

Port Blair Municipal Council

Standard Operating Procedure (SOP)

For Inspection and Evaluation of Puja Pandals
Under the Zero Waste Event Initiative (Swachh Survekshan 2024)

1. Objective:

The purpose of this SOP is to outline the procedure for the inspection and evaluation of Puja Pandals during the Puja Festivals under the Zero Waste Event initiative, focusing on waste reduction, segregation, and sustainable waste management practices.

2. Evaluation Parameters:

The inspection and evaluation will be based on the following key parameters, with a total score of 10 marks based on self-marking and inspection. Each parameter has been assigned specific weightage based on its significance.

Parameter	Marks (Out of 10)	Description
Waste Segregation (Dry & Wet Waste)	2	Pandals must have clearly labeled and sufficient blue (dry waste) and green (wet waste) bins. Waste should be properly segregated by the devotees and managed effectively by the Puja Committee.
Reduction of Single-Use Plastic	2	Pandals should avoid the use of plastic glasses, plates, and cutlery. Instead, they should use alternatives like steel, banana leaves, leafy plates, etc. Avoid the use of butter paper or any other plastic-lined materials for food distribution.
Availability & Use of Dustbins	1.5	Adequate numbers of dustbins should be provided at the Pandal premises for proper waste collection. Dustbins should be strategically placed and easily accessible to all attendees.
Waste Disposal & Recycling	1.5	The collected decoration materials and waste must be handed over to the Ward Sanitary Inspectors for recycling at the Dry Resource

		Centres. Proper disposal methods for worship materials must be followed as per rituals, without harming the environment.
Food Waste Management	1	Steps should be taken to reduce food wastage, including minimizing excess food and ensuring proper disposal of leftovers. Any leftover food should be distributed responsibly or disposed of in green bins.
Signage, Awareness, and Announcements	1	Visible signages promoting waste management practices should be placed at strategic locations in the Pandal. Regular announcements must be made to educate the devotees on proper waste disposal methods.
Compliance with Noise Regulations	0.5	Ensure adherence to sound regulations, specifically avoiding the use of high-sounding instruments between 10:00 p.m. and 06:00 a.m.
Fire Safety Precautions	0.5	Sufficient fire safety measures must be in place at the Pandal to ensure the safety of attendees.

- Self-marking is based on submission of entries in their participation form.



<https://forms.gle/Ya1UfGUpFkLfEbsf7>

3. Inspection Procedure:

- The Inspection Team will conduct surprise visits to Puja Pandals during the festival period. Each team will be equipped with evaluation sheets to record the performance based on the above criteria.
- The inspection team will assess the Puja Pandal's adherence to the waste management practices mentioned in this SOP and assign marks based on their performance.
- Photographs and video evidence will be collected during inspections to verify compliance.

4. Grading System:

Based on the total score out of 10 marks, the Puja Pandals will be graded as follows:

Total Score	Grade
9.0 - 10.0	Excellent
7.0 - 8.9	Very Good
5.0 - 6.9	Good
3.0 - 4.9	Average
Below 3.0	Needs Improvement

5. Awards and Recognition:

- The Top 10 Puja Pandals scoring the highest marks will be awarded ₹10,000 cash prizes, along with trophies and certificates.
- These awards will be presented in recognition of their exemplary efforts toward making the festival a Zero Waste Event.

6. Non-Compliance:

Puja Pandals found to be non-compliant with the waste management guidelines outlined in this SOP will face the following consequences:

- Immediate rectification orders will be issued to the Pandals failing to meet the required waste management standards during inspection.

7. Documentation:

The following documents will be maintained by the PBMC Inspection Team:

- Inspection Reports detailing each Pandal's performance.

- Photographs and videos collected during inspections.
- Summary of evaluations and final scores.

8. Appeal Process:

In case a Puja Committee disagrees with the evaluation, they may submit a written appeal to PBMC within 48 hours of receiving their score. The appeal will be reviewed by a senior PBMC official, and a final decision will be communicated within 72 hours.