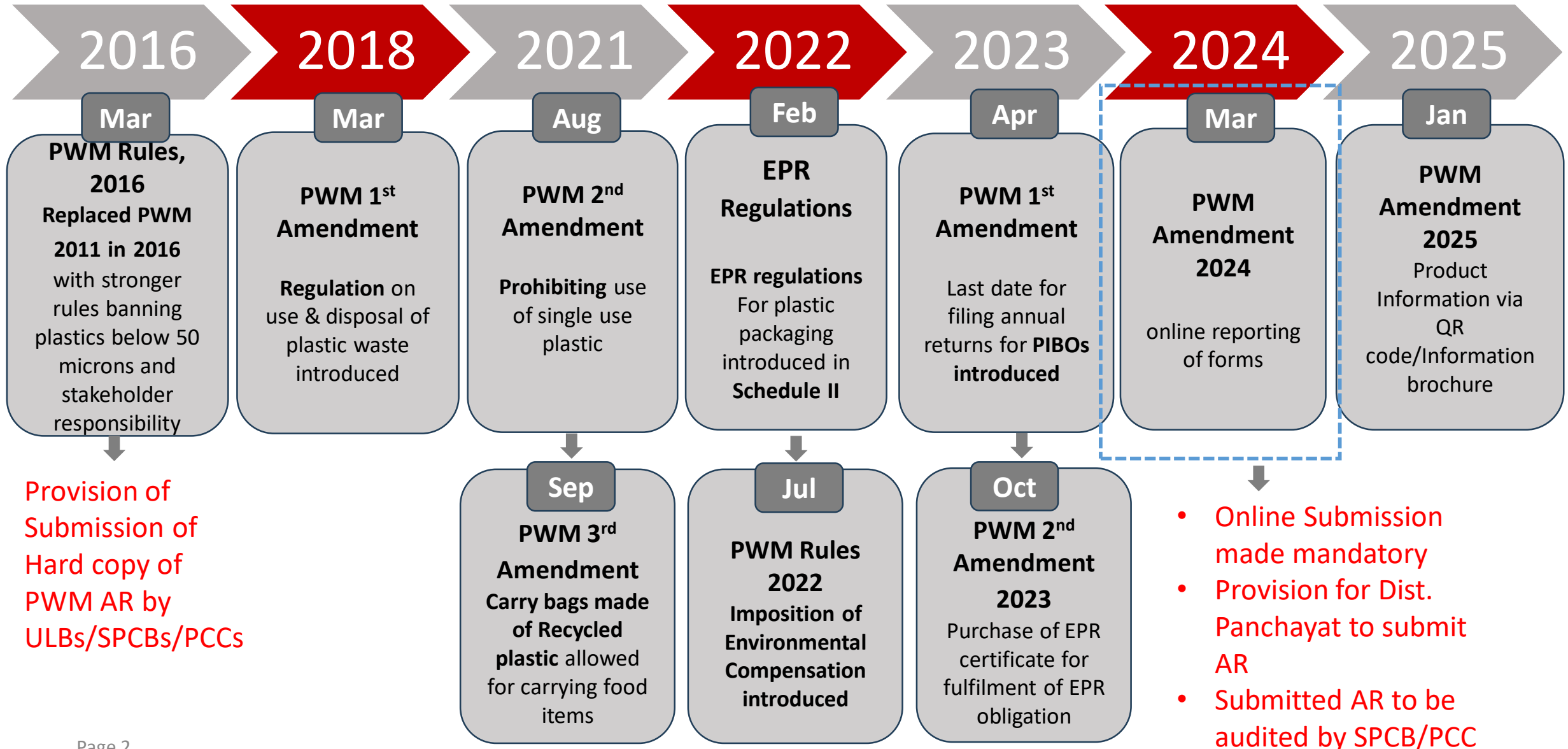


**Training Module I**  
Reporting Module, Sign-up, Quarterly Reporting and Helpdesk Support

**Online Reporting under Plastic Waste Management (Amendment) Rules, 2024**  
**by**  
**Urban Local Bodies (ULBs)**

Training Module developed under “EU-India Resource Efficiency and Circular Economy Initiative (EUI RECEI) and “Circular Economy Solutions Preventing Marine Litter in Ecosystems” implemented by GIZ India in collaboration with Ministry of Environment, Climate Change and Forest. Trainings are Jointly conducted by MoEFCC, CPCB and GIZ India.

# Plastic Waste Management Rules & amendments thereto



## Previous Rule Position for Submission of AR ( 2016)

- Every local body was required to prepare and submit its **hard copy** of annual report in **Form V** to UDD/SPCBs by **30th June every year**. (Rule 17(2) .
- Each SPCB/PCC was required to compile this information and submit a hard copy of consolidated annual report in **Form VI** to the **CPCB** by **31st July every year**. (Rule 17(3)

### Issues

- Leads to delays & data gaps in AR submission
- The new provisions (SUP, EPR, Assessment & Characterization etc.) introduced under PWM Amendment Rules are not being reflected in the AR.

# Current Comprehensive format & online Submission of AR

## Comprehensive reporting formats introduced under PWM Amendment Rules, 2024

- Form VA – for Urban Local Bodies (ULBs)
- Form VB – for District Panchayats
- Form VI – for SPCBs/PCCs
- Online submission of Annual Report made mandatory

## Reporting portal facilitates

- Timely Submission of Annual Report
- Online Submission of Comprehensive Information on PWM
- Validation of Information
- Consolidation of Information

# 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.

# DETAILS OF EC TO BE LEVIED & PENAL ACTION TO BE TAKEN FOR NON-COMPLIANCE OF PWM RULES

Rule	Provision	Violator	Violation	Environmental Compensation
17 (2)	Every local body shall prepare and submit an annual report in Form –V to the concerned Secretary-in-charge of the Urban Development Department under intimation to the concerned State Pollution Control Board or Pollution Control Committee by the 30th June, every year;	Municipal Commissioner,	Non submission/incomplete information for Annual report within stipulated time frame	Penalty as per Section 15 of EPA 1986 / The Jan Vishwas (Amendment of Provisions) Act, 2023 as applicable.
17(3)	Each State Pollution Control Board or Pollution Control Committee shall prepare and submit an annual report in <b>Form VI</b> to the CPCB on the implementation of these rules by the 31st July, of every year; and	Member Secretary	Non-submission/incomplete information for Annual report with in stipulated time frame	Penalty as per Section 15 of EPA 1986 / The Jan Vishwas (Amendment of Provisions) Act, 2023 as applicable

*Revised Guidelines for Assessment of Environment Compensation to be levied for Violation of Plastic Waste Management Rules, 2016 (as amended) prepared by CPCB in Aug, 2024*  
<https://cpcb.nic.in/openpdffile.php?id=UmVwb3J0RmlsZXMTY2MV8xNzIOMzAzOTEzX21lZGlhcGhvdG8yMzM3LnBkZg==>

# Table of Content

**Introduction to National Dashboard**

**Form V Part A**

**Quarterly Reporting Module**

**Urban Development Department (UDD) Dashboard**

**Helpdesk support**



# 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



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



# Form V Part A

Key steps and Form Overview

# Section A (General Information)

1. Name of the City or Town and State
2. Name & Address of Local body
3. Contact E-mail
4. Contact Phone No.
5. Population
6. Area in sq. Kilometers
7. Separate PWMcell (Y/N)
8. Staff deployed in Plastic waste management cell
9. Total numbers of wards
10. Total households
11. Households covered by door-to-door collection – ward-wise
12. Commercial establishments & Institutions covered by door-to-door collection
  - a. Commercial establishments
  - b. Institutions
13. (i) Human resource including waste pickers (informal sector)
  - a. Collection
  - b. Street sweeping
  - c. Transportation
  - d. Segregation
  - e. Processing
  - f. Disposal
  - (ii) Details of Waste pickers engaged in PWM (ward wise) - No. of waste pickers

# Section B (Plastic Waste Management)

1. Quantity of Plastic Waste generated (Tonnes)
2. Compositional characterization of plastic waste
  - Plastic packaging (Cat I–V)
  - Other plastic waste (recyclable / non-recyclable)
3. Door-to-door collection of segregated waste – ward-wise
4. Total no. and capacity of MRF
  - a. Mechanical MRF – No./Capacity/Waste segregated
  - b. Manual MRF – No./Capacity/Waste segregated
5. Number of plastic recycling facilities (category-wise)
6. Number & capacity of industrial composting units for compostable plastics
7. Number & capacity of operational WtE plants
8. Number & capacity of operational WtO units
9. PW used in road constr. – quantity & KM
10. Disposal of thermoset plastic – as per guidelines
11. Cement plants for PW co-processing
  - a. Unsegregated waste details
  - b. Segregated plastic waste details
12. Q of inert material disposed (MT) in SLF
13. Scientific landfill sites – No. and capacity
14. Legacy waste sites – No. and Amount)
15. EPR Registration- No. of ULB (if registered)
16. EPR Guidelines leveraged for PWM (Y/N)

# Section C – Enforcement of PWM Rules

## 1. Bye-laws

Confirmation if Bye-laws have been framed (Yes/No)

## 2. Violations & Action Taken (Rule 12)(Except banned SUP)

(i) Total No. of Violations (e.g., Burning/Littering of plastic waste)

(ii) Actions Taken – Fines/Penalties imposed (₹)

## 3. Ban Implementation under Rule 4 (Quarterly Reporting)

(i) CPCB SUP Compliance App Registration Number

(ii) Total No. of Commercial Establishments/Institutions & Hotspots

(iii) Total Inspections Carried Out

(iv) Total Fine Imposed (₹)

(v) Quantity of Banned SUP Seized (Tons)

(vi) Mode of Disposal of Seized SUP

Qty of SUP Seized (T)

Recycling / WtE / WtO / Co-processing / Road making

Processor Name & Address

(vii) Entities Producing Alternatives

S. No. | Name of Entity | SUP Alternative | Production Capacity (TPA)

(ix) Entities Producing Compostable/Biodegradable Plastics

(xi) Shops for Eco Alternatives for Banned SUP Items

## **Section D (Data on ingress of littered PW in water bodies)**

### **1. Ingress Points for Plastic Waste in Drains & Water Bodies**

- Number of ingress points: [Enter No.]
- Measures taken to stop ingress of PW

### **2. Surface Water Bodies including River Stretches**

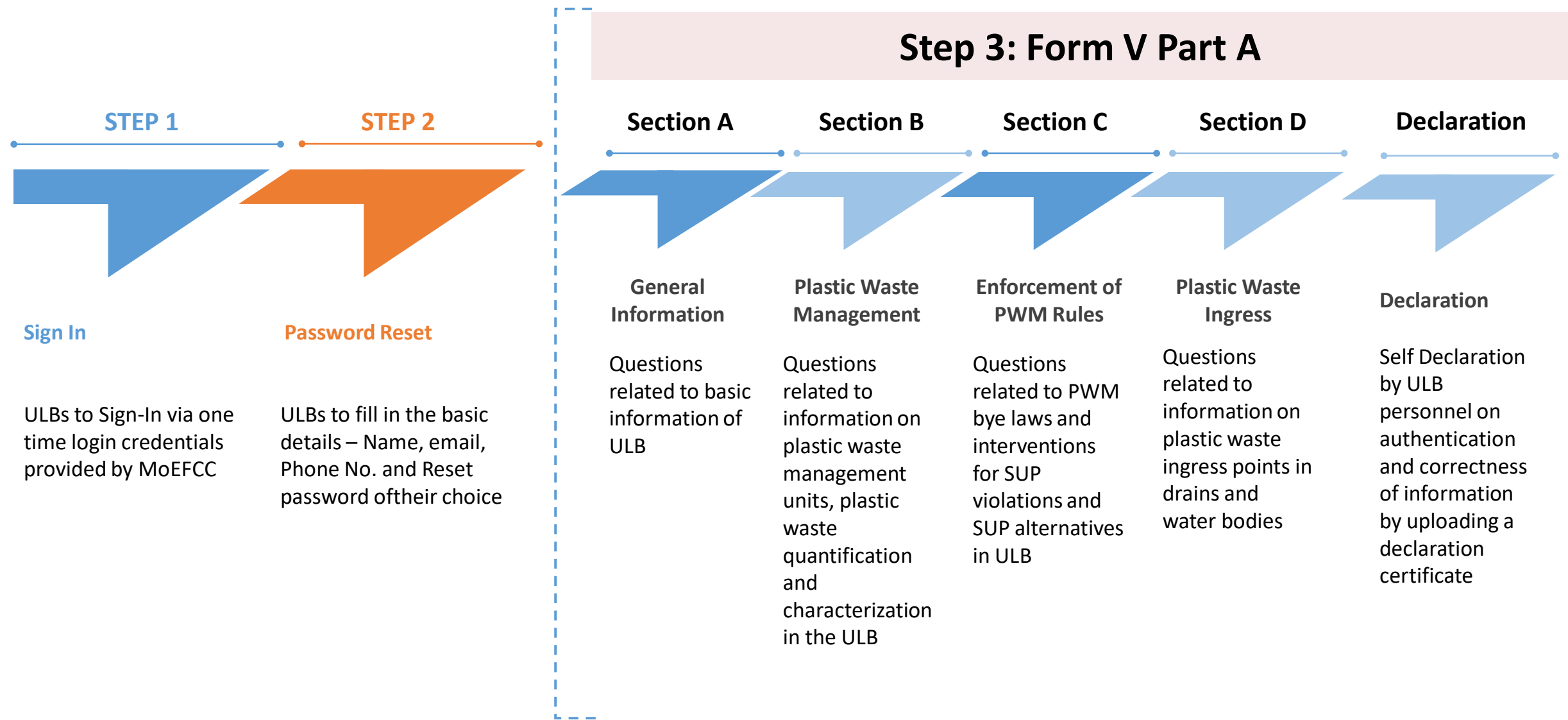
- Number of surface water bodies: [Enter Number]
- Quantity of plastic waste collected (Tons): [Enter Quantity]


### **3. Number of drains cleaned from PW**

- Number of drains cleaned from PW:
- Total length of drains: [Enter Length in Km]
- Total length of drains cleaned from PW
- [Enter Length in Km]
- Plastic waste collected (MT): [Enter Quantity]
- Silt collected: [Enter Quantity or MT]

***Declaration: Self Declaration by ULB personnel on authentication and correctness of information by uploading a declaration certificate***

# Key Steps and Overview of Form





# Step 1: Login

Steps to follow



# Login for Urban Local Bodies



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

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>	<a href="#">Login/Submit Report</a>

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

# First Time login: Form V Part A

The login form is titled "Login" and includes the following elements:

- Logos: 75 Azadi Ka Amrit Mahotsav, Government of India, and Ministry of Environment, Forest and Climate Change.
- Text: "Please log in to your account"
- Fields:
  - Username: "Enter your username" (Annotated: "Enter ULB LGD Code")
  - Password: "Enter Password" (Annotated: "Enter one-time unique Password created by MoEFCC")
  - Enter Captcha: "Captcha" (with a captcha image showing "129231")
- Buttons:
  - "Sign In" (Annotated: "Click 'Sign In' button to access Form V Part A, after entering Login Details and Captcha")
  - "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

The screenshot shows a web interface for updating a profile. The form is titled 'Update Profile' and contains several input fields. Annotations with dashed lines point to specific fields and the submit button, providing instructions for the user.

Field Label	Annotation
Name of Officer *	Enter details of the Authorized person
Designation *	
Email *	
Contact No. *	
Address *	
Website Of Department:	Enter Website of department i.e. ULB website
Change Password *	Type in 'New Password' of your choice
Submit	Click on Submit to re-login

# Second Time login: Form V Part A



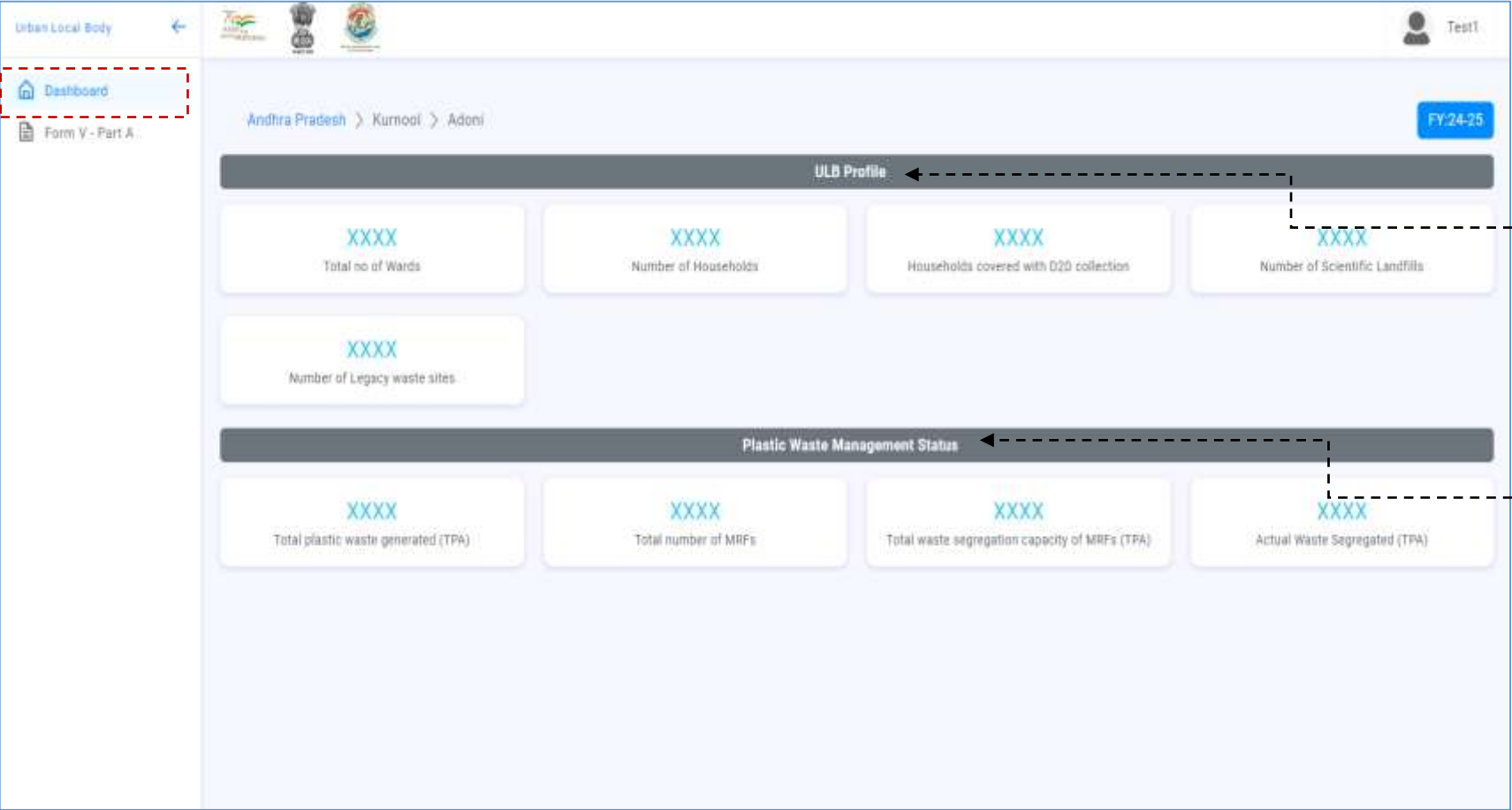
The screenshot shows a login form with the following elements:

- Logos at the top: 75 Azadi Ka Amrit Mahotsav, Government of India, and the Ministry of Environment, Forest and Climate Change.
- Title: **Login**
- Instruction: Please log in to your account
- Fields:
  - username**: Input field with placeholder "Enter your username".
  - Password**: Input field with placeholder "Enter Password".
  - Enter Captcha**: Input field with placeholder "Captcha" and a refresh icon.
- Captcha image: A blue box containing the numbers "129231".
- Link: [Forgot Password?](#)
- Buttons:
  - Sign in**: A blue button, highlighted with a red dashed border.
  - ← Back To Home**: A red button.

Annotations with dashed arrows point to the following fields:

- Enter ULB LGD Code**: Points to the username field.
- Enter New Password created by ULB**: Points to the password field.
- Click 'Sign In' button to access Form V Part A , after entering Login Details and Captcha**: Points to the Sign in button.

# ULB Dashboard



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 application interface for an Urban Local Body. The top navigation bar includes the text 'Urban Local Body' and a back arrow. The main header area displays the state 'Andhra Pradesh', district 'Kurnool', and taluk 'Adoni'. A blue button labeled 'FY:24-25' is in the top right corner. The left sidebar contains two tabs: 'Dashboard' and 'Form V - Part A'. The 'Form V - Part A' tab is highlighted with a red dashed border. The main content area is divided into two sections: 'ULB Profile' and 'Plastic Waste Management Status'. The 'ULB Profile' section contains five cards with placeholder text 'XXXX' and labels: 'Total no of Wards', 'Number of Households', 'Households covered with D2D collection', 'Number of Scientific Landfills', and 'Number of Legacy waste sites'. The 'Plastic Waste Management Status' section contains four cards with placeholder text 'XXXX' and labels: 'Total plastic waste generated (TPA)', 'Total number of MRFs', 'Total waste segregation capacity of MRFs (TPA)', and 'Actual Waste Segregated (TPA)'. A dashed line connects the 'Form V - Part A' tab to the main content area.

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



# Form V Part A

Urban Local Body

Back

Dashboard

Test1

Dashboard

Form V - Part A

Form V ULB List

CopyExcelPDFPrint

Search:

Sno.	Reporting Year	Submission Date	Status	Action
1.	2023-2024	06-07-2024	Pending	<div><div></div><div></div><div></div></div>
2.	2024-2025	06-07-2024	Pending	<div><div></div><div></div><div></div></div>

Showing 1 to 2 of 2 entries

Prev

1

Next

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'






# Quarterly Reporting Module

Key steps to submit quarterly report related to plastic waste management

# Quarterly Reporting Module (Form VA (C3))

Urban Local Body

75



[Back](#) [Dashboard](#)

Dashboard

Form V - Part B

Quarterly Progress Report

Support

Quarterly Progress Report List

Copy

Excel

PDF

Print

Search:

Sno.	Reporting Year	Quarter	Submission Date	Status	Action
1.	2024-2025	Q1(April to June)	06-09-2024	<div>please refill</div>	<div><div></div><div></div><div></div></div>
2.	2024-2025	Q2(July to September)	27-09-2024	<div>please refill correct information</div>	<div><div></div><div></div><div></div></div>
3.	2024-2025	Q4(January to March)	08-10-2024	<div>Submitted</div>	<div><div></div></div>

Showing 1 to 3 of 3 entries

Prev

1

Next

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

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

Check status 'Refill/Submitted' quarterly reports of current financial year

# Quarterly Reporting Module

Urban Local Body

Back

Dashboard

Test1

Dashboard

Form V - Part A

Quarterly Progress Report

Support

QUARTERLY PROGRESS REPORT

1. Reporting Year

2024-2025

2. Quarter

-select-

3. Implementation of ban imposed under Rule 4 including on identified single use Plastic items, plastic carry bags having thickness less than 120 microns (Ward-wise) (quarterly reporting)

(i) Registration number CPCS SUP Compliance App

(ii) Total number of commercial establishments and Institutions and Hotspots in the area under jurisdiction

(a) Commercial Establishments (Malls, Cinema Halls, Airports, Railway Stations, Metro Stations, others)

(b) Institutions (Schools, Colleges, Office Complex etc.)

(c) Hotspots (Tourist spots, sabzi Mandi, Wholesale market, Fish Market, Flower market, Religious Places etc)

Select Reporting Year from dropdown box. Previous reporting year submission is not allowed.

Select Quarter from dropdown box. Previous quarters which already reported are not allowed to refill.

Provide details of Institutions and Hotspots available in District Panchayat jurisdiction.

# Quarterly Reporting Module

The screenshot shows a web-based form for quarterly reporting. It includes a sidebar with navigation links: Dashboard, Form V-Part A, Quarterly Progress Report, and Support. The main form area contains several sections with dashed boxes and arrows pointing to specific input fields:

- (iii) Total Number of Inspections carried out:** A text input field.
- (iv) Total Fine imposed (Rs.):** A text input field.
- (v) Quantity of Banned SUP seized (in Tons Per Annum(TPA)):** A text input field.
- (vi) Details of mode of disposal of seized SUP:** A table with columns: Ssn., Qty of SUP Seized(in Tons Per Annum(TPA)), Mode of Disposal, Name of the Plastic Waste Processor, Address of the Plastic Waste Processor, and an Add more + button.
- (vii) Details of Entities producing Alternatives:** A table with columns: Ssn., Name of Entity, SUP Alternative Produced, Production Capacity (in Tons Per Annum(TPA)), and an Address field with an Add more + button.
- (viii) Entities producing Compostable and Biodegradable Plastic:** A table with columns: Ssn., Name of Entity, Production Capacity (in Tons Per Annum(TPA)) - Category (Compostable), Production Capacity (in Tons Per Annum(TPA)) - Category (Biodegradable), Address, EPR registration no., CPCB E-certification no., and an Add more + button.
- (ix) Shops for Eco Alternatives for banned Single-use Plastic items:** A table with columns: Ssn., Name, Address, Type of Alternative Sold, and an Add more + button.

At the bottom left of the form is a blue **Submit** button. A long horizontal arrow points from the Submit button towards the right, indicating the flow of the report submission process.

Enter total number of Inspections carried out, Fine imposed (in INR) and quantity of banned SUP seized

Enter details of mode of disposal of SUP. Click on 'Add More +' button to add new entries

Enter details of entities producing alternatives. Click on 'Add More +' button to add new entries

Enter details of Shops selling SUP alternatives – name , address and type of alternative sold.

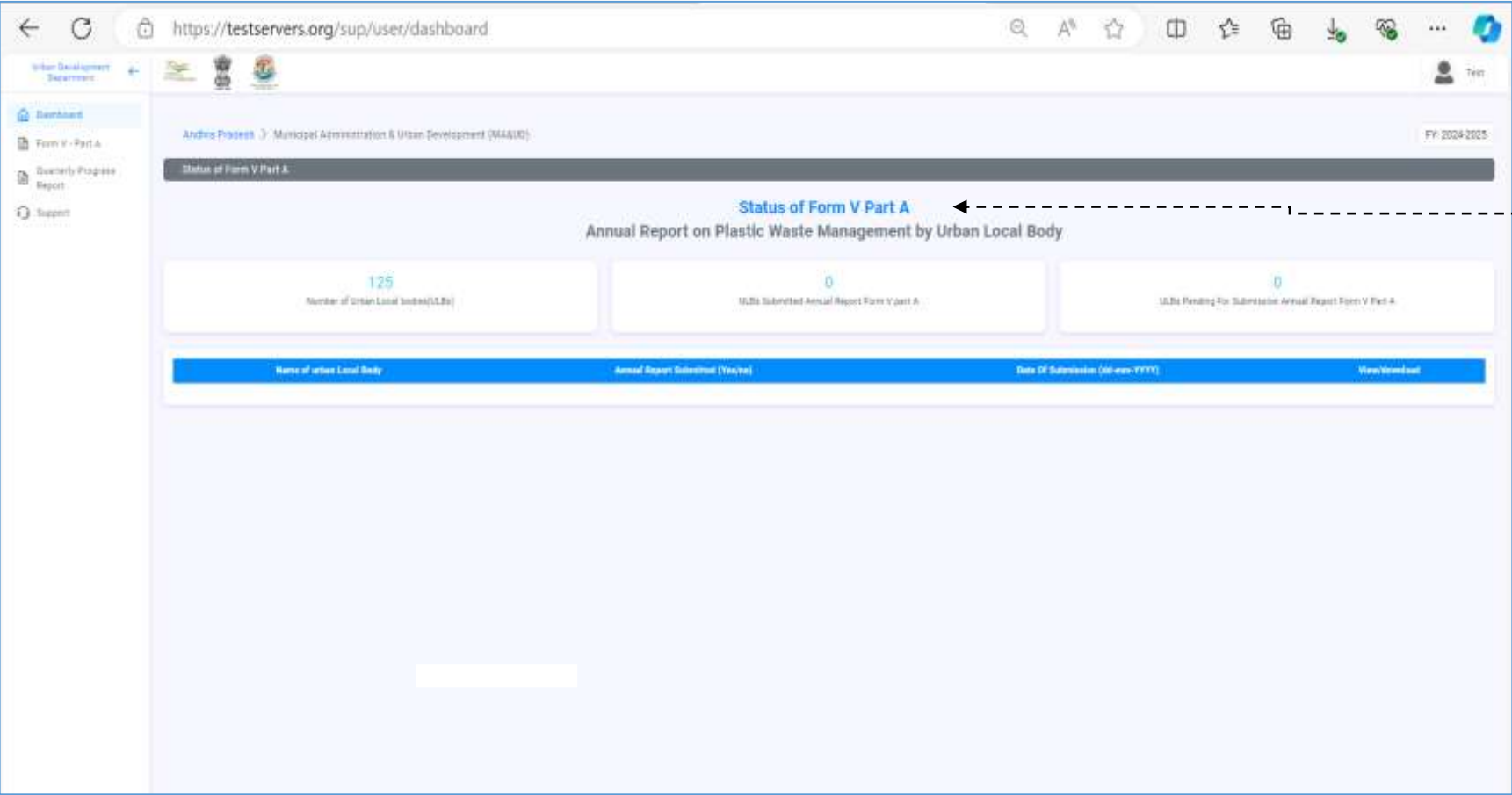
Click on the Submit button to submit quarterly report.



# Urban Development Department (UDD) Dashboard

Status of submission of Form V Part A and Quarterly Report

# UDD Dashboard – Form V Part A status



Check status of Form V Part A submitted by Urban Local Bodies

# UDD Dashboard – Form V Part A action

SNo.	Urban Local Body Name	Submitted By	Reporting Year	Submission Date	Status	Action	Refill
1	Adoni	test1	2023-2024	18-07-2024	Submitted		<input type="button" value="Refill"/>
2	Adoni	test1	2022-2023	23-08-2024	Submitted		<input type="button" value="Refill"/>

Showing 1 to 2 of 2 entries

Click on Refill button to allow the District Panchayats to refill the Form V Part A

Check status of Form V Part A submitted by ULBs





# Helpdesk Support

Key steps to lodge complaint

# Helpdesk Support

The screenshot shows a web interface for the District Panchayat Helpdesk Support. The left sidebar contains navigation links: Dashboard, Form V - Part II, Quarterly Progress Report, and Support (highlighted with a red dashed box). The main content area is titled 'SUPPORT' and contains the following fields:

- Support Type:** A dropdown menu with the option '--select--'.
- Message:** A large text area for providing details of the query or complaint.
- Screenshot:** A file upload section with a 'Choose File' button and the text 'No file chosen'.
- Support:** A blue button at the bottom of the form, highlighted with a red dashed box.

Annotations with dashed arrows point from the following text blocks to specific parts of the form:

- From the top text block to the 'Support' tab in the sidebar.
- From the second text block to the 'Message' text area.
- From the third text block to the 'Choose File' button.
- From the bottom text block to the 'Support' button.

NOTE: You may also send email with your details to - [plastics-mefcc@gov.in](mailto:plastics-mefcc@gov.in)

Click on 'Support' tab to lodge complaint or raise queries related to Form V part B, quarterly reporting etc.

Provide details of the query or complaint in the message box

Upload screenshot of the issue being faced for reference

Click on the support button to submit the query/issue/clarification required.

# Helpdesk Details

State and District Panchayat	Point of Contact Person & Details
<b>North Zone</b> Delhi, Chandigarh, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, Uttar Pradesh, Uttarakhand	<b>Mr Himendra Singh</b> <b>Mob:</b> +91-8279827621 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>Central &amp; West Zone</b> Chhattisgarh, DND&DNH, Goa, Gujarat, Madhya Pradesh, Maharashtra, Rajasthan	<b>Mr. Dhruv Tiwari</b> <b>Mob:</b> 9811222151 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>East Zone</b> Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura, West Bengal	<b>Ms Bhumika Puri</b> <b>Mob:</b> +91-9599786742 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>South Zone</b> Andaman and Nicobar Islands, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, Telangana	<b>Shri Praveen Yadav</b> <b>Mob:</b> +91-9004162223 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>

Thank You

Help Desk Email: [plastics-mefcc@gov.in](mailto:plastics-mefcc@gov.in)