

PCH-HA (1)6/07/Gram Sabha-II- I/634100/2025
Government of Himachal Pradesh
Department of Panchayati Raj

From

**Director-cum-Special Secretary (PR) to the
Government of Himachal Pradesh.**

To

- 1. All the Deputy Commissioner,
in Himachal Pradesh.**
- 2. All the District Panchayat Officer,
in Himachal Pradesh.**
- 3. All the Block Development Officer,
in Himachal Pradesh.**

Shimla-09

Dated- 16-06-2025

Subject: Agenda for Gram Sabha meetings to be held in the month of July 2025.

I am to inform you that the general Gram Sabha meetings are due to be held in the month of July, 2025, in which the following issues as agenda are to be included mandatorily:

1. Review of BPL list as per directions contained in letter no. ग्रा०वि०-एफ (4)-2/2024 dated- 19 March 2025 and 21 March 2025 issued by Secretary Rural Development (copies enclosed).
2. Adoption of Solid Waste Management and Sanitation in Rural Areas Model Bye-Laws 2025 circulated vide letter issued by Secretary Rural Development dated 22.05.2025 (copy enclosed).
3. Awareness regarding provision of section 11-A(1) of H.P. Panchayati Raj Act, 1994- responsibility of cattle owners for registration of cattle and maintenance of record thereof.
4. Awareness regarding adoption of precautionary measures in rainy season and prevention of water borne diseases.
5. Dissemination of the results of Panchayat Advancement Index 1.0 and creating awareness regarding the main features of Panchayat Advancement Index 2.0.
6. Any other items/issues as per directions issued by the Government from time to time.

You are therefore, requested to issue the direction to all the Gram Panchayats under your jurisdiction to mandatorily include the above mentioned issues in the agenda of upcoming Gram Sabha due to be held in July, 2025.

Yours faithfully

Signed by

Raghav Sharma

Date: 17-06-2025 11:14:23

Director

**Panchayati Raj Department
Himachal Pradesh**

Endst No.- I/634100/2025 Shimla-09 Dated- 16-06-2025

Copy for information and necessary action:

1. The Additional/Joint Director Rural Development Himachal Pradesh.

Digitally signed

Director

**Panchayati Raj Department
Himachal Pradesh**

संख्या:ग्रा०वि०-एफ(4)-2/2024
ग्रामीण विकास विभाग
हिमाचल प्रदेश सरकार

प्रेषित :

1. समस्त अतिरिक्त मुख्य सचिव/प्रधान सचिव/सचिव, हिमाचल प्रदेश सरकार।
2. समस्त विभागाध्यक्ष, हिमाचल प्रदेश।
3. समस्त मंडलाधिकारी उपायुक्त, हिमाचल प्रदेश।
4. समस्त उपायुक्त, हिमाचल प्रदेश।
5. समस्त जिला विकास अधिकारी, हिमाचल प्रदेश।
6. समस्त खंड विकास अधिकारी, हिमाचल प्रदेश।

दिनांक: शिमला -171002

21st मार्च, 2025

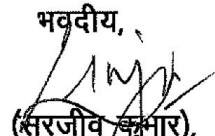
विषय: प्रदेश में Below Poverty Line (बी०पी०एल०) परिवारों के चयन हेतु मानदंड बारे।

महोदय,

संदर्भित विषय में पूर्व में जारी दिशा-निर्देश समसंख्यक दिनांक 19.03.2025 द्वारा निर्दिष्ट समय-सीमा को ध्यान में रखते हुए, यह देखा गया है कि इन निर्देशों की प्रारंभिक तिथि पहले ही बीत चुकी है। अतः, इन निर्देशों की समय-सीमा वित्त वर्ष 2025-26 के लिए निम्नानुसार संशोधित की जाती हैं:-

1. 1 अप्रैल से 30 अप्रैल तक इच्छुक परिवार जो बी०पी०एल० सूची में शामिल होना चाहते हैं, वह अपने आवेदन आवश्यक घोषणा-पत्र के साथ सम्बन्धित ग्राम पंचायत में प्रस्तुत कर सकेंगे।
2. 15 अप्रैल तक उपमंडलाधिकारी (ना.) द्वारा त्रिसदस्यीय सत्यापन समिति का गठन किया जाएगा, जिसमें पंचायत सचिव, पटवारी एवं आंगनवाड़ी कार्यकर्ता शामिल होंगे।
3. सत्यापन समिति द्वारा तैयार की गई सूचियों को वर्ष 2025 में 15 जून तक सार्वजनिक जांच के लिए ग्राम पंचायत के नोटिस बोर्ड पर प्रकाशित किया जाएगा, ताकि जुलाई माह में ग्राम सभा में मामले पर पारदर्शी रूप से चर्चा की जा सके।
4. सम्पूर्ण प्रक्रिया अधिमानतः इस वर्ष 15 अक्टूबर तक पूरी कर ली जाएगी।

अतः, सभी संबंधित अधिकारियों को निर्देशित किया जाता है कि वे संशोधित समय-सीमा के अनुसार कार्यवाही सुनिश्चित करें। शेष दिशा निर्देश यथावत रहेंगे।

भवदीय,

(सरजीव कुमार),
उप सचिव (ग्रामीण विकास)
हिमाचल प्रदेश सरकार।

पृष्ठांकन संख्या उपरोक्त

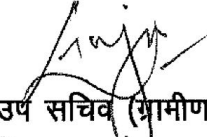
दिनांक

शिमला-2

21st मार्च, 2025

प्रतिलिपि निम्नलिखित को सूचनार्थ व आवश्यक कार्यवाही हेतु प्रेषित है।

1. सचिव, महामहिम राज्यपाल, हिमाचल प्रदेश।
2. सचिव, मुख्य मंत्री हिमाचल प्रदेश।
3. निदेशक, ग्रामीण विकास उनके पत्र संख्या एस.एम.जे-120/20/2012-13-(बड़.)0आर.डी. डी-IV दिनांक 20 जनवरी, 2025 के सन्दर्भ में प्रेषित है।
4. निदेशक, सूचना एवं जन सम्पर्क विभाग को प्रचार व प्रसार हेतु।
5. संयुक्त सचिव (सामान्य प्रशासन) हिमाचल प्रदेश सरकार को दिनांक 09 जनवरी 2025 को मंत्रिमण्डल की बैठक में मद्द संख्या 40 के अंतर्गत लिए गए निर्णय के सन्दर्भ में प्रेषित है।
6. संरक्षक नास्ति।


उप सचिव (ग्रामीण विकास)
हिमाचल प्रदेश सरकार।

संख्या:ग्रा०वि०-एफ(4)-2/2024
ग्रामीण विकास विभाग
हिमाचल प्रदेश सरकार

प्रेषित :

1. समस्त अतिरिक्त मुख्य सचिव/प्रधान सचिव/सचिव, हिमाचल प्रदेश सरकार।
2. समस्त विभागाध्यक्ष, हिमाचल प्रदेश।
3. समस्त मंडलाधिकारी उपायुक्त, हिमाचल प्रदेश।
4. समस्त उपायुक्त, हिमाचल प्रदेश।
5. समस्त जिला विकास अधिकारी, हिमाचल प्रदेश।
6. समस्त खंड विकास अधिकारी, हिमाचल प्रदेश।

दिनांक: शिमला -171002

19th मार्च, 2025

विषय: प्रदेश में Below Poverty Line (बी०पी०एल०) परिवारों के चयन हेतु मानदंड बारे।

महोदय,

उपरोक्त विषय पर मुझे यह कहने का निदेश हुआ है कि राज्य सरकार पिछले कुछ समय से राज्य में बी०पी०एल० (Below Poverty Line) परिवारों के चयन हेतु वर्तमान में निर्धारित मानदंडों में विसंगतियों के मामले पर विचार कर रही थी। अतः अब राज्य सरकार द्वारा इस विभाग के पत्र संख्या :एस.एम.जे-6/2002/आर.डी.डी-751-62 दिनांक 29 जनवरी, 2007 के अधिक्रमण में बी०पी०एल० परिवारों के चयन/शामिल एवं हटाये जाने के मानदंडों के लिए निम्नलिखित प्रक्रिया निर्धारित की जाती है :-

1 बी०पी०एल० सूची में शामिल करने के लिए परिवारों की पहचान निम्नलिखित मानदंडों के आधार पर की जाएगी :-

(क) चयन/शामिल करने हेतु मानदंड :-

- i). ऐसे परिवार जिनमें 18 वर्ष से कम आयु के अनाथ बच्चे ही सदस्य हैं अथवा ऐसे परिवार जिनमें केवल 59 वर्ष की आयु से अधिक के वृद्धजन ही सदस्य हैं व 18-59 वर्ष की आयु का कोई भी वयस्क सदस्य नहीं है।
- ii). ऐसे परिवार जिनमें महिला मुखिया हो तथा जिसमें 18 वर्ष से 59 वर्ष की आयु के बीच का कोई वयस्क पुरुष सदस्य न हो। जिसमें विधवा/अविवाहित/ तलाकशुदा/ परित्यक्त महिलाएं शामिल होंगी।
- iii). ऐसे परिवार जिनके मुखिया में 50 % से अधिक विकलांगता हों।
- iv). ऐसे परिवार जिनके सभी वयस्क सदस्यों द्वारा पिछले वित्तीय वर्ष में मनरेगा के अंतर्गत कम से कम 100 दिन काम किया हो।

v). ऐसे परिवार जिनके कमाने वाले सदस्य कैंसर, अल्जाइमर, पार्किंसंस, मस्कुलर डिस्ट्रॉफी, हीमोफीलिया, थैलेसीमिया या किसी अन्य बीमारी से पीड़ित हैं, जिसके कारण वे स्थायी रूप से अक्षम हो गए हैं।

(ख) उपरोक्त केवल वह परिवार जो पृथक्करण (deprivation) मानदंडों में से किसी एक या अधिक को पूरा करते हैं, बी०पी०एल० की सूची में शामिल होने के पात्र होंगे, जब तक कि वे बहिष्करण (exclusion) मानदंडों के कारण अयोग्य न हो जाएं।

(ग) ऐसे परिवार जिनमें एक से अधिक ऐसे सदस्य हों जो कि कैंसर, अल्जाइमर, पार्किंसंस, मस्कुलर डिस्ट्रॉफी, हीमोफीलिया, थैलेसीमिया या किसी अन्य बीमारी से पीड़ित हैं उन्हें चयन हेतु प्राथमिकता दी जाएगी।

(घ) एक से अधिक असुविधा वाले परिवारों को चयन हेतु प्राथमिकता दी जाएगी।

(ङ) उपरोक्त "चयन/शामिल करने हेतु मानदंड" को पूरा करने वाले वह परिवार अपात्र होंगे/हटाए जा सकेंगे, यदि वह मानदंडों के दायरे में आते हैं: -

i). ऐसे परिवार जिनके पास रहने के लिए पक्का मकान है।

ii). ऐसे परिवार जिनका कोई भी सदस्य आयकर देता हो।

iii). ऐसे परिवार जिनकी समस्त स्रोतों से अर्जित वार्षिक आय पचास हजार' (50,000/-) रुपये से अधिक हो।

iv). ऐसे परिवार जिनके पास एक (1) हेक्टेयर से अधिक भूमि हो।

v). ऐसे परिवार जिनका कोई भी सदस्य सरकारी/अर्धसरकारी या निजी नौकरी में है।

(च) ग्राम पंचायत द्वारा बी०पी०एल० में शामिल किये जाने हेतु/पहले से शामिल प्रत्येक परिवार के मुखिया से निम्नलिखित बिन्दुओं पर सादे कागज पर शपथ एवं घोषणा-पत्र प्राप्त किया जायेगा : -

i). मेरे परिवार के पास रहने के लिए पक्का मकान नहीं है।

ii). मेरा परिवार आयकर नहीं देता है।

iii). मेरे परिवार की समस्त स्रोतों से अर्जित वार्षिक आय पचास हजार' (50,000/-) रुपये से अधिक नहीं है।

iv). मेरे परिवार के पास एक (1) हेक्टेयर से अधिक भूमि नहीं है।

v). मेरे परिवार का कोई भी सदस्य सरकारी नौकरी/अर्धसरकारी या निजी नौकरी में नहीं है।

(छ) परिवारों द्वारा की जाने वाली सभी शपथ एवं घोषणाओं में सहायक साक्ष्य (Supporting evidence) शामिल होने चाहिए, जैसे परिवार रजिस्टर की प्रति, बीमारी के लिए चिकित्सा प्रमाण पत्र, विकलांगता प्रमाण पत्र एवं आय का प्रमाण पत्र ।

(ज) यदि बी०पी०एल० परिवार का कोई सदस्य ग्राम पंचायत में अपना नाम अलग परिवार के रूप में दर्ज कराने के लिए आवेदन करता है, तो उस स्थिति में ऐसे नए परिवार को अगले 3 वर्षों तक बी०पी०एल० सूची में शामिल नहीं किया जाएगा। यह प्रतिबंध विधवा/परित्यक्त/अकेली/तलाकशुदा महिलाओं पर लागू नहीं होगा।

2. बी०पी०एल० सूची में परिवारों की पहचान एवं चयन हेतु निम्नलिखित प्रक्रिया अपनाई जाएगी : -

(क) बी०पी०एल० सूचियों की समीक्षा प्रत्येक वर्ष अप्रैल में निर्धारित ग्राम सभा बैठक में की जाएगी।

(ख) बी०पी०एल० सूची में शामिल होने के इच्छुक कोई भी परिवार प्रत्येक वर्ष 31 जनवरी तक लिखित रूप में उपरोक्त आवश्यक घोषणा के साथ ग्राम पंचायत को आवेदन कर सकते हैं ।

(ग) संबंधित पंचायत सचिव स्वप्रेरणा (self motivation) से उन परिवारों की पहचान करेगा जो बी०पी०एल० के लिए प्रथम दृष्टया शामिल किए जाने के मानदंडों को पूरा करते हैं तथा उनसे उपर्युक्त प्रासंगिक शपथ एवं घोषणा-पत्र प्राप्त करेगा ।

(घ) संबंधित पंचायत सचिव द्वारा उपर्युक्त उल्लेखित शपथ एवं घोषणा-पत्र बी०पी०एल० सूची में पहले से मौजूद परिवारों से भी लिया जाएगा ।

(ङ) प्रत्येक वर्ष 15 जनवरी तक उपमंडल अधिकारी (नागरिक) प्रत्येक पंचायत के संबंध में पंचायत सचिव, पटवारी व आंगनवाड़ी कार्यकर्ता की तीन सदस्य सत्यापन समिति (Verification Committee) का गठन करेंगे ।

(च) खण्ड विकास अधिकारी यह सुनिश्चित करेगा कि समितियों की अधिसूचना उपमंडल अधिकारी (नागरिक) के कार्यालय से उनके विकास खंड के अंतर्गत ग्राम पंचायतों के संबंध में तय समय सीमा के भीतर जारी की जाए। सत्यापन समिति स्वतंत्र रूप से निम्नलिखित की पात्रता का सत्यापन और जांच करेगी : -

i). जिन परिवारों ने समावेशन के लिए आवेदन किया है;

ii). जिन परिवारों की पहचान पंचायत सचिव द्वारा प्रथम दृष्टया समावेशन मानदंडों को पूरा करने वाले के रूप में की गई है; और

iii). जो परिवार पहले से ही बी०पी०एल० सूची में हैं, उनकी घोषणाओं, आधिकारिक अभिलेखों, समावेशन और बहिष्करण मानदंडों के संदर्भ में मौके पर सत्यापन को ध्यान में रखते हुए।

(छ) इसके बाद, सत्यापन समिति निम्नलिखित तैयार करेगी :-

i). चयन/ समावेशन मानदंडों को पूरा करने वाले पात्र परिवारों की प्राथमिकता सूची, जो बहिष्करण मानदंडों के कारण अयोग्य नहीं हैं, जिसे बी०पी०एल० सूची में शामिल करने की सिफारिश के लिए ग्राम सभा के समक्ष रखा जाएगा;

ii). मौजूदा बी०पी०एल० परिवारों की सूची जो समावेशन मानदंडों को पूरा नहीं करते हैं या किसी बहिष्करण मानदंडों के कारण अयोग्य हैं, जिन्हें बी०पी०एल० सूची से हटाने की सिफारिश के लिए ग्राम सभा के समक्ष रखा जाएगा। सत्यापन समिति द्वारा यह पूरी प्रक्रिया हर साल 15 मार्च तक पूरी कर ली जाएगी।

(ज) सत्यापन समिति द्वारा तैयार की गई सूचियों को प्रत्येक वर्ष 15 मार्च तक सार्वजनिक जांच के लिए ग्राम पंचायत के नोटिस बोर्ड पर प्रकाशित किया जाएगा, ताकि प्रत्येक वर्ष अप्रैल में निर्धारित ग्राम सभा में मामले पर पारदर्शी रूप से चर्चा की जा सके।

(झ) संबंधित पंचायत सचिव द्वारा ग्राम सभा की पूरी कार्यवाही की वीडियोग्राफी पंचायत समिति में उपलब्ध धन के अंतर्गत सुनिश्चित की जाएगी तथा उसका रिकॉर्ड सुरक्षित रखा जाएगा। खण्ड विकास अधिकारी यह सुनिश्चित करेगा कि ग्राम सभा आयोजित होने से पहले यह व्यवस्था लागू हो जाए। यदि कानून-व्यवस्था से संबंधित कोई समस्या होने की आशंका है तो संबंधित उपायुक्त/उपमंडलाधिकारी सार्वजनिक व्यवस्था बनाए रखने के लिए पुलिस की सहायता प्रदान कर सकते हैं।

(ञ) बी०पी०एल० परिवारों की सूची में समावेशन हेतु निर्णय ग्राम सभा में उपस्थित और मतदान करने वाले सदस्यों के बहुमत द्वारा लिया जाएगा।

(ट) ग्राम सभा की संस्तुति के बाद, उप-मंडल अधिकारी (नागरिक) की अध्यक्षता में एक खंड स्तरीय समिति जिसमें खंड विकास अधिकारी और पंचायत

निरीक्षक/उप-पंचायत निरीक्षक (या दोनों पीआई/एसपीआई की अनुपस्थिति में, खण्ड विकास अधिकारी द्वारा नामित विकास खण्ड कार्यालय का कोई अन्य अधिकारी) शामिल होंगे, ग्राम सभा द्वारा की गई संस्तुति के 15 दिनों के भीतर दस्तावेजों की उचित जांच, सत्यापन समिति की रिपोर्ट और ऐसी अन्य स्थानीय जांच करने या ऐसे अन्य साक्ष्य लेने के बाद समावेशन (inclusion) और बहिष्करण (exclusion) को मंजूरी देंगे। खंड स्तरीय समिति अपनी जांच और जांच का लिखित रिकॉर्ड बनाए रखेगी। बी०पी०एल० सूची में समावेशन (inclusion) या बहिष्करण (exclusion) के बारे में ग्राम सभा की सिफारिशें स्वीकार्य होंगी, जब तक कि खंड स्तरीय समिति द्वारा लिखित रूप में सिफारिशों के विरुद्ध साक्ष्य दर्ज नहीं किए जाते।

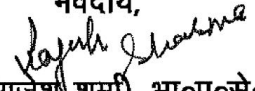
- (ठ) खण्ड स्तरीय समिति अभिलेखों को अद्यतन करने के लिए संबंधित पंचायत सचिव को लिखित रूप में अपना निर्णय सूचित करेगी।
- (ड) खण्ड स्तरीय समिति द्वारा अनुमोदित परिवारों को पंचायत सचिव द्वारा बी०पी०एल० सूची में शामिल किया जाएगा और खण्ड स्तरीय समिति से सूचना प्राप्त होने के दो (2) दिनों के भीतर उपयुक्त भौतिक/ ऑनलाइन रिकॉर्ड बनाए रखा जाएगा। जिन परिवारों को खण्ड स्तरीय समिति हटाने के लिए अनुमोदित करती है, उन्हें पंचायत सचिव द्वारा तुरंत बी०पी०एल० सूची से हटा दिया जाएगा और खण्ड स्तरीय समिति से सूचना प्राप्त होने के दो (2) दिनों के भीतर उपयुक्त लिखित/ऑनलाइन रिकॉर्ड बनाए रखा जाएगा।
- (ढ) सम्पूर्ण प्रक्रिया अधिमानतः प्रत्येक वर्ष 15 मई तक पूरी कर ली जाएगी।
- (ण) ग्राम पंचायत, खण्ड और जिले में बी०पी०एल० परिवारों की संख्या की अधिकतम सीमा पहले से निर्धारित/मौजूदा अधिकतम सीमा के अनुसार ही रहेगी।
- (त) खण्ड स्तरीय समिति विधवा/एकल/तलाकशुदा/परित्यक्त महिलाओं की स्थिति निर्धारित करने के लिए सक्षम होगी।
- (थ) किसी विशेष वर्ष के लिए बी०पी०एल० समीक्षा के दौरान बनाए गए रिकॉर्ड को ग्राम पंचायत में अभ्यास पूरा होने के बाद दो साल की अवधि के लिए बनाए रखा जाएगा, जिसके बाद रिकॉर्ड को हटा दिया जाएगा। किसी भी लंबित अपील के मामले में, उस मामले से संबंधित प्रासंगिक रिकॉर्ड को मामले के अंतिम निपटान तक बनाए रखा जाएगा।



3. अपील:

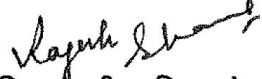
- क) खण्ड स्तरीय समिति के निर्णय के विरुद्ध अपील निर्णय के 30 दिनों के भीतर संबंधित उपायुक्त के पास होगी। संबंधित उपायुक्त इस संबंध में आदेश जारी करके इन शक्तियों को अतिरिक्त जिला मजिस्ट्रेट (एडीएम) या अतिरिक्त उपायुक्त (एडीसी) को सौंप सकते हैं।
- ख) उपायुक्त/एडीसी/एडीएम के निर्णय के विरुद्ध अपील 30 दिनों के भीतर संबंधित मंडलायुक्त के समक्ष की जा सकेगी।
- ग) 30 दिनों के बाद दायर अपीलें अपीलीय प्राधिकारी के विवेकानुसार लिखित रूप में कारण दर्ज कर अपील स्वीकार की जा सकती है, बशर्ते कि देरी के लिए पर्याप्त कारण दर्शाते हुए विस्तृत स्पष्टीकरण प्रस्तुत किया गया हो।

अतः आपसे अनुरोध किया जाता है कि निर्धारित मानदंडों का पालन और अनुपालन के लिए अपने अधीन सभी संबंधित अधिकारियों/कर्मचारियों को अनुपालनार्थ आवश्यक दिशा-निर्देश जारी करें।

भवदीय,

(राजेश शर्मा), भा०प्र०से०
सचिव (ग्रामीण विकास)
हिमाचल प्रदेश सरकार।
19th मार्च, 2025

पृष्ठांकन संख्या उपरोक्त दिनांक शिमला-2
प्रतिलिपि निम्नलिखित को सूचनार्थ व आवश्यक कार्यवाही हेतु प्रेषित है।

1. सचिव, महामहिम राज्यपाल, हिमाचल प्रदेश।
2. सचिव, मुख्य मंत्री हिमाचल प्रदेश।
3. निदेशक, ग्रामीण विकास उनके पत्र संख्या एस.एम.जे-120/20/2012-13-(बड़.)0आर.डी. डी-IV दिनांक 20 जनवरी, 2025 के सन्दर्भ में प्रेषित है।
4. निदेशक, सूचना एवं जन सम्पर्क विभाग को प्रचार व प्रसार हेतु।
5. संयुक्त सचिव (सामान्य प्रशासन) हिमाचल प्रदेश सरकार को दिनांक 09 जनवरी 2025 को मंत्रिमण्डल की बैठक में मद्द संख्या 40 के अंतर्गत लिए गए निर्णय के सन्दर्भ में प्रेषित है।
6. संरक्षक नास्ति।


सचिव (ग्रामीण विकास)
हिमाचल प्रदेश सरकार।

No. SMG – 96//2022-23 - RDD- SBM-G - 1224-8453
Government of Himachal Pradesh
Rural Development Department

From

The Secretary (RD)
to the Govt. of H.P

To

1. All Gram Panchayats Pradhan in H.P
2. All Panchayat Secretaries in H.P

Dated: Shimla- 9 22nd May 2025

Subject:

Adoption and Enforcement of Solid Waste Management and Sanitation in Rural Areas Model Bye-laws 2025.

Memo

I would like to bring it to your notice that the Hon'ble High Court, H.P in CWP No. 153/2018 titled Poonam Gehlot Vs State of H.P has passed an order dated 12.08.2024 as under:

"The Municipal Solid Waste Management Rules, 2016 which deals with these aspects can possibly be adopted /extended to rural areas also other than municipal areas for effectively dealing with the situation."

Rule 15 (e) of SWM Rules 2016 requires Gram Panchayats shall frame Bye-laws incorporating the provisions of these rules within one year from the date of notification of these rules and ensure timely implementation.

In this regard, the provisions contained in the H.P Panchayati Raj Act, 1994 under Section 188 for making Model bye-laws and its approval as well as adoption which are as under:-

- (1) The State Government may from time to time make model bye-laws for the guidance of Panchayats.
- (2) The State Government may direct Panchayats to adopt model bye-laws after modifying the same to suit to the local conditions.
- (3) If a Panchayat fails to comply with a direction under sub-section (2), within six months, the State Government may apply to such Panchayat such model bye-laws.
- (4) The provisions of sub- section {(4): The manner of making bye-laws and their approval shall be such as may be prescribed} of section 187 shall apply to the adoptions or application of bye-laws under this section.

Apart from above, a meeting of Multi Member Committee constituted by the Hon'ble High Court, HP in CWP No. 2369/2018 titled as Suleman Vs Union of India & Others was held on 15.10.2024 wherein a decision was taken that the Department will

prepare a Solid Waste Management and Sanitation in Rural Areas Model Bye-laws and circulate to all Gram Panchayats.

Keeping in view the directions of the Multi Member Committee and orders of Hon'ble High Court as well as provisions of HP Panchayati Raj Act, 1994, the Model Bye-laws have been prepared under section 188 (1) of HP Panchayati Raj Act wherein provisions for user charges and penalties have been included. The funds so collected by the Gram Panchayats from user charges and penalties will be utilized for Operation and Maintenance of Sanitation Assets and to engage manpower for running of sanitation assets established or to be established.

Therefore you are directed to adopt the Model Bye-laws under section 188 (2) of HP Panchayati Raj Act within six months of this communication.

Yours faithfully



Secretary (RD) to the
Government of Himachal Pradesh

Encl.: Model Bye-laws

8454-8581
Endst. No. Dated- Shimla 22nd May, 2025

A copy forwarded to:

1. All the Deputy Commissioner in H.P for issuing necessary direction for adoption of Model Bye-laws.
2. All the District Development Officers in HP for necessary compliance.
3. All the District Panchayat Officer in H.P with the direction to compile District level report for the adoption of Model Bye-laws and share the details of GP where the Bye-laws have been adopted in Gram Sabha with the Directorate.
4. All the Block Development Officer in H.P for necessary compliance.



Secretary (RD) to the
Government of Himachal Pradesh

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.