

# **CHECKLIST FOR SUBMISSION AND SCRUTINY OF DPR**

## **(MUNICIPAL SOLID WASTE MANAGEMENT)**



**Reduce**

**Reuse**



**Recycle**



**MINISTRY OF URBAN DEVELOPMENT**  
**GOVERNMENT OF INDIA**

**March 2012**

**<http://urbanindia.nic.in>**

## Index of Contents

S. No.	Particulars	Page No.
<b>1.0</b>	<b>Instructions</b>	<b>1</b>
<b>2.0</b>	<b>Certificate issued by the Competent Authority</b>	<b>1</b>
<b>3.0</b>	<b>General Components</b>	<b>2</b>
3.1.	Name of the Scheme with Geographic Details	2
3.2.	Appraisal report by State Level Nodal Agency (SLNA)	2
3.3.	Administrative approval of the scheme	3
3.4.	Project formulation justification	3
3.5.	Linkage of the schemes with other on-going schemes	3
3.6.	Compatibility between existing and proposed schemes	3
3.7.	Maps of administrative and political jurisdiction of the project area	3
3.8.	Land use pattern of the city / town as per approved Master Plan	3
3.9.	Authentication of DPR by competent authority	3
3.10.	Land acquisition / possession certificate by competent authority	3
3.11.	Clearance for setting up of MSW treatment plants and landfill and EIA by the competent authority	4
3.12.	Agreement between electricity department and Urban Local Bodies (ULBs) for separate electric feeder	4
3.13.	Commitment from electricity department for uninterrupted power supply	4
3.14.	Topographic map of the project area	4
3.15.	Soil investigation report in a grid of 1km x 1km	4

3.16.	Executive summary of the project	4
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<b>4.0</b>	<b>Engineering Components</b>	<b>5</b>
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4.1.	Existing and projected population in the project area	5
4.2.	Garbage survey for waste generation	6
4.3.	Characterisation of MSW	6
4.4. a	Quantum of earth required for covering of rejects	6
4.4. b	Performance of existing SWM	7
4.5.	Details of ongoing project	8
4.6.	Proposed project components and their estimated cost	9
4.7.	Design of proposed MSW management components and their drawings	9
4.8.	Hazardous waste generated and facility	11
4.9.	Biomedical waste collection and separation	11
4.10.	Requirement of primary and secondary transport vehicles along with route map	12
4.11.	Process flow diagram	12
4.12.	Drawing to scale of the proposed components and ancillary works	12
4.13.	Geometry of land certification by the competent authority	12
4.14.	Selection criteria for treatment technology	12
4.15.	Allocation of site for treatment plant, landfill, transfer station	12
4.16.	Provision of land for next 30 years	12
4.17.	Modular approach for MSW treatment plants / landfill	13
4.18.	Bill of quantities and cost estimates of individual components by latest schedule of rates	13
4.19.	Detailed drawings and cost estimates for ancillary works	14

4.20.	Provision for DG set	14
4.21.	Capacity calculation of DG set	14
4.22.	Proposed PERT / CPM network showing implementation schedule	14
4.23.	Internal Rate of Return (IRR) / Economic Rate of Return (ERR)	14
4.24.	Traffic diversion / control management plan	14
4.25.	Institutional and financial status of project executing agency	14
4.26.	Mechanism for marketing of compost / RDF	14
4.27.	Operation & maintenance cost and revenue generation for existing and proposed infrastructure	15
4.28.	Service level benchmarking of the system	16
4.29.	Environmental and social problems	17
4.30.	Action Plan for Capacity Building Programme	17
4.31.	Public Private Partnership (PPP) involvement	17
4.32.	Association with waste pickers	17
4.33.	Rehabilitation and resettlement plan	17
4.34.	Hard and soft copies of the DPR	17
4.35.	Proposed completion period of project	17

<b>5.0</b>	<b>Verification by the Ministry of Urban Development</b>	<b>18</b>
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**CHECKLIST FOR SUBMISSION AND SCRUTINY OF DPR**  
**(MUNICIPAL SOLID WASTE MANAGEMENT)**

*(to be filled in and certified by the highest city –level Officials, both technical and administrative, such as Chief Engineer/City Engineer/ Municipal Commissioner)*

**Instructions:**

1. The DPR shall be formulated as per the Manual on Municipal Solid Waste Management published by the Ministry and as per the Department procedures.
2. DPR shall be technically sanctioned by the Competent Authority the State Govt./ULB before forwarding it to the Ministry.
3. Each and every page has to be signed at the bottom by the officials.
4. Each field has to be filled in appropriately as 'yes', 'no', 'not required', 'not done', 'not used' etc. No field has to be left blank. Give explanatory comments wherever 'no' is indicated.
5. Non- definite entries such as 'will be done later', 'will be furnished later' etc. will not be accepted.

**CERTIFICATE:**

This is to certify that the undersigned have read the contents of the check list fully and have responsibly made the entries true to the best of knowledge and understanding. In case the information furnished in the check list enclosed is found to be incorrect for any reason, whatsoever, the undersigned may be held liable for disciplinary action as per applicable Government rules.

Certified that

- (i) The designs and drawings have been approved by the Competent Authority.
- (ii) The detailed estimates and cost estimates are as per the current schedule of rate and/or rate analysis and latest pro-forma invoices (current market rates).
- (iii) The DPR has been technically sanctioned by the Competent Authority in the State Govt./ULB.

Signed:  
Name:  
Designation:

Signed:  
Name:  
Designation:

**CHECKLIST FOR SUBMISSION AND SCRUTINY OF DPR**  
**(MUNICIPAL SOLID WASTE MANAGEMENT SYSTEM)**

S. No.	Description	Write 'Yes' or 'No' etc in the column below  If Yes, give Page No./DPR volume reference. If No, reasons thereof
<b>3</b>	<b>General Components</b>	
3.1	Name of the town/city/District/State for which scheme has been formulated with name of the scheme  (a) Name of the City/Town:  (b) Name of the District:  (c) Name of the State :  (d) Name of the Scheme:	
3.2	Date of DPR appraised by State Level Nodal Agency (SLNA) and whether a copy of appraisal report (duly authenticated by the competent authority) has been forwarded with DPR.  (a) Date of appraisal:  (b) Name of the appraisal agency:  (c) Original Estimated cost:  (d) Appraised cost:	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
	(e) Major comments/observations made by appraisal agency.	
3.3	Whether Administrative approval of State Government is obtained to implement the scheme immediately after approval of GOI and enclosed in DPR?	
3.4	Whether Project formulation justification (need for the project) has been furnished in DPR	
3.5	Whether linkages of this scheme have been established with ANY other municipal solid waste management (MSW) schemes being funded by the Central/State Govt./other agencies, if any. Please specify.	
3.6	Whether the compatibility between existing MSW system (if applicable) and proposed MSW system has been annexed in DPR	
3.7	Whether the map showing administrative and political jurisdiction has been given in DPR	
3.8	Whether the land use pattern of the city / town - Master Plan has been given in DPR	
3.9	Whether the DPR was authenticated by Competent Authority of State Govt./ ULB.	
3.10	(A) Whether the Certificate of Land Acquisition / possession for setting up MSW Treatment Plant (MSWTP), landfill and MSW transfer stations by ULBs & Right of Way (ROW)/spots for setting up community MSW storage containers has been attached with DPR.	
	(B) If not, whether the action plan for acquiring the required land has been furnished in the DPR.	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If <b>Yes</b> , give Page No./DPR volume reference. If <b>No</b> , reasons thereof
3.11	<p>(A) Whether the proposals for setting up MSW treatment plants and landfill received clearance / consent from the State Pollution Control Board, Airport / Airfield Authorities, Flood Control/Ground water Management Authorities etc.</p> <p>(B) Whether clearance for environmental impact assessment obtained for the proposed sanitary landfill site. If not, whether a status note and the date by which the clearance is expected to be received has been enclosed</p>	
3.12	Whether the provision for separate electric feeder line to MSW treatment plant, landfill and transfer stations from HT line and an agreement between Electricity Deptt. and Urban Local Bodies (ULBs) has been furnished in the DPR	
3.13	Whether the commitment from Electricity Department for un-interrupted power supply is obtained	
3.14	Whether the Topographic map of the city/town/project area to scale –has been given in DPR / Zone wise Maps to scale showing all Streets	
3.15	Whether geo-technical (soil) investigation reports and bore hole logs for the site of MSW treatment plant and landfill has been furnished with DPR	
3.16	Whether Executive Summary of the project is enclosed in the DPR.	



S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
<b>4</b>	<b>Engineering Components</b>	
4.1	a) Whether population pattern identification of urban / urban agglomeration and population projection has been adopted as per CPHEEO Manual and given in DPR	
	i. Area of the city/town ..... Sq Km. ii. Extent of Project Area ..... Sq Km iii. No. of households (present) ..... nos iv. Population projection ..... v. 2001 Census ..... lakhs vi. 2011 Census ..... lakhs vii. Population Growth rate .....% per year viii. Initial Stage (year of commissioning) .....Lakhs ix. Floating population, if any -----No. & % x. Design population including floating population ..... No. b) Whether basis for adopting tourist/floating population has been described in the report and related documents annexed c) Whether initial year has been taken as the likely year of completion of the project	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
4.2	<p>Whether the Garbage survey for waste generation has been conducted or not.</p> <p>(i) per capita waste generation ----gm/c/day</p> <p>(ii) Waste generation (MT/day)</p> <p>Present --- MT/day</p> <p>Initial --- MT/day</p> <p>Design Qty. (after 5 years) ----MT/day</p>	
4.3	<p>Whether the characteristics of municipal solid waste have been analysed using a recent composite sample and certificate to that effect from a laboratory accredited by State Pollution Control Board/ MOEF / State Govt. furnished in DPR.if yes, please specify the name of Lab. Detailed component wise break up of physical and chemical analysis need to be appended.</p> <p>i. Biodegradable ----MT/day, (.....%)</p> <p>ii. Non-biodegradable ----MT/day (.....%)</p> <p>iii. Recyclables ----MT/day (.....%)</p> <p>iv. Others (please specify) .....MT/Day (.....%)</p>	
4.4	<p>a) Whether the quantum of earth required for covering the layers of rejects at the sanitary landfill site has been calculated and its source/ availability as also the quality has been ascertained and made a part of the DPR</p>	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
	b) Whether a detailed note on performance of existing solid waste management system has been furnished in the DPR	
	i. Present waste generation .....MT/day ii. Per capita waste generation (present) .....gm/ cap/day iii. % collection and transportation .....% iv. % of segregation of waste .....% v. % road sweeping efficiency .....% vi. % of door to door collection .....% vii. Existing capacity of compost plant (please specify method) -----MT/day viii. Qty of waste going to landfill ----MT/day ix. Status of landfill -Sanitary landfill/ open dumping  x. Sanitary workers involved for door to door collection Govt. .... nos. Private .....nos. Total .....nos.  xi. Sanitary workers involved for road sweeping Govt. ....nos. Private ..... nos.	

S. No.	Description	Write 'Yes' or 'No' etc in the column below	
		If Yes, give volume	Page No./DPR reference. If No, reasons thereof
	<p>xii. Total no. of vehicles for transportation of waste</p> <p style="text-align: right;">Total .....nos.</p> <p style="text-align: right;">Govt. ....nos.</p> <p style="text-align: right;">Private ..... nos.</p> <p style="text-align: right;">Total ..... nos.</p> <p>c) Whether the rationale for location of the transfer station and operating schedule of primary and secondary collection vehicles for synchronization has been calculated and attached with the DPR</p> <p>d) Whether the number of trips for each of the primary and secondary collection vehicles along with timing has been calculated and given in the DPR for calculating the number of vehicles required</p> <p>e) Whether the existing vehicles have been considered while calculating the additional vehicles required and whether such calculations form a part of the DPR.</p> <p>f) Whether the system of segregation at source has been considered and if yes, the design of vehicles for carrying the organic and recyclable waste separately has been incorporated and explained in the DPR.</p>		
4.5	<p>Details of ongoing project</p> <p>(Estimated cost) Rs..... Lakh</p> <p>i. Year of sanction</p>		

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If <b>Yes</b> , give Page No./DPR volume reference. If <b>No</b> , reasons thereof
	ii. Funding agency & funding pattern ..... iii. Population coverage ..... iv. Infrastructure for collection, transportation has been envisaged or not ..... MT/day .....MT/day v. Capacity of compost plant ..... MT/Day & Year vi. Capacity of sanitary landfill (please specify design period and qty. of waste disposed/day)	
4.6	Please furnish the proposed major components and component-wise cost (Rs. In lakh)	
4.7	a) Whether all components of MSW management system such as door to door collection, primary transportation, community/street side storages, secondary transport, transfer stations, bulk transport, waste receiving pad, segregation/recycling facilities, MSW treatment plant and landfill have been designed as per the CPHEEO Manual and detailed drawings have been provided in the DPR. i. Design period -----year ii. Total design quantity of waste -----MT/day iii. Bio-degradable waste and its percentage of total waste -----MT/day...% iv. Recyclables and its percentage -----MT/day ...% v. Construction & demolition waste -----MT/day vi. Inerts and rejects and its percentage -----MT/day...%	

S. No.	Description		Write 'Yes' or 'No' etc in the column below
			If Yes, give Page No./DPR volume reference. If No, reasons thereof
	vii. No. of households proposed for door to door collection	-----Nos.	
	viii. No. of bins proposed for door to door collection	-----Nos.	
	b) Details of primary collection facilities proposed		
	i. No. of bins proposed for primary collection	....nos.	
	ii. Streets/tourist spot etc.	....nos.	
	iii. Wheel-barrow (capacity in cum.)	.... nos.	
	iv. Tricycles (capacity in cum.)	.....nos.	
	v. Auto rikshaws/tipper (capacity in cum.)	.....nos.	
	c) Details of Secondary collection and transportation		
	i. Transfer stations	-----No.	
	ii. Transportation vehicles (Refuse collectors, compacters, dumper placers)	-----No.	
	iii. Standby provision for vehicles	-----%	
	iv. Machinery proposed for mechanical sweeping of roads	-----No.	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
	d) Details of the capacity of various treatment and disposal facilities <ul style="list-style-type: none"> <li>- Compost plant -----MT/day</li> <li>- Sanitary land (5 years) -----MT/day</li> <li>- RDF plant -----MT/day</li> <li>- Other technologies -----MT/day</li> <li>- Brick manufacturing -----MT/day</li> <li>- Reusable material -----MT/day</li> <li>- Total</li> </ul> e) Design of Leachate collection system furnished in the DPR Yes/No f) Whether the treated leachate effluent shall conform to the standards/effluent discharge guidelines of the Pollution Control Board Yes/No g) Capacity of Leachate treatment facility ---MLD h) Technology proposed for leachate treatment .....	
4.8	Hazardous waste generated -----MT/day Any facility for hazardous waste treatment is available or not	
4.9	Whether Biomedical waste is separately collected and treated as per BMW Rules	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If <b>Yes</b> , give Page No./DPR volume reference. If <b>No</b> , reasons thereof
4.10	Whether the calculation for the requirement of number of primary and secondary transport vehicles has been shown along with route map to the scale and quantum of waste to be collected from each route in the DPR	
4.11	Whether the process Flow Diagram for entire MSW management system involving all components has been furnished in DPR	
4.12	Whether drawings to scale of the components such as landfill, transfer station, weigh-bridges, building, toilets etc., have been furnished in DPR	
4.13	Whether geometry of the land available for locating MSW treatment plant / landfill / transfer stations has been certified and furnished.	
4.14	Whether the MSW treatment process has been adopted using different proven technologies duly considering the temperature/climate existing in the city/town	
4.15	Whether the site of the proposed MSW treatment plant / landfill / transfer facilities has been located as the Master Plan of the town	
4.16	<p>Whether the provision of the land for MSW treatment plant / landfill / transfer facilities has been made as per 30 years requirement and future expansion in the DPR</p> <p>a) Total requirement of land (Pl also specify the design period) -----Ha</p> <p>Landfill -----Ha</p> <p>Compost Plant -----Ha</p>	



S. No.	Description	Write 'Yes' or 'No' etc in the column below If Yes, give Page No./DPR volume reference. If No, reasons thereof
	Transfer Station ----Ha RDF Plant ----Ha Total ----Ha b) Land possession with Implementing Agency ----Ha c) Whether Govt. land is yet to be transferred to the Implementing Agency and specifying time required to transfer. -- Ha, ----months d) Whether Private Land under acquisition and time required for acquisition -- Ha, ----months e) Status of action initiated for transfer of Govt. land and acquisition of Private land (please specify)	
4.17	Whether modular approach has been adopted to facilitate "addition" units to MSW treatment plants/landfills at a future date, whenever required	
4.18	a) Whether Bill of Qualities (BOQ) and cost estimates of individual component of MSW management system prepared as per latest SOR and copy of latest Schedule of Rates (SOR) and Pro-forma invoices have been annexed with DPR. Prevailing SOR ---Year Market price ---Year b) Whether the authenticated document for various equipment/machinery is enclosed (invoice)	

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
	c) Whether provision has been made for IEC expenditure required for commissioning the new SWM system. If so, details thereof.	
4.19	Whether detailed drawing, estimation & detailed BOQ for ancillary works such as boundary wall / fencing, approach & internal road, electrification, buildings, water supply & drainage, site development / landscaping etc. has been provided in the DPR	
4.20	Whether provision for DG set has been made in the DPR to take care of interruptions in power supply, if any	
4.21	In case provision for DG set has been given in the DPR, whether the calculations to arrive at the capacity of the same has been mentioned in the technical statement	
4.22	Whether detailed PERT/CPM network showing implementation schedule has been furnished in DPR	
4.23	Whether Internal rate of return (IRR) / Economic rate of return (ERR) has been furnished in DPR	
4.24	Whether traffic diversion/ control arrangements for public and workers' safety, arising out of construction phase of MSW management works have been furnished in the DPR	
4.25	Whether Institutional and financial status of Project Executing Agency (PEA) has been reported in DPR	
4.26	Whether mechanism for marketing of compost/RDF has been tied Up with any agency Name of the agency with whom the marketing arrangement is tied up for compost and RDF ---	



S. No.	Description	Write 'Yes' or 'No' etc in the column below				
		If Yes, give Page No./DPR volume reference. If No, reasons thereof				
	Annual Revenue (in Rs. Lakhs)					
	(i) Existing (last 5 years)	1	2	3	4	5
	(ii) Proposed					
	(d) Whether the proposed tariff charges has different rates for different categories such as residential, commercial, establishments, hotels, restaurants, vegetable markets etc. if yes, whether these have been arrived at after adequate public consultation and if yes, whether summary of such consultation has been annexed to the DPR					
4.28	Whether Service Level Benchmarking has been furnished in DPR. Please furnish SLBs.					
	Sl. No.	Indicators	Benchmark	After implementation of the proposed project		
	1	Household Level Coverage	100%			
	2	Efficiency in Collection of Solid Waste	100%			
	3	Extent of Segregation of MSW	100%			
	4	Extent of MSW Recovered	80%			
	5	Extent of Scientific Disposal of MSW	100%			
	6	Extent of Cost Recovery	100%			
	7	Efficiency in Collection of SWM Charges	90%			
	8	Efficiency in Redressal of Customer Complaints	80%			

S. No.	Description	Write 'Yes' or 'No' etc in the column below
		If Yes, give Page No./DPR volume reference. If No, reasons thereof
4.29	Whether Environmental and social problems (if applicable) has been furnished in DPR	
4.30	Whether provision has been made @ 0.5% of the project cost in the DPR for capacity building of ULBs for further O&M of the scheme after taking over the scheme from implementing agency. Please furnish the action plan for conducting capacity building programme. The action plan must specify specific actions such as the number of officials to be deployed in the project post commissioning, their designations, qualifications and training proposed to be given.	
4.31	a) Whether any PPP component involved in the DPR. Please specify the PPP components and funding pattern by Govt. and Private Party. b) Whether the options of method of operation of SWM collection i.e. departmentally or PPP mode has been considered and reasons for selection mentioned in the DPR. If PPP mode, whether the financial viability of the PPP has been calculated and attached with the DPR c) Whether key points to safeguard the interest of the department and the provision of regulation has been provided in case the PPP mode has been selected.	
4.32	i. Whether there is any association with the waste pickers organisations ii. No. of waste pickers working in the town ..... Nos. iii. Any plan to engage them in the door to door collection activities iv. No. of waste pickers proposed to be involved in the door to door collection ..... Nos.	
4.33	Whether Rehabilitation and Resettlement plan (if applicable) has been given in DPR	
4.34	Whether all the hard copies of the DPR furnished along with soft copies	
4.35	Period of completion of the project	

Signed:  
Name:  
Designation

Signed:  
Name:  
Designation

<b>This part to be filled-in by the Ministry</b>		
Sl. No	Description	Remarks
1	Details of project area (State/District/City/Town)	
2	Whether the SLNA/SLSC recommendation is attached with DPR	
3	Project cost recommended by SLNA/SLSC	
4	Period of project implementation	
5	Date of receipt of first DPR	
6	Date of final acceptance of DPR	
7	Date of checklist confirmation	
8	Date of first information sent to the State Govt. on scrutiny of check list	
9	Date of receipt of DPR after reformulation (revision) if applicable	
10	Date of DPR sent to the Appraisal Agency (CPHEEO)	
11	Date of Comments / appraisal report of appraisal agency	
12	Date of comments conveyed by the Admn. Division to the State Govts. & ULBs for revision of DPR, if any	
13	Date of Receipt of Revised DPR for appraisal	

**(Signature of Verifying Officer)**

NOTE: The DPR should be forwarded to the Ministry along with the complete checklist duly filled in without which DPR shall not be processed and shall be returned to the State Government.