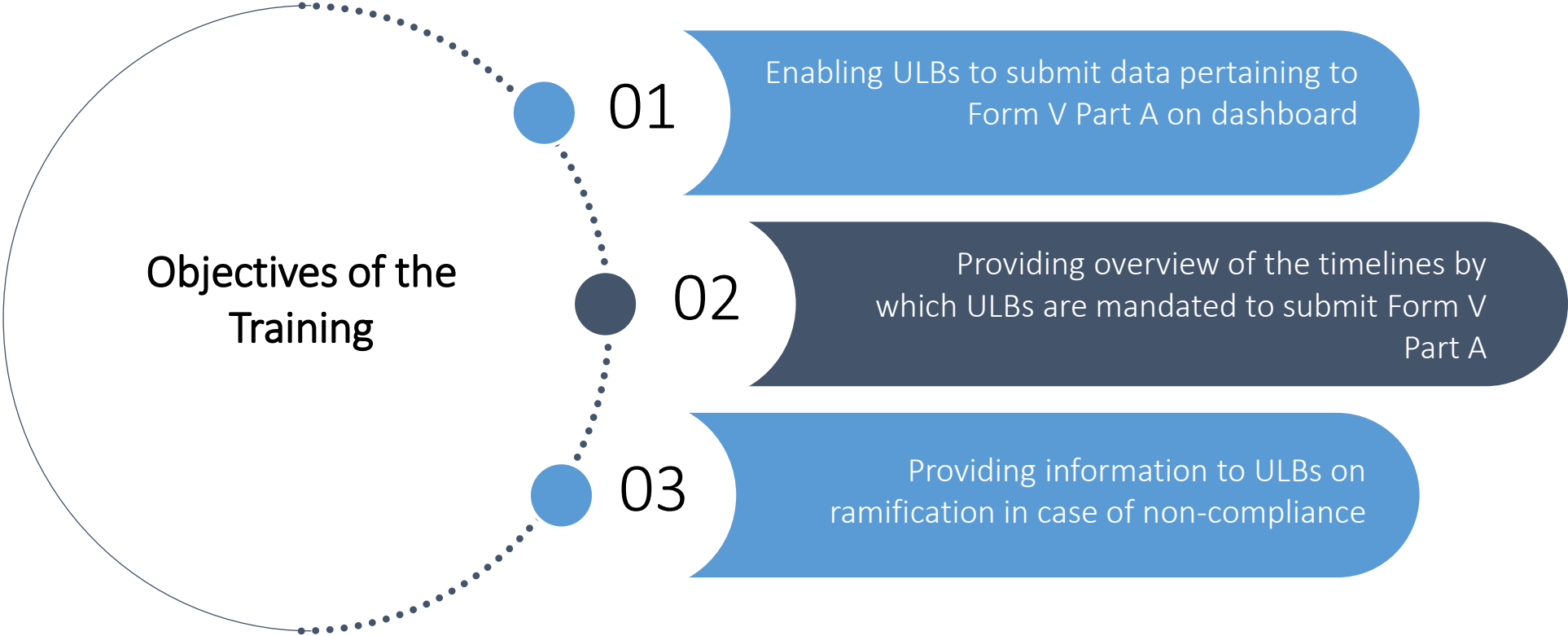
| Recycler and Plastic Waste Processor (Form IV)  | Urban Local Body(ULB) (Form V- Part A)  | District Panchayat (Form V Part B)  | State Pollution Control Board / Pollution Control Committee (Form VI) |
|---|---|---|---|
| Submission to <ul style="list-style-type: none"><li>Urban Local Body</li><li>SPCB / PCC</li></ul> | Submission to <ul style="list-style-type: none"><li>SPCB/PCC</li><li>Urban Development Department</li></ul> | Submission to <ul style="list-style-type: none"><li>SPCB/PCC</li><li>Rural Development Department</li></ul> | Submission to <ul style="list-style-type: none"><li>CPCB</li></ul>    |
| <a href="#">Signup</a>  | <a href="#">Login/Submit Report</a>   | <a href="#">Login/Submit Report</a>   | <a href="#">Login/Submit Report</a>                                   |

[Link: MEFCC \(supwmdashboard.in\)](http://supwmdashboard.in)



# Objective of this Training Manual

# Objectives of this Training



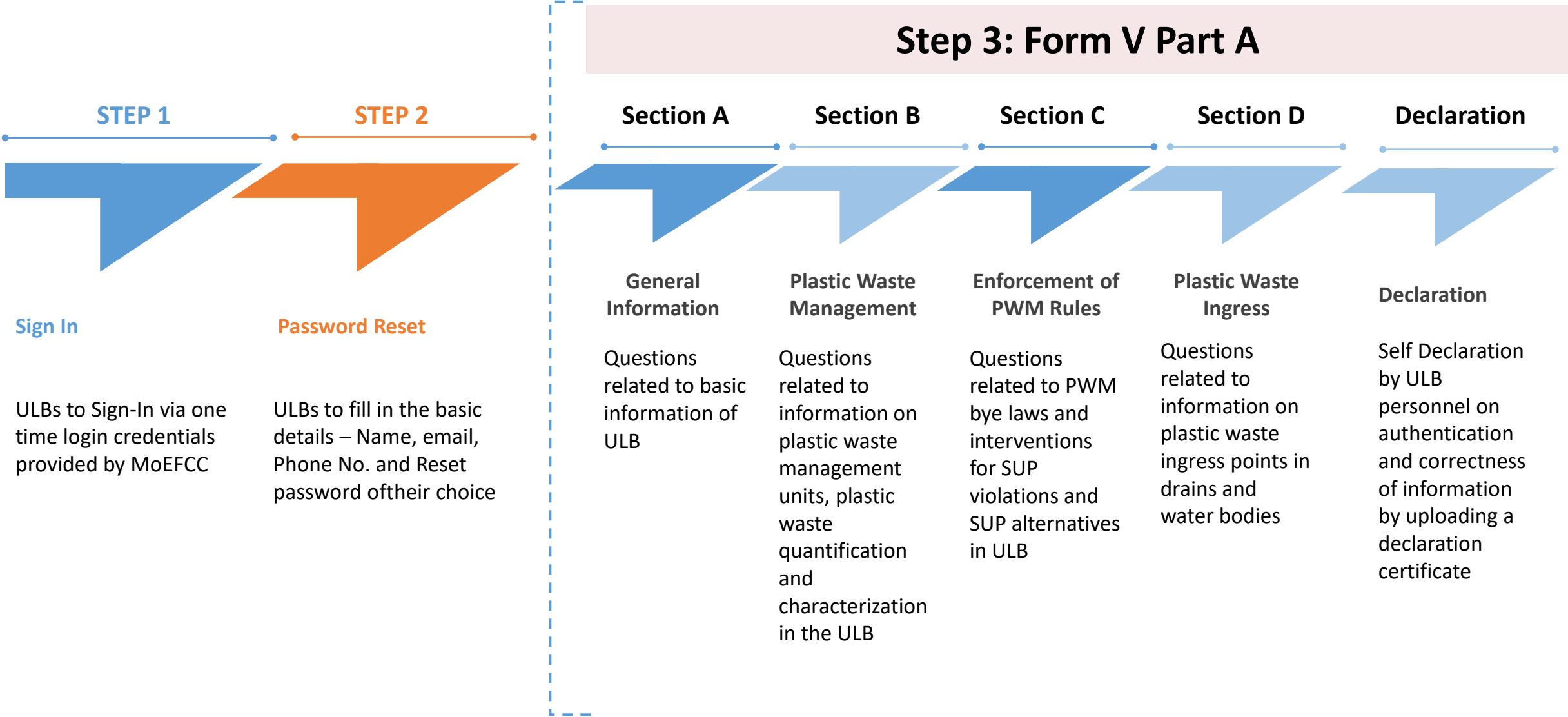



# Form V Part A

Key steps and Form Overview



# Key Steps and Overview of Form





# Step 1: Login

Steps to follow

# Login for Urban Local Bodies

NATIONAL DASHBOARD FOR ELIMINATION OF SINGLE USE PLASTIC AND EFFECTIVE IMPLEMENTATION OF PWM RULES

Ministry of Environment, Forest and Climate Change

Azadi Ka Amrit Mahotsav

Home | Plastic waste management Rules | **Reporting Module** | Dashboard | Initiatives | Resources | Contact Us | **Login**

**SINGLE USE PLASTIC Items BANNED from 1<sup>st</sup> July, 2022**

Wrapping Films | Ice-cream Sticks & Candy Sticks | SUP Cutlery | Plastic Flags & Balloons Sticks

Issued in Public Interest by Ministry of Environment, Forest & Climate Change

**Latest News**

- ☀ Plastic Waste Processors (PWPs)-Form IV submission on processed plastic waste |
- ☀ SPCB/PCC- Form VI submission on PWM by 31st July. |
- ☀ District Panchayats- Form V Part B submission

Click on the 'Reporting Module' Tab or 'Login' Tab on the Home Page

# Login/Submit Report: Form V Part A

NATIONAL DASHBOARD FOR ELIMINATION OF SINGLE USE PLASTIC AND EFFECTIVE IMPLEMENTATION OF PWM RULES

75 Azadi Ka Amrit Mahotsav

Home | Plastic waste management Rules | Reporting Module | Dashboard | Initiatives | Resources | Contact Us | Login

### ANNUAL - REPORTS

#### Annual Reporting based on Plastic Waste Management Rules

| Entity  | Form             | Submission to                          | Action                      |
|---|------------------|--|-----------------------------|
| Recycler and Plastic Waste Processor                        | (Form IV)        | Urban Local Body, SPCB / PCC           | Signup, Login/Submit Report |
| Urban Local Body (ULB)                                      | (Form V- Part A) | SPCB/PCC, Urban Development Department | Login/Submit Report         |
| District Panchayat  | (Form V Part B)  | SPCB/PCC, Rural Development Department | Login/Submit Report         |
| State Pollution Control Board / Pollution Control Committee | (Form VI)        | CPCB                                   | Login/Submit Report         |

Click 'Login/Submit Report' button on Reporting Module Page to submit Form V Part A

# First Time login: Form V Part A

**75 Azadi Ka Amrit Mahotsav**

**भारत सरकार**

**Ministry of Environment, Forest and Climate Change**

**Login**

Please log in to your account

Username

Enter your username

Password

Enter Password

Enter Captcha

Captcha

12<sup>0</sup>231

[Forgot Password ?](#)

**Sign in**

**← Back To Home**

**Enter ULB LGD Code**

**Enter one-time unique Password created by MoEFCC**

**Click 'Sign In' button to access Form V Part A , after entering Login Details and Captcha**



# Step 2: Password Reset

Steps to follow

# First Time login: Basic Details

Urban Local Body

75th Anniversary  
75th Anniversary  
75th Anniversary

Back Dashboard

Update Profile

Name of Officer \*:

Designation \*:

Email \*:

Contact No. \*:

Address \*:

Website Of Department:

Change Password \*:

Submit

Enter details of the Authorized person

Enter Website of department i.e. ULB website

Type in 'New Password' of your choice

Click on Submit to re-login

# Second Time login: Form V Part A

**75**  
Azadi Ka  
Amrit Mahotsav

**सत्यमेव जयते**

**संघीय वनस्पति विभाग**  
Ministry of Environment, Forest  
and Climate Change

**Login**  
Please log in to your account

Username  
Enter your username

Password  
Enter Password

Enter Captcha  
Captcha  
12<sup>0</sup>231

[Forgot Password ?](#)

**Sign in**

**← Back To Home**

**Enter ULB LGD Code**

**Enter New Password  
created by ULB**

**Click 'Sign In' button to  
access Form V Part A ,  
after entering Login  
Details and Captcha**



# ULB Dashboard

Urban Local Body

Andhra Pradesh > Kurnool > Adoni

FY:24-25

**ULB Profile**

- Total no of Wards: XXXX
- Number of Households: XXXX
- Households covered with D2D collection: XXXX
- Number of Scientific Landfills: XXXX
- Number of Legacy waste sites: XXXX

**Plastic Waste Management Status**

- Total plastic waste generated (TPA): XXXX
- Total number of MRFs: XXXX
- Total waste segregation capacity of MRFs (TPA): XXXX
- Actual Waste Segregated (TPA): XXXX

Check the status of ULB Profile here in the selected financial year

Check plastic Waste management status here in selected financial year

# Access Form V Part A

The screenshot shows a web interface for an Urban Local Body (ULB). The top navigation bar includes 'Urban Local Body', a back arrow, and logos for '75th Anniversary Andhra Pradesh', the Government of India, and the Government of Andhra Pradesh. A user profile 'Test1' is visible in the top right. The left sidebar contains a 'Dashboard' tab and a 'Form V - Part A' tab, which is highlighted with a red dashed box and an arrow. The main content area shows the breadcrumb 'Andhra Pradesh > Kurnool > Adoni' and a fiscal year 'FY:24-25'. The 'ULB Profile' section contains five cards: 'Total no of Wards' (XXXX), 'Number of Households' (XXXX), 'Households covered with D2D collection' (XXXX), 'Number of Scientific Landfills' (XXXX), and 'Number of Legacy waste sites' (XXXX). The 'Plastic Waste Management Status' section contains four cards: 'Total plastic waste generated (TPA)' (XXXX), 'Total number of MRFs' (XXXX), 'Total waste segregation capacity of MRFs (TPA)' (XXXX), and 'Actual Waste Segregated (TPA)' (XXXX). A dashed line connects the 'Form V - Part A' tab to the 'Households covered with D2D collection' card, and another dashed line connects the 'Form V - Part A' tab to the 'Actual Waste Segregated (TPA)' card.

**Click on 'Form V - Part A' tab to access the Form**

# Form V Part A

| Sno. | Reporting Year | Submission Date | Status  | Action   |
|------|----------------|-----------------|---------|--|
| 1.   | 2023-2024      | 06-07-2024      | Pending | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| 2.   | 2024-2025      | 06-07-2024      | Pending | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Click on 'Add New' to fill in the details in New form

Click on 'View/Edit/Delete' buttons to perform the respective actions

Check status 'Pending/Submitted'

Thank You