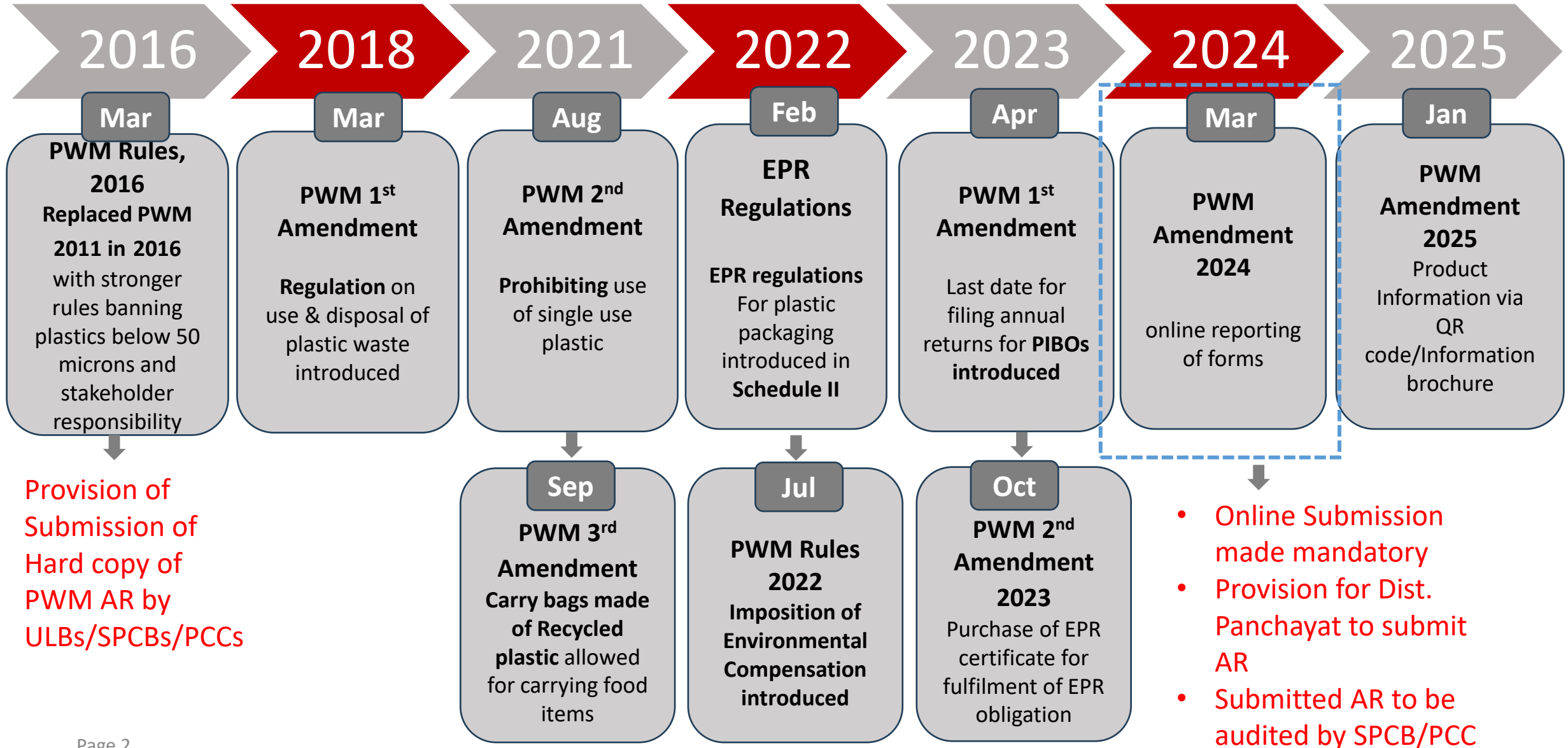


**Training Module I**  
Reporting Module, Sign-up, Quarterly Reporting and Helpdesk Support

**Online Reporting under Plastic Waste Management (Amendment) Rules, 2024**  
by  
**District Panchayats**

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
- Provision for Dist. Panchayat to submit AR

## 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.

# Table of Content

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

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





# Form V Part B

Key steps and Form Overview

# Section A (General Information)

1. Name of the District and State
2. Name & Address of Panchayati Raj Institution at the District Level
3. Contact E-mail
4. Contact Phone No.
5. Number of Gram Panchayats Covered
6. Number of Villages Covered
7. Total Population
8. Total Area
9. Total Number of Households

# Section B (Plastic Waste Management)

1. Summary of the mechanisms put in place for management of PW in the area under jurisdiction along with the details of agencies involved
2. Please attach details of infrastructure put in place for management of PW generated
3. Total no. of PWM Units set up with capacity
4. Quantity of PW generated (Tonnes) as per CPCB methodology
5. PW Characterization as per CPCB methodology (Plastic packaging waste: Cat I/II/III/IV/V and Others ((i) recyclable and (ii) non-recyclable)
6. Quantity of Plastic Waste collected (Tonnes)
7. Plastic Waste Segregated (Tonnes)
8. PW channelized for processing and recycling (details quantum of plastic waste, type of processing)
  - (a) Plastic waste to recyclers
  - (b) PW to co-processing in cement kilns
  - (c) PW to waste to energy/waste to oil plants
  - (d) Plastic waste for road construction
- 9(i) Details of HR including waste pickers in informal sector (concessionaire or own resource) deployed for
  - (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
10. EPR Guidelines leveraged for PWM (Y/N)  
Details to be attached

# Section C – Enforcement of PWM Rules

## Quarterly Reporting

### 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 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. Total number of Institutions & Hotspots in the area under jurisdiction

(a) - Institutions- Schools, Colleges, etc.

(b) Hotspots – Subzi Mandi, Wholesale market, Fish Market, Flower market, Religious Places etc.

II Total No of Inspections carried out

III Total Fine imposed ( Rs.)

IV Quantity of Banned SUP seized (Tons)

## 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

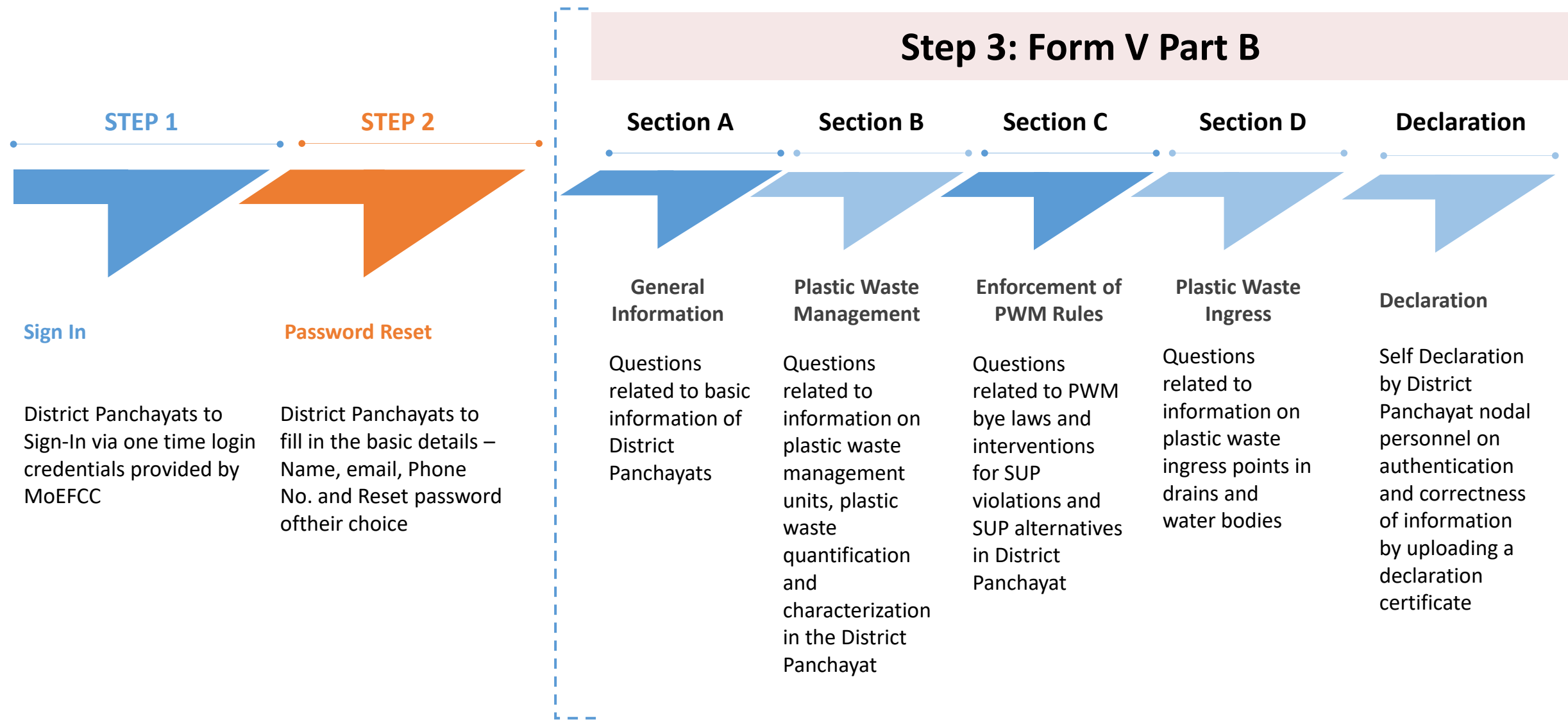
### 2. Surface Water Bodies including River Stretches


- 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]

# Key Steps and Overview of Form





# Step 1: Login

Steps to follow


# Login for District Panchayats





Click on the ‘**Reporting Module**’ Tab or ‘**Login**’ Tab on the Home Page



# Login/Submit Report: Form V Part B



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



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)

Submission to

- Urban Local Body
- SPCB / PCC

Signup

Login/Submit Report

Urban Local Body(ULB)  
(Form V- Part A)

Submission to

- SPCB/PCC
- Urban Development Department

Login/Submit Report

District Panchayat  
(Form V Part B)

Submission to

- SPCB/PCC
- Rural Development Department

Login/Submit Report

State Pollution Control Board /  
Pollution Control Committee (Form VI)

Submission to

- CPCB

Login/Submit Report

Click ‘**Login/Submit Report**’ button on Reporting Module Page to submit Form V Part B

Page 17

# First Time login: Form V Part B

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: 'Enter your username', 'Enter Password', and 'Enter Captcha' (with a captcha image showing '129231').
- Buttons: 'Sign in' (highlighted with a red dashed box) and '← Back To Home'.
- Links: 'Forgot Password?'.

Dashed arrows indicate the following steps:

- Enter LGD Code of District Panchayat (points to the Username field).
- Enter one-time unique Password created by MoEFCC (points to the Password field).
- Click 'Sign In' button to access Form V Part B, after entering Login Details and Captcha (points to the Sign in button).

**Enter LGD Code of District Panchayat**

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

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






## Step 2: Password Reset

Steps to follow


# First Time login: Basic Details

District Panchayats



Back

Dashboard



Update Profile

Name of Officer \*:

Designation \*:

Email \*:

Contact No. \*:

Address \*:

Website Of Department:

Change Password \*:

Submit

Enter details of the authorized personnel

Enter Website of department i.e. District Panchayat website

Type in 'New Password' of your choice

Click on Submit to re-login

Page 20

# Final login: Form V Part B

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

- Logos for "75 Azadi Ka Amrit Mahotsav", the Government of India, and the Ministry of Environment, Forest and Climate Change.
- A "Login" heading with the instruction "Please log in to your account".
- A "Username" field with the placeholder text "Enter your username".
- A "Password" field with the placeholder text "Enter Password".
- A "Enter Captcha" field with the placeholder text "Captcha" and a refresh icon.
- A captcha image showing the numbers "129231".
- A "Forgot Password?" link.
- A blue "Sign in" button, which is highlighted with a red dashed border.
- A red "Back To Home" button.

Dashed arrows indicate the following steps:

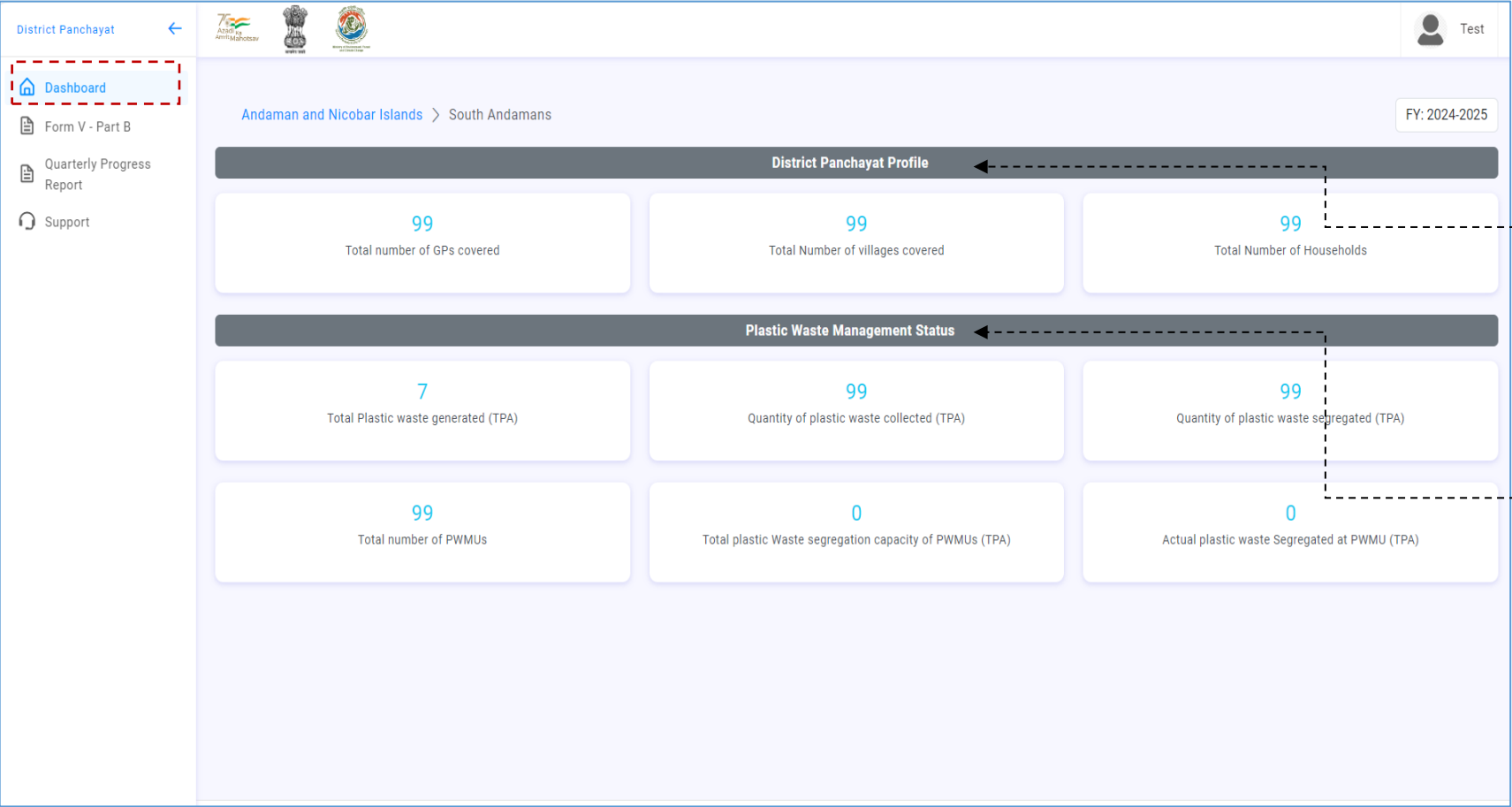
- From the "Sign in" button to the instruction: "Click 'Sign In' button to access Form V Part B , after entering Login Details and Captcha".
- From the "Sign in" button to the "Enter District Panchayat LGD Code" instruction.
- From the "Sign in" button to the "Enter New Password created" instruction.
- From the "Sign in" button to the "Enter District Panchayat LGD Code" instruction.

**Enter District Panchayat LGD Code**

**Enter New Password created**

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

# District Panchayat Dashboard




Check the status of District Panchayat Profile here


Check plastic waste management status here

# Access Form V Part B

District Panchayat

75  
Azadi Ka  
Amrit Mahotsav





Test

Dashboard

Form V - Part B

Quarterly Progress Report

Support

Andaman and Nicobar Islands > South Andamans

FY: 2024-2025

District Panchayat Profile

99

Total number of GPs covered

99

Total Number of villages covered

99

Total Number of Households

Plastic Waste Management Status

7

Total Plastic waste generated (TPA)

99

Quantity of plastic waste collected (TPA)

99

Quantity of plastic waste segregated (TPA)

99

Total number of PWMUs

0

Total plastic Waste segregation capacity of PWMUs (TPA)

0

Actual plastic waste Segregated at PWMU (TPA)

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

# Form V Part B

District Panchayat

Dashboard

Form V - Part B

Quarterly Progress Report

Support

75th Anniversary

Back

Dashboard

Test

Form V District List

CopyExcelPDFPrint

Search:

Sno.	District Panchayat Name	Submitted By	Reporting Year	Submission Date	Status	Action
1.	South Andamans	test	2024-2025	15-07-2024	Submitted	<div><div></div><div></div><div></div></div>

Showing 1 to 1 of 1 entries

Prev1Next

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

Quarterly Progress Report List

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

Showing 1 to 3 of 3 entries

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

District Panchayat

75  
Azadi Ka  
Amrit Mahotsav





Back

Dashboard

Test

Dashboard

Form V - Part B

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. Total number of Institutions & Hotspots in the area under jurisdiction

a. Institutions- (Schools, Colleges, etc)

b. Hotspots - (Subzi Mandi, Wholesale market, Fish Market, Flower market, Religious Places etc.)

II. Total No of Inspections carried out

III. Total Fine imposed ( Rs.)

IV. Quantity of Banned SUP seized

Submit

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.

Provide details of number of inspections, total fine imposed in INR and quantity of SUP seized in that particular quarter.

Click on the Submit button to submit quarterly report.

Page 27



# SPCB and PCC Dashboard

Status of Submission of Form V Part B and Quarterly Report

# SPCB/PCC Dashboard – Form V Part B status

The screenshot displays the APSPCB dashboard for Form V status. The left sidebar contains navigation links: Dashboard, Uploading Sections, Annual Report (VI), Quarterly Reporting, and Support. The main content area is divided into two sections: Form V Part A and Form V Part B. Each section has a summary card with three metrics and a table for detailed data.

**Status of Form V Part A**  
Annual Report on Plastic Waste Management by Urban Local Body

Metric	Value
Number of Urban Local bodies(ULBs)	125
ULBs Submitted Annual Report Form V part A	0
ULBs Pending For Submission Annual Report Form V Part A	0

**Status of Form V Part B**  
Annual Report on Plastic Waste Management by District Panchayats

Metric	Value
Number of District Panchayats	13
District Panchayats Submitted Annual Report Form V part B	0
District Panchayats Pending For Submission Annual Report Form V Part B	0

Below the summary cards, there are two tables. The first table is for Form V Part A and the second is for Form V Part B. Both tables have columns for Name, Annual Report Submitted (Yes/no), Date Of Submission (dd-mm-YYYY), and View/download.

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

Check status of Form V Part B submitted by District Panchayats

# SPCB/PCC Dashboard – Quarterly Report status

Andhra Pradesh State Pollution Control Board

75  
AZADI KA AMRIT MAHOTSAV  
भारत 75  
INDEPENDENCE

Back

Dashboard

Test

Dashboard

Uploading Sections

Sanitary Landfill

Material Recovery Facility (MRF)

Plastic Waste Information

Annual Report (VI)

Quarterly Reporting

Urban Local Bodies

District Panchayats

Support

Quarterly Progress Report List

Copy Excel PDF Print

Search:

Sno.	District Panchayat Name	Submitted By	Reporting Year	Quarter	Submission Date	Status	Action
1.	Anantapur	Test	2024-2025	Q1(April to June)	06-09-2024	Refill please refill	
2.	Anantapur	Test	2024-2025	Q2(July to September)	27-09-2024	Refill please refill correct information	
3.	Anantapur	Test	2024-2025	Q4(January to March)	08-10-2024	Submitted	

Showing 1 to 3 of 3 entries

Prev 1 Next

Check status of quarterly reports submitted by District Panchayats.

Click on Action button to view or download the quarterly reports submitted



# Rural Development Department (RDD) Dashboard

Status of submission of Form V Part B and Quarterly Report

# RDD Dashboard – Form V Part B status

Rural Development  
Departments

Dashboard

Form V - Part B

Quarterly Progress  
Report

Support

Andhra Pradesh > Panchayati Raj & Rural Development Department

FY: 2023-2024

Status of Form V Part B

Status of Form V Part B

Annual Report on Plastic Waste Management by District Panchayats

Number of District Panchayats

0

District Panchayats Submitted Annual Report Form V part B

0

District Panchayats Pending For Submission Annual Report Form V Part B

Name of District Panchayats	Annual Report Submitted (Yes/no)	Date Of Submission (dd-mm-YYYY)	View/download
-----------------------------	----------------------------------	---------------------------------	---------------

Check status of Form V  
Part B submitted by  
District Panchayats



# RDD Dashboard – Form V Part B action

Rural Development Departments

Dashboard

Form V - Part B

Quarterly Progress Report

Support

75th Anniversary

Ministry of Rural Development

Ministry of Panchayats

Back

Dashboard

Gfdg

Form V District List

Copy Excel PDF Print

Sno.

District Panchayat Name

Submitted By

Reporting Year

Submission Date

Status

Action

Refill

No data available in table

Showing 0 to 0 of 0 entries

Search:

Prev

Next

Check status of Form V Part B submitted by District Panchayats

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

# RDD Dashboard – Quarterly Report status

Rural Development  
Departments

Dashboard

Form V - Part B

Quarterly Progress  
Report

Support

75th Anniversary

GOVERNMENT OF KARNATAKA

ANANTAPUR DISTRICT PANCHAYAT

BackDashboard

Gfdg

Quarterly Progress Report List

CopyExcelPDFPrint

Sno.	District Panchayat Name	Submitted By	Reporting Year	Quarter	Submission Date	Status	Action	Refill
1.	Anantapur	Test	2024-2025	Q1(April to June)	06-09-2024	Refill please refill		
2.	Anantapur	Test	2024-2025	Q2(July to September)	27-09-2024	Refill please refill correct information		
3.	Anantapur	Test	2024-2025	Q4(January to March)	08-10-2024	Submitted		

Showing 1 to 3 of 3 entries

Search:

Check status of quarterly report submitted by District Panchayats

Click on Action button to view or allow District Panchayats to refill the form





# Helpdesk Support

Key steps to lodge complaint

# Helpdesk Support

District Panchayat

75  
Azadi Ka  
Amrit Mahotsav



Back Dashboard

Test

Dashboard

Form V - Part B

Quarterly Progress Report

Support

SUPPORT

Support Type

--select--

Message

Screenshot

Choose File No file chosen

Support

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>

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

Thank You