



# STATE MODEL BYE-LAWS FOR FAECAL SLUDGE AND SEPTAGE MANAGEMENT



DEPARTMENT OF URBAN DEVELOPMENT, GOVERNMENT OF UTTAR PRADESH



# **STATE MODEL BYE-LAWS FOR FAECAL SLUDGE AND SEPTAGE MANAGEMENT**



**DEPARTMENT OF URBAN DEVELOPMENT, GOVERNMENT OF UTTAR PRADESH**

**FSTP/Co-Treatment Plants का संचालन**

प्रेषक,

निदेशक,  
नगर निकाय, उ० प्र०,  
गोमती नगर विस्तार सेक्टर - 7  
लखनऊ।

सेवा में,

1. समस्त नगर आयुक्त, नगर निगम, उ० प्र०।
2. समस्त महाप्रबन्धक जलकल, नगर निगम, उ० प्र०।
3. समस्त अधिशासी अधिकारी, नगर पालिका परिषद/नगर पंचायत, उ० प्र०।

पत्रांक: 423/01/ नगरीय प्रशिक्षण/2023

दिनांक: 07 नवम्बर, 2023

**विषय:-**उत्तर प्रदेश की सभी नगरीय निकायों में फीकल स्लज एवं सेप्टेज प्रबंधन उपविधियों (FSSM Bye-Laws) के कार्यान्वयन के संबंध में।


महोदय,

उत्तर प्रदेश में शहरों के सतत विकास एवं स्वच्छ पर्यावरण के लिए प्रभावी फीकल स्लज एवं सेप्टेज प्रबंधन (FSSM) को सुनिश्चित करने के लिए सभी नगरीय निकायों की भूमिका महत्वपूर्ण है। शहरी स्तर पर FSSM सेवाओं के लिए एक मजबूत regulatory framework आवश्यक है, जिसमें स्पष्ट रूप से निकाय, नागरिकों और अन्य stakeholders की भूमिकाएं और उत्तरदायित्व (roles & responsibilities) परिभाषित हों। अतएव, यह अनिवार्य है कि इन महत्वपूर्ण मुद्दों को हल करने के लिए मजबूत उपविधियों को निकाय स्तर पर तैयार कर कार्यान्वित किया जाए।

नेशनल फीकल स्लज एंड सेप्टेज मैनेजमेंट पॉलिसी 2017, उत्तर प्रदेश सेप्टेज मैनेजमेंट पॉलिसी 2019 और स्वच्छ भारत मिशन (अर्बन) 2.0 के दिशानिर्देशों के संदर्भ में नगर विकास विभाग ने Centre for Science and Environment (CSE) के सहयोग से 'फीकल स्लज एवं सेप्टेज प्रबंधन के लिए राज्य उपविधियों' (State Model FSSM Bye-Laws) को विकसित किया है।

अतः उक्त के संबंध में आपसे अपेक्षा की जाती है कि 'फीकल स्लज एवं सेप्टेज प्रबंधन के लिए राज्य मॉडल उपविधि' को अपने स्थानीय आवश्यकता के अनुसार संशोधित कर, अधिसूचित (notify) करते हुए अग्रतर कार्यवाही करना सुनिश्चित करें।

**संलग्नक:** फीकल स्लज एवं सेप्टेज प्रबंधन के लिए राज्य मॉडल उपविधि (State Model Bye-Laws Faecal Sludge and Septage management)

भवदीय,  
  
07/11/23  
(डॉ नितिन बंसल)  
निदेशक।

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# Faecal Sludge and Septage Management (FSSM) Bye-Laws for *[Name of the ULB]*

## NOTIFICATION

City Name the (Date)\_\_\_\_\_, 20xx

**No.** \_\_\_\_\_ — In exercise of powers conferred by Uttar Pradesh Municipalities Act, 1916, the *[Name of the ULB]* hereby makes the following Regulations, for collection, transportation and disposal of waste of onsite sanitation systems (faecal sludge and septage) and for matters connected therewith and incidental or ancillary thereto namely.

**Authority:** These bye-laws are the enabling framework for the implementation of the provisions and specifications of the following:

- a) Uttar Pradesh State Septage Management Policy, 2019
- b) National Policy on Faecal Sludge and Septage Management, 2017
- c) The CPHEEO Manual on Sewerage and Sewage Management, 2013
- d) Model Building Bye-laws, 2016 and other applicable building bye-laws
- e) Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013
- f) IS Code 2470 Part I & II, 1985 (Reaffirmed 1996) - Code of Practice for Installation of Septic Tanks
- g) Central Laws, Rules and Regulations Environment (Protection) Act, 1986
- h) The Water (Prevention and Control of Pollution) Act, 1974
- i) State Laws of Uttar Pradesh pertaining to Water and Sanitation such as U.P Water Supply and Sewerage Act, 1975, Uttar Pradesh Jal Sansthan Water Supply and Sewerage Bye-laws, 2008; and any other pertinent state laws

### Scope

These bye-laws are applicable to all the stakeholders engaged in faecal sludge and septage management within the administrative boundary of the *[Name of the ULB]* including owners of and users of on-site sanitation systems, desludging and septage transportation operators, agencies responsible for septage treatment and disposal in Urban Local Body. This bye-law shall apply to all buildings, whether public or private, residential, commercial, institutional, proposed, planned or existing in *[Name of the ULB]*.

# CHAPTER-I: PRELIMINARY

## 1. Short – titles, extent and commencements

- (i). These bye-laws may be called '*[Name of the ULB] Faecal Sludge, & Septage Management (FSSM) Bye-laws, 20xx*'
- (ii). These bye-laws shall come into force on the date of their publication in the *Gazette* and shall be applicable within the administrative boundary of *[Name of the ULB]*

## 2. Definitions

- (i). “**Access cover**” refers to an opening used to access an Onsite Sanitation System that is fitted with a suitable cover. It is used for inspection, cleaning and other maintenance operations;
- (ii). “**Appellate body**” refers to a body comprising members from the ULB, City Sanitation Committee, and/or any other concerned relevant authorized body, and is responsible for addressing any dispute, appeal or issue related to the bye-laws;
- (iii). “**Co-treatment of faecal sludge or septage**” refers to the process where the Sewage Treatment Plant (STP), in addition to treating domestic sewage transported through sewers, also treats faecal sludge and septage (FSS) emptied from various on-site sanitation systems in the city;
- (iv). “**Co-treatment facility**” refers to the facility on the Sewage Treatment Plant (STP) where provisions for co-treatment of FSS are available;
- (v). “**Decentralized wastewater treatment (DWWT) system**” refers to the approach which includes collection, treatment and disposal/reuse of wastewater from individual homes, residential societies, isolated communities, industries, institutions or near the point of generation. DWWTs cater to both—liquid and solid components of wastewater;
- (vi). “**Designated officer**” refers to the officer of the ULB authorized by *[Municipal Commissioner or Executive officer]* to issue license or any other work assigned to him/her;

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- (vii). **“Desludging”** refers to the operation of removing FSS from onsite sanitation systems by a licensed operator or trained sanitary workers of ULB;
  - (viii). **“Disposal”** refers to the transportation and discharge/transfer of FSS to the notified location;
  - (ix). **“Effluent”** refers to the supernatant (liquid) discharged from a septic tank;
  - (x). **“Faecal sludge”** refers to the settled semi-solid or solid portion that settled at the bottom of the septic tank or any other containment structure;
  - (xi). **“Faecal sludge treatment plant (FSTP)”** refers to an independent FSS treatment facility for remediating the solid and liquid components to prescribed standards for safe disposal and reuse;
  - (xii). **“Grey water”** refers to domestic dirty water not containing human excreta. It may be water from house cleaning, kitchens and bathrooms;
  - (xiii). **“Host ULB”** refers to the ULB that owns and is responsible for the operation and maintenance of the treatment facility which is allowing the faecal sludge from cluster ULBs for treatment in it. The Host ULB would remain a ‘Host’ until it is reaching its maximum capacity;
  - (xiv). **“Insanitary latrines”** refers to latrines where night soil is removed by human, serviced by animals/and night soil is disposed into open drains or pits into which the excreta is discharged or flushed out, before the excreta fully decomposes;
  - (xv). **“License”** refers to a written permission granted to any person, that intend to carry out the services of Faecal Sludge & Septage Management (FSSM) having mentioned the purpose, period, name and address, route etc. under the signature of the authorized signatory of the ULB;
  - (xvi). **“Licensed operator” (Licensee)** refers to any person holding license to carry out desludging /emptying and transportation of FSS to the notified location;

- (xvii). **“Notified location”** refers to the location of delivery and disposal of FSS, as defined and earmarked by ULB;
- (xviii). **“Onsite sanitation system (OSS)”** refers to a sanitation system that is wholly contained within the plot occupied by a private/commercial/government dwelling and its immediate surroundings. Commonly, on-plot sanitation is equivalent to ‘household latrine’, but may also include facilities shared by several households living together on the same plot;
- (xix). **“Operator”** refers to a person engaged in the business of desludging and transportation of FSS or Faecal Sludge Treatment Plant;
- (xx). **“Owner”** refers to the person who owns a building or part of it located within the ULB limits;
- (xxi). **“Person”** refers to an individual, an agency, a trust, a society, a firm or a company incorporated under relevant laws, an association of persons or a body of individual whether incorporated or not;
- (xxii). **“Sanitary latrines”** refers to the type and design of the latrine and urinal connected to septic tank or any other OSS or underground sewerage system that ensures safe confinement and disposal of Faeces (non-digested excreta), each of which shall be constructed as per the design specifications and guidelines issued by the ULB;
- (xxiii). **“Septic tanks”** refers to the tank constructed underground that treats the faecal sludge partially by the combination of solids settling and anaerobic digestion, constructed as per the design specification of IS Code-2470 or guidelines issued by ULB;
- (xxiv). **“Scheduled desludging”** refers to the regular emptying of OSSs at an interval of 2–3 years based on the recommendations of Central Public Health & Environmental Engineering Organization (CPHEEO);
- (xxv). **“Septage”** refers to the faecal sludge desludged from a well-designed septic tank;



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- (xxvi). **“Sewage”** refers to the mixture of black and grey water, which is transported through the sewers. It is also known as waste-water or used-water;
- (xxvii). **“Sewers”** refers to the conduits/sewer-line/pipe-line provided for the purposes of carrying the liquid waste (wastewater) of the community, otherwise known as sewage;
- (xxviii). **“Sewage pumping station”** refers to the storage and collection chamber of the pump-house of the sewer network in the city, from where sewage is pumped to a desired location;
- (xxix). **“Sewage treatment plant”** refers to the place where sewage is treated to prescribed standards for safe disposal and reuse;
- (xxx). **“Trained sanitary workers of ULB”** refers to the ULB staff or contracted/hired workers engaged and trained by ULB for the purpose of desludging/emptying and transportation of FSS using ULB or licensed vacuum tanker;
- (xxxi). **“Transportation”** refers to the safe transfer of FSS through licensed vehicle from the place of desludging to the designated disposal location;
- (xxxii). **“Treatment”** refers to any scientific method or process designed to alter the physical, chemical or biological and radiological character or composition of FSS/sewage/wastewater to reduced or prevent pollution;
- (xxxiii). **“Treatment Facility”** refers to a treatment plant of the design specifications and guidelines, capable of the treatment and disposal of Faecal Sludge and Septage as notified by the ULB from time to time;
- (xxxiv). **“ULB Cluster”** refers to a Host ULB and its adjacent ULBs/Gram Panchayat, who shall seek a MoU with the Host ULB for allowance of safe disposal of FSS in the treatment facility available in the city;
- (xxxv). **“ULB Registered Vacuum Tanker”** refers to a vacuum tanker, duly registered by the Transport Authority of the State to perform the designated purpose, having being inspected and registered by ULB for desludging, transportation, and disposal of Faecal Sludge & Septage (FSS) in ULB area;

- (xxxvi). “**Vacuum Tanker**” refers to a vehicle that has a pump and a tank, designed to pneumatically suck FSS from the onsite sanitation systems. These vehicles are also used to transport desludged FSS;
- (xxxvii). “**Wastewater/usedwater**” refers to the liquid effluent from domestic/commercial or any other human activity including effluent from toilets, kitchen and cleaning activity, but does not include effluents from manufacturing and industrial activity. Usually such effluent flow through storm water drains, thus it includes storm water as well;
- (xxxviii). “**Worker(s)**” refers to any person engaged by the licensed operator for desludging, transportation and disposal of FSS;

All other words and expressions used in these bye-laws and not defined in these bye-laws and not defined herein above but defined in the Act or any other law for the time being in force shall have the meaning respectively assigned to them under the Act or law and in absence thereof, the meaning as commonly understood in the water supply and sewage treatment/disposal industry.

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# CHAPTER-II: MANAGEMENT AND DISPOSAL OF WASTEWATER

## 3. Management and disposal of wastewater from premises

The owner/occupier of every property in ULB (including, but not limited to, residential and commercial, proposed or existing) shall be responsible for ensuring that wastewater from their premises is treated or disposed of through any, or a combination of any of the following ways, namely:

- (i). If sewer is available within 30 (thirty) meters of the boundary of the premises or at such other distance as may be feasible, the property is connected to sewerage system on payment of such fee (if any) and on completion of other procedures as may be required.
- (ii). Wastewater is conveyed to a ULB approved community or a local area treatment facility.
- (iii). If there is no sewer within 30 meters of the property, the owner needs to ensure that wastewater is conveyed to an on-site treatment system, which may include a septic tank or twin-pit or septic tank with soak-pit or other on-site system, constructed in accordance with IS Code 2470 part 1 and 2. (see Appendix-1)
- (iv). Properties that generate more than  $X$  kilo litres of wastewater per day and have an open area of more than  $XX$  square meters within their premises, shall install a decentralized wastewater treatment system to treat the wastewater generated in the property. The property owner shall ensure reuse of the treated wastewater for horticulture/flushing, thus lowering the dependence on fresh water.

# CHAPTER-III: ONSITE SANITATION SYSTEMS

## 4. Duties and compliances by owner or the occupier

The owner or the occupier as the case may be, of a building or part of it located in the ULB limits shall, from the date of these bye-laws coming into force, be liable to perform the following obligations:

- (i). Shall, within the time specified in the notice issued by the authority as per the bye-laws, discontinue the use of insanitary latrines in such building and also close all outlets to common drains or open plot/land or water bodies located nearby, and construct, operate and maintain only sanitary latrines in the buildings owned or used by her/him.

## 5. Design, construction and maintenance

- (i). The design, construction and installation of OSSs shall be made in accordance with IS Codes 2470, part 1 and 2, as may be modified from time to time or any other accepted sound engineering practice as may be issued by *[Name of the ULB]* or the State Government or Central Government.
- (ii). The owner/resident of the property connected to OSS, shall be responsible for the upkeep, maintenance and safe disposal of the sludge from such OSSs.
- (iii). The owner of the premises shall undertake desludging on a regular basis (every 2–3 years) on payment of such cost as maybe determined by the *[Name of the ULB]*. **(or as suggested in Appendix-2)**
- (iv). The owner of the premises shall ensure that no pollution is caused to the environment due to direct discharge of sludge into open areas or into the drain due to malfunctioning or faulty construction of the containment unit.
- (v). The owner of the premises shall ensure that the septic tanks are cleaned mechanically by a licensed operator or trained sanitary workers of *[Name of the ULB]* with adequate safety measures, and that no manual cleaning is taken up for the purpose.

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- (vi). *[Name of the ULB]* or its authorized representative has the right to inspect the premises for non-compliances. *[Name of the ULB]* may issue notice to the owner of the premises for retrofitting / rectification of non-compliances related to management and disposal of wastewater at his own cost within a frame of time.
  - (vii). *[Name of the ULB]* may, at its discretion, provide incentives to property owners for retrofitting/ rectification of non-compliant systems and engage technical experts to suggest alternate systems.

# CHAPTER-IV: LICENSING AND REGISTRATION FOR COLLECTION AND TRANSPORTATION OF FSS

## 6. License to be issued by the ULB

- (i). *[Name of the ULB]* shall register the vacuum tanker(s) owned or hired by the private operator(s) currently providing desludging services in its administrative boundaries.
- (ii). *[Name of the ULB]* shall undertake IEC and capacity building activities for operators including their staff, where they shall be sensitized and trained to employ best practices for safe emptying & transportation of FSS. This training shall be carried out *within one month* after the date of registration.
- (iii). Once the operator thinks that s/he complies successfully with the criteria of licensing, s/he shall apply for it using Form 1 of these Regulations. This shall not *exceed two months post completion of training*.
- (iv). *[Name of the ULB]* shall issue license to operator for desludging and transportation of FSS to notified location(s).
- (v). License will be issued in the format, *prescribed in Form 2 of these Regulations, and will be valid for a year from the date of issue*, unless revoked earlier, and shall be renewable on its expiry subject to fulfilment of terms and conditions by the licensed operator and on payment of fee prescribed.

## 7. Criteria for issue of license

- (i) The eligible applicant for obtaining the license means the “Person” as defined in Clause 2 (xxi) of these bye-laws.

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- (ii) The applicant should own or hire a leak-proof, odour and spill-proof transporting vehicle(s) with a proper vacuum/suction and discharging arrangement.
  - (iii) The vehicle will have a valid permit or registration certificate from the Transport Department to operate in the *[Name of the ULB city]*.
  - (iv) The applicant shall register his/her vacuum tanker(s) with *[Name of the ULB]*.
  - (v) The applicant shall undertake that the vacuum tankers owned/hired by her/him meet the criteria mentioned in Clause 15 of these regulations.
  - (vi) The applicant shall undertake to have workers adequately trained for this purpose by *[Name of the ULB]* or agency hired by *[Name of the ULB]*.
  - (vii) The applicant shall undertake to equip the workers with safety gears and other protective equipment required to safely desludge, transport and dispose the FSS at the notified locations. The required PPE shall be as per the list in **Appendix-3** of this regulation.

## **8. Application for license**

The application for obtaining license for desludging, transportation and disposal of FSS shall be submitted in prescribed format, appended as Form 1 of these by-laws, including Terms and Conditions and with such documents as prescribed by the Designated Officer(s) of *ULB* (**refer Appendix-4**). Only after verification by the *[Name of the ULB]* and formal training will the license to collect, transport and dispose of FSS be awarded to the operator ( **Form-2, Appendix-5**).

## **9. Invitation for applicants to apply for license**

*[Name of the ULB]* shall widely publicize the invitation to prospective applicants to apply for the license on its website and through leading newspapers and other print and electronic media.

## **10. Registration fee for the license**

*[Name of the ULB]* may charge registration fee as prescribed (see 10.1) from time to time for processing the registration to grant the license for a new private operator. The fee will be non-refundable and the same can be paid electronically or by cash in favor of *[Name of the ULB]*.

### **10.1 Charges and validity of registration**

- i. Registration fee for registering new private operator as an operator: *INR XX*
- ii. Validity of registration: The registered private operator can serve the city for a *maximum of X years* by submitting the license renewal fee. In case the private operator fails to renew the license her/his registration will be cancelled by default and s/he have to undergo the registration process if s/he wants to restart the desludging services in *city* boundaries.
- iii. License Renewal Fee: *INR XX*

### **11. Publicity of the licensed operator(s)**

The [*Name of the ULB*] will periodically give wide publicity to the licensed operator(s) on its website as well as through print and electronic media.

### **12. Awareness campaign**

The [*Name of the ULB*] will undertake awareness campaign(s) to make people aware of these Regulations as well as the need to engage only licensed operator(s) for desludging, transportation and disposal of FSS.



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# CHAPTER-V: DESLUDGING/ COLLECTION AND TRANSPORTATION OF FSS

## **13. Owner/occupier of property to engage only Licensed Operator(s)**

- (i). It shall be the duty of each owner/occupier of the building to engage the services of licensed operators or trained sanitary workers of *[Name of the ULB]* for desludging and transportation of FSS.
- (ii). The owner/occupier shall provide basic information related to the desludging service to the operator. (**Appendix-6**)

## **14. Fee for desludging/transportation of FSS**

- (i). The fee for desludging and transportation of FSS to notified locations shall be as notified by the designated officer of *ULB* from time to time. (desludging fee fixed by *[Name of the ULB]* (**or refer Appendix-2**).
- (ii). As and when *[Name of the ULB]* decides to implement scheduled desludging in the *[Name of the ULB City]*, the desludging fee shall be replaced by 'Sanitation Charge' or can be incorporated in property/water tax, which shall be notified by *[Name of the ULB]* from time to time.
- (iii). The licensed operator shall not charge any amount from the owner/occupier of the property in excess to the amount notified by the *ULB* from time to time.
- (iv). Any demand for fee for desludging and transportation of FSS in excess to the notified fee shall make the licensed operator liable for the cancellation of license and imposition of penalty prescribed for violation of these by-laws.

## **15. Vehicles for transportation of FSS**

- (i). The FSS shall be deslugged and transported only by licensed operator(s) or trained sanitary staff of *[Name of the ULB]*.

- (ii). Vacuum tanker(s) can be registered for *a period of one year*, even if all the required conditions are not met. In such cases, the respective operator(s) should upgrade the vacuum tanker within given time frame.
- (iii). Desludging vehicles to only follow designated routes, as identified by *[Name of the ULB]* from time to time for safe & efficient transportation of FSS.
- (iv). A copy of the license issued to the operator and *[Name of the ULB]* registration of the vehicle shall be prominently displayed on the vehicle used for transportation of FSS.
- (v). The vehicle/tanker shall be painted with yellow colour duly marked with (the precaution) in red Colour “SEPTIC TANK WASTE” (in English) and “मलकुंड अपशिष्ट” (in Hindi).
- (vi). Each vehicle used for transportation of FSS shall be fitted with a GPS device (provided by ULB) and access rights of the same shall be given to the [Municipal Commissioner or Executive Officer] and the agency notified by ULB for tracking of such vehicles.

## **16. Precautions during transportation**

The licensed operator shall ensure that there is no leakage/spillage of the FSS during transportation from the desludging point to the notified location for disposal.

## **17. Preventive measure in case of accident**

The vehicle carrying FSS shall be adequately equipped to avoid any threat to the environment due to any accidental spillage during movement.

## **18. Liability of licensed operator in the eventuality of accident**

The licensed operator shall be fully and solely liable for any damage caused to any person, vehicle, property or environment in the eventuality of any accident or disaster, and shall be liable to pay any damage charges /compensation on its own, if any imposed by the authority/Court of Law there to, to the victims/their legal heirs.

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## 19. Safety measures for the workers

The licensed operator shall be responsible for taking all the safety measures, including ensuring the provision of hand-held gas detectors, gas masks, protective gear, oxygen mask with oxygen cylinder and first aid box etc. and such other measures as specified in the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act 2013 and the rules made there under, including these regulations.

## 20. Disposal of FSS

- (i). The licensed operator shall dispose FSS only at the locations notified by the *[Name of the ULB]* from time to time.
- (ii). The licensed operator shall submit duly signed FSS desludging and disposal form prescribed in Form 3 of these Regulations, duly filled and signed to the official of the *ULB* designated to receive the FSS at the notified locations. (refer **Appendix-6**)
- (iii). The Host *ULB* shall allow or ensure/direct disposal of faecal sludge and septage only from licensed operators operating within the jurisdiction of the *ULB* cluster/Gram Panchayats (GP) as applicable at the treatment facility.

## 21. Duties of *ULB* (with treatment facility)

- (i). The *ULB* will sign a Memorandum of Understanding (MoU) (**Form-4, Appendix-7**) with adjacent *ULBs* or gram panchayats and become Host *ULB* for allowing the safe disposal of FSS on the Treatment Facility available under it.
- (ii). The *[Name of the ULB]* shall notify (private/government) operators operating within the *ULB* cluster of the Host *ULB* (as applicable) about the operational hours of the treatment facility, the disposal process, tipping fee and excluded delivery routes during specified hours.
- (iii). The *[Name of the ULB]* shall inspect and regulate the quality and maintenance of the vacuum tankers.
- (iv). The *[Name of the ULB]* shall inspect the quality of FSS being collected and transported to the Treatment Facility.
- (v). The Host *ULB* shall inform the other cluster *ULBs*/GP(s) the allowable quantity of FSS that can be disposed at the Treatment Facility.

- (vi). At any time of the MoU period, in case the Host ULB gauges that catering the FSS coming from cluster *ULBs/GP(s)* is unmanageable then, the Host ULB will *give at least fifteen day's of prior notice before such situation occurs.*

## **22. Duties of ULB (without treatment facility)**

- (i). The *ULB/GP(s) [Name of the ULB]* will sign a *Memorandum of Understanding (MoU)* with the Host ULB and become a member in cluster ULBs for the safe disposal of FSS on the treatment facility available with the Host ULB.
- (ii). The *[Name of the ULB]* shall notify to the (private/government) operators operating within its administrative area about the operational hours of the treatment facility, the disposal process, tipping fee (if any) and specific delivery routes during specified hours as set by the Host ULB.
- (iii). If a *ULB* due to its distance, cannot be a part of cluster ULBs of the Host ULB then *ULB* may reach the state for creation of treatment infrastructure and develop an *interim discharge location for FSS.*
- (iv). The *[Name of the ULB]* shall inspect and regulate the quality and maintenance of the specified vehicles.
- (v). The Host *ULB* shall inspect the quality of FSS being collected and transported to the specified disposal location.
- (vi). In case the *Host ULB* runs out of capacity to cater to the cluster ULBs FSS, then *[Name of the ULB]* must plan to search for a new *Host ULB* or send request to state for construction of new treatment facility.

## **23. Training of worker(s)**

The licensed operator shall be responsible for periodic training of the worker(s) deployed in desludging, transportation and disposal of the FSS.

## **24. Regular health check-up of worker(s)**

The licensed operator shall be responsible for ensuring that every worker(s) deployed, undergoes health check-up at least once every year and submit the record of the same to the ULB, failing which the licensed operator shall be liable to pay penalty as notified from time to time.

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## **25. Insurance**

The worker(s) deployed by the licensed operator shall be insured to cover compensation to be paid to the victims/their legal heirs under the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 & Apex Court's order dated 27-03-2014 in writ petition No.583 of 2003 (Safai Karamchari Andolan and Ors. V/s Union of India & Ors.) in the eventuality of accident during the process of desludging, transportation and disposal of FSS.

## **26. Cancellation of license**

In case of violation of any of the provisions of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, including these regulations, the licensed operator shall be liable to pay penalty as notified from time to time, including the cancellation of license and forfeiture of performance guarantee as per the recommendation of City Sanitation Committee or Designated Officer(s).

# CHAPTER-VI: TREATMENT AND REUSE/DISPOSAL OF FAECAL SLUDGE, SEPTAGE (FSS)

## 27. Identification of treatment/disposal site(s)

- (i) The *[Name of the ULB]* will identify and notify the location(s) where the FSS shall be treated/disposed by the licensed operator or trained sanitary staff of *[Name of the ULB]*.
- (ii) In case of an absence of a treatment facility, the *[Name of the ULB]* will explore adjacent cluster ULBs and utilize the treatment facility at Host ULB by signing an MoU using Form-4, Appendix-7.
- (iii) In case a “Cluster ULB” is absent in the vicinity of the ULB *[Name of the ULB]*, an interim disposal plan can be adopted until treatment infrastructure is created (Clause 28) for the safe disposal of FSS

## 28. Creation of infrastructure to receive the FSS

The *[Name of the ULB]* will create necessary infrastructure (also interim treatment infrastructure until ideal treatment facility is created, if applicable) and provide necessary equipment at the notified location(s), to facilitate the treatment/disposal of FSS brought by the registered vehicle(s).

## 29. Deployment of staff to receive the FSS

- (i). The *[Name of the ULB]* shall deploy sufficient staff (gender neutral) at each notified location(s), to receive the FSS and transfer it to the respective treatment facility [in case the ULB does have a treatment facility i.e. a Host ULB].
- (ii). The *ULB* shall deploy sufficient staff (gender neutral) at each notified location(s), to receive the FSS and transfer it to the interim “Treatment facility” or guide it to the “Host ULB” “Treatment Facility.” [in case the ULB does not have a treatment facility i.e. you are part of Cluster ULB].

## 30. Timing to receive the FSS

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The FSS shall be received by the staff deployed by the [*ULB* (or Host *ULB* if applicable)] at each notified location(s) during the hours as notified by [*ULB* (or Host *ULB* if applicable)] from time to time.

### **31. Industrial waste not to be allowed**

The disposal of FSS containing industrial waste shall not be permitted at the notified location(s).

### **32. Training on FSSM**

The staff deployed by [*Name of the ULB*] at the notified location(s) shall be trained for receiving and treatment/disposal of FSS.

### **33. Reuse of treated FSS**

The *ULB* shall sensitize farmers regarding the health and environmental ill effects of the agricultural application of untreated FSS, and encourage them to use treated FSS from the Treatment Facility.

## CHAPTER-VII: ADMINISTRATION AND ENFORCEMENT

### 34. Administration and enforcement

- (i). The administrative and enforcement powers of these regulations is vested with the [*Municipal Commissioner/Executive Officer* ] or the designated official of the *ULB* duly authorized by the [Municipal Commissioner/Executive Officer].
- (ii). [*Name of the ULB*] may levy user fees as determined and notified from time to time, for rendering services of desludging, transportation or treatment. To ensure cost recovery, users shall be required to pay for these services.
- (iii). The [*Name of the ULB*] will constitute a City Sanitation Committee (CSC), with the participation of selected citizen representatives for periodically reviewing and monitoring the efficient functioning of assets created.
- (iv). [*Name of the ULB*] is to deploy an Emergency Response Sanitation Unit (ERSU) for ensuring safe practices for emptying and transport of FSS.

### 35. Special power for inspection

For the purpose of effective implementation and enforcement of these regulations, [*Name of the ULB*] shall have the power of inspection of any premises, transportation vehicles and FSS treatment facility at any given time.

### 36. Violations and penalties

- (i). Any person guilty of violation of any of the provisions in these regulations, shall be issued with a notice for non-compliance.
- (ii). Any person shall be subject to penal provisions under these regulations, if such person—(a) contravenes or fails to comply with any of the provisions of these regulations; (b) obstructs, hinders or interferes with



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an authorized official or other officials of the ULB acting under power delegated to her/him in the exercise of any power or the performance of any duty under these regulations; (c) resorts to manual desludging of any OSS/sewer.

- (iii). The person found to be guilty of violation of the provisions in these Regulations shall be punished to the extent of the amount as indicated in **Appendix-8** and prosecution under relevant law and shall be subjected to seizure of the FSS transport vehicle.
- (iv). Whoever, in any case, in which a penalty is not expressly provided in Appendix-8 is found to be guilty, shall be punishable with a fine to be decided and communicated by [*Name of the ULB*] from time to time.
- (v). For removal of doubt, it is hereby declared that nothing in these Regulations shall prevent any person from being prosecuted and punished under any other relevant Act, for the time being in force, or any act or omission made punishable under these Regulations.

### **37. Appeal**

Any person aggrieved by the decision of an authorized official of ULB under these bye-laws, may appeal (in format appended in Form 5 of these bye-laws) against such decision to the [Municipal Commissioner/Executive Officer] (**refer Appendix-9**).

### **38. Dispute resolution clause**

Any dispute, arising out or in the connection with the operation of these bye-laws, shall be resolved under Indian Laws by competent Court of Law having jurisdiction of [*Name of the ULB City*] only.

### **39. Amendment in FSSM bye-laws**

The ULB shall possess the rights to amend the FSSM bye-laws as and when required following a standard procedure.

### **40. Reference documents**

For the ease of implementation and rolling out of the Regulations, a list of standards, strategies, manuals, guidelines and policies, as provided in Appendix-10 of these Regulations, may be referred to, as those shall stand modified from time to time.

#### **41. Recognition/awards for desludgers**

The *ULB* from time to time may conduct recognition/awards ceremonies for operators for good performances, and to motivate and show appreciation for good practices.

#### **42. Direction of state government to be supplementary to regulations**

The state government may issue directives with respect to FSSM to remove difficulties in enforcement of these Regulations.

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# Appendix-1

(See clause 2(xxiii), 3(iii) & 5(i))

## Design of septic tanks

BIS provides a code of practice for the installation of septic tanks (IS 2470 [part 1] 1985). It illustrates a design criteria to construct the septic tank based on certain assumptions. It provides details to design installations for small and large areas considering the population. Comprehensive design standards on OSS are provided in part A of the manual on sewerage and sewage treatment published by the Central Public Health and Environmental Engineering Organization, the research wing of MoHUA. The standard designs for prevalent and safe onsite sanitation technologies have been stated in this section. Also, to highlight septic tanks in India are generally meant for black water only.

Specifications of a septic tank

- Rectangular: length to breadth ratio: 2 to 4
- Depth: between 1.0 to 2.5m
- Two chambered: first chamber  $2/3$  of total length
- Three chambered: first chamber half of total length
- Machine-hole (manholes) above each chamber
- Watertight, durable and stable tank

### Recommended sizes of septic tanks

No. of users	Length (M)	Breadth (M)	Liquid depth (cleaning interval of ) (m)
			2 years
5	1.5	0.75	1.05
10	2	0.90	1.40
15	2	0.90	2.00
20	2.3	1.10	1.80

Note 1: The size of septic tanks is based on certain assumptions (liquid discharge), while choosing the size of septic tanks, exact calculations shall be made. For information on the same, please refer to BIS: 2470 (Part 1), 1985.

Note 2: A provision of 300 mm should be made for a free board.

Source: Manual on Sewerage and Sewage Treatment—Part A: Engineering, CPHEEO, 2012.

### Capacity of a septic tank

The capacity of the tank is useful to understand the durations for desludging. The following key points are useful to measure the capacity of a septic tank:

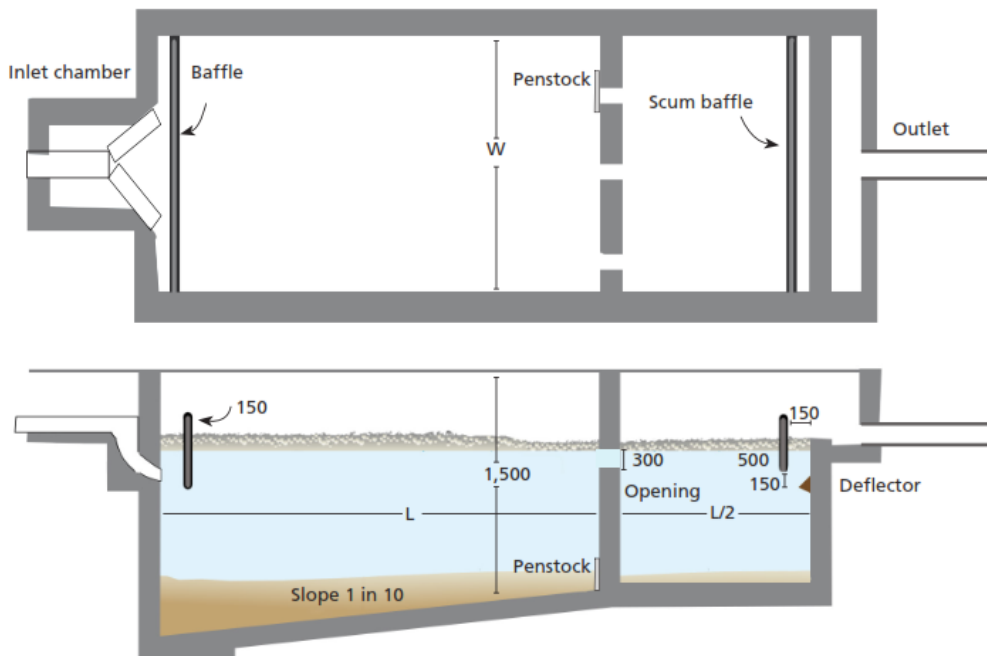
**Sedimentation:** An area of  $0.92 \text{ m}^2$  is required for every 10 l/min. peak flow rate to support adequate sedimentation of suspended solids. Generally, depth of sedimentation zone is 0.3 m.

**Sludge digestion:** Capacity of digestion zone works out to be 0.032 m/capita.

**Sludge and scum storage:** For interval of one year of sludge cleaning, a sludge storage capacity of  $0.0002 \times 365 = 0.073 \text{ m}^3/\text{capita}$  is required.

**Free board:** At least 0.3m

### Standard septic tank design



All measurements in millimetres (mm)

Source: Manual on Sewerage and Sewage Treatment—Part A: Engineering. CPHEEO, 2012

# Appendix-2

(See clause 14 (i) & 5 (iii))

## List of User Charges for Desludging and Septage Transportation Services in *[NAME OF ULB]* (tentative)

S. No.	Category	Range of Charges in Rs. (per trip up to 3000 litres)
1.	Kuccha house/hut	350-450
2.	Tin shed type house	750-850
3.	All other house (Pucca House)	1,200-1,700
4.	Shop	1,500-1,800
5.	All govt./private offices	1,800-2,200
6.	Bank	2,000-2,500
7.	Community toilet/public toilet	800-1,200
8.	Restaurant	2,000-2,500
9.	Hotel/Guest house (1-10 rooms)	2,000-2,500
10.	Hotel/Guest house (11-20 rooms)	2,500-2,800
11.	Hotel/Guest house (above 20 rooms)	3,000-3,200
12.	Dharamshala (1-25 rooms)	1,200-1,600
13.	Dharamshala (above 25 rooms)	1,800-2,200
14.	3-Star hotel	2800-3000
15.	5-Star hotel	3,500-4,000
16.	Govt. school/college (up to 1000 students)	1,000-1,200
17.	Govt. school/college (above 1000 students)	1,200-1,500
18.	Private school/college (up to 1000 students)	1,800-2,000
19.	Private school/college (up to 1000 students)	2,500-3,000
20.	2-wheeler vehicle showroom (without service centre)	1,800-2,000
21.	2-wheeler vehicle showroom (with service centre)	2,800-3,000
22.	4-wheeler vehicle showroom (without service centre)	2,500-3,000
23.	4-wheeler vehicle showroom (with service centre)	3500-4000

**STATE MODEL BYE-LAWS FOR FAECAL SLUDGE AND SEPTAGE MANAGEMENT**

S. No.	Category	Range of Charges in Rs. (per trip up to 3000 litres)
24.	Multiplex	2,000–2,500
25.	Hostel (1–10 rooms)	1,800–2,200
26.	Hostel (11–20 rooms)	2,200–2,500
27.	Hostel 21 to 50 Rooms	2,500–2,800
28.	Hostel above 50 Rooms	3000–3200
29.	Marriage hall/Banquet hall	2500–3500
30.	Bar	2500–3000
31.	Govt. Hospital (upto 20 Beds)	1800–2500
32.	Govt. Hospital (above 20 Beds)	2800–3000
33.	Nursing home/Clinic (upto 20 Beds)	1800–2000
34.	Nursing home/Clinic (above 20 Beds)	2200–2500
35.	Pathological lab	1500–2000
36.	Private Hospital upto 20 beds	2500–2800
37.	Private Hospital 21–50 beds	2500–3000
38.	Private Hospital above 50 beds	3500–4000
39.	Rice mill/other mill	2000–2500
40.	Any industry in area	3000–4000
41.	Any industry outside area	2000–2500

**Note:**

1. These ranges for user charges are subject to revision from time to time by [Name of the ULB].
2. The ranges provided above are based on emptying of per 3,000 litre of Faecal Sludge Septage. One should consider the upper limit of the range when containments are also filled other wastes (high number of polybags, disposed clothes, sanitary pads, diapers, condoms, plastic bottles, other litters) in extensive manner.

Source: Reference taken from the Uttarakhand State Protocol for Septage Management, 2022

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# Appendix-3

(see clause: 7 (vii))

## List of protective gear and safety equipment

The following protective gear and safety equipment shall be available at work site

- (i) Safety body clothing predominantly made out of polyester, which is reflective and offers chemical splash resistance
- (ii) Safety body harness/safety belt
- (iii) Surgical face mask/respirators which protects against dust, fumes, mists, microorganisms
- (iv) Safety torch
- (v) Heavy chemical resistant hand gloves, made out of Butyl with added advantage of mechanical protection and hazardous material spills
- (vi) Safety goggles with ability to withstand chemical splash to avoid infectious substances from reaching the eyes
- (vii) Safety helmet (corded) fitted with a torch helpful in dark working conditions
- (viii) Reusable earplugs, preferably connected to a flexible band that can be worn around the neck when not needed. These should be made out of silicon and helpful around the vacuum tankers where average sound levels exceed 85dBa
- (ix) Emergency medical oxygen resuscitator kit
- (x) Gas monitor
- (xi) Head lamp
- (xii) Guide pipe set
- (xiii) Safety tripod set
- (xiv) Wader boots
- (xv) Air compressor and blower
- (xvi) Modular airlines supply trolley system
- (xvii) Raincoat

# Appendix-4

(See clause 6 (iii) & 8)

## Application form

**Form 1: Application form for license of collection, transportation and disposal of Faecal Sludge & Septage in ULB [Name of the ULB]**

*Paste a Passport size photograph of the desludging operator/contractor*

1. Name(s) of the applicant: (Mr/Ms); .....
2. Address : .....  
.....  
.....
3. Address of Head Office/ Regd. Office: .....
4. Telephone number: (O).....  
(M).....
5. Email id: .....

6.

Details of the Desludging Vehicles						
S. no.	Registration no. of vehicle (s)	Type of vehicle(s)- (tractor mounted or truck mounted)	Model no.	Capacity of vacuum tank(s) (in litres)	Insurance valid up to	Remarks
i						
ii						
iii						
iv						



7. Details of payment of processing fee for license

Cash: ..... (Receipt number)

8. List of attached documents (self-attested copy) (yes/no):

Type of document	Yes/no	Type of document	Yes/no	Type of document	Yes/No
Identity Proof		Address Proof (s)		List of employees	
Registration Certificate (S)		Fitness Certificate(s)		Certificates of insurance & policy schedule	
Pollution Certificate (S)		Driving License		Passport size photo	

Total number of attachments:

I/We certify that the information given by me/us in column 1 to 8 are true to the best of my knowledge and belief. I also certify that I have read and understood the attached terms and conditions and agree to abide by them. I agree that if any information given by me is found false the application for license will be liable for cancellation at any time.

***Signature of applicant(s)***

***Date:*** .....

*Terms and conditions*

1. Faecal Sludge & Septage (FSS) shall be collected and transported only by an ULB issued licensed operator.
2. The fee for collection and transportation of FSS up to the designated treatment plant shall be as prescribed by ULB from time to time. No Licensed Operator shall charge any amount from the household/property owner in excess of the prescribed fee.
3. FSS shall be transported only by the vehicles approved for this purpose by the ULB.
4. The licensed operator shall ensure that there is no leakage of FSS during transportation from the collection point to the designated treatment plant.
5. The vehicle carrying FSS shall be adequately equipped to avoid any threat to environment due to any accidental spillage during the movement.
6. The licensee shall dispose of FSS only at the designated treatment plant.
7. A copy of license shall be prominently displayed on the vehicle used for transportation of FSS.
8. The vehicle/ tanker shall be painted with Yellow color duly marked with the precaution in red colour “SEPTIC TANK WASTE” (in English) and “मलकुंड अपशिष्ट” (in Hindi).
9. The designated treatment plant will receive FSS from x: am to y: pm on Xy days in the week. The operators should plan its desludging operations accordingly.
10. The licensee shall be responsible for regular training of the staff deployed to provide effective desludging services and ensure use of personal protective equipment.
11. In case of violation of any of the above points, the license shall be liable to be cancelled, security of the licensee shall be forfeited and s/he shall also be liable to pay penalty as prescribed for violation of these regulations.

# Appendix-5

(See clause 6 (v) & 8)

## Award of License

Form 2: Award of license for the collection, transportation and disposal of FSS

**License for the collection, transportation and disposal of  
Faecal Sludge & Septage in ULB (Name of the ULB)**

*Paste a passport  
size photograph  
of the Desludging  
Operator with  
ULB stamp*

The permission is hereby granted to:

1. Name(s) of the applicant: (Ms /Mr.): .....
2. Address of correspondence : .....  
.....  
.....  
.....

for the collection, transportation and disposal of faecal sludge & septage from onsite containments in ULB (Name of NN/NPP/NP)

3. License no: .....
4. Valid from ..... to .....
5. Registration number of vehicle (s):  
i) ..... ii) ..... iii) ..... iv) .....

The license shall be subject to the compliance by the license holder of the conditions stated overleaf.

**Signature and seal of the issuing authority**

*Terms and conditions*

1. Faecal Sludge & Septage (FSS) shall be collected and transported only by an ULB issued licensed operator.
2. The fee for collection and transportation of FSS up to the designated treatment plant shall be as prescribed by ULB from time to time. No Licensed Operator shall charge any amount from the household/property owner in excess of the prescribed fee.
3. FSS shall be transported only by the vehicles approved for this purpose by the ULB.
4. The licensed operator shall ensure that there is no leakage of FSS during transportation from the collection point to the designated treatment plant.
5. The vehicle carrying FSS shall be adequately equipped to avoid any threat to environment due to any accidental spillage during the movement.
6. The licensee shall dispose of FSS only at the designated treatment plant.
7. A copy of license shall be prominently displayed on the vehicle used for transportation of FSS.
8. The vehicle/ tanker shall be painted with Yellow color duly marked with the precaution in red colour “SEPTIC TANK WASTE” (in English) and “मलकुंड अपशिष्ट” (in Hindi).
9. The designated treatment plant will receive FSS from x:am to y:pm on Xy days in the week. The operators should plan its desludging operations accordingly.
10. The licensee shall be responsible for regular training of the staff deployed to provide effective desludging services and ensure use of personal protective equipment.
11. In case of violation of any of the above points, the license shall be liable to be cancelled, security of the licensee shall be forfeited and s/he shall also be liable to pay penalty as prescribed for violation of these regulations.

# Appendix-6

(See clause 13(ii), 20 (ii))

## Record of collection, transportation and disposal of FSS

Form 3: Record of collection, transport and disposal of FSS

**Form to maintain record of collection, transportation and disposal of Faecal Sludge & Septage in (Name of the ULB)**

Date: ..... Time: .....

**I. Details of the owner of the onsite systems**

1. Name: .....

2. Address: .....  
 .....  
 .....

a. Ward number.....

3. Telephone number: .....

**II. Containment**

1. Year of construction ..... 2. Previous desludging (MM/YYYY): .....

2. Outlet present (Yes/no): ..... 4. If yes, connected to: .....

3. Type of containment (choose the appropriate option in the checkbox)

Type of containment	(✓)	Type of containment	(✓)
Septic tank		Twin pit (lined)	
Collection tank		Twin pit (unlined)	
Septic tank with soak pit		Fully lined tank	
Single pit (lined)		Single pit (unlined)	

4. Shape and size of containment: .....

5. Location of containment within the property (choose the appropriate options below in the checkbox)

Location in the house	(✓)	Location in the house	(✓)
On the back side of the house		Under a floor of a room	
On the front side of the house		Others	

**III. Desludging**

1. Volume of FSS (liters)..... 2. Time in desludging: .....

3. Trip length (km): ..... 4. Time in commuting: .....

**IV. Details of desludging service provider**

Name of the Operator: .....

**Signature of Emptier staff on duty**

**Signature of FSTP Operator**

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# Appendix-7

(See clause 21 (i) & 27(ii))

## Memorandum of Understanding between Host ULB and ULB with no treatment facility.

Form 4: Memorandum of Understanding for allowance of safe disposal of FSS at “Treatment Facility” available at “Host ULB.”

Form for Memorandum of Understanding between *Name of the ULB (NN/NPP/NP)* and the *Host ULB* (Name of Host ULB) for allowing the safe disposal of FSS at the Treatment Facility of Host ULB.

**Under Faecal Sludge and Septage Management (FSSM), for fulfilling the conditions required for the safe disposal of Faecal Sludge and Septage (FSS), coming from the containments of households, public/community toilets within the administrative boundaries of *XYZ ULB [Name of the approaching ULB]*, at “Treatment Facility” under the administration of “*Host ULB [Name of the Host ULB]*”, an agreement.**

**First Party “Host ULB” (Name of the Host ULB)**

**Second Party “XYZ ULB (Name of the approaching ULB),**

### **Clauses:**

1. That the “**Party First**” will allow the safe disposal Faecal Sludge and Septage (FSS) coming from the administrative boundaries of “Party Second” at their “Treatment Facility” from the date DD/MM/YY (*start date*) to DD/MM/YY (*nd date*).
2. “**Party First**” will inform the daily allowed quantity of Faecal Sludge at their “Treatment Facility” in order avoid compromising the load coming from its own administrative area.
3. That the “Party Second” according to the understanding, agrees to give *INR xxx as Tipping Fees per round of disposal of Faecal Sludge and Septage (FSS) to “Party First”*.
4. That the “**Party First**” will share the necessary details like time of operation of the treatment facility, allowed approach roads, allowed quantity of FSS, maintenance shut of the treatment facility etc. from time to time.
5. That any difficulties that occur while doing the above mentioned tasks will be sorted amicably by both parties.

6. That the “Party Second” will only allow the licenced desludging operators to dispose FSS at the Treatment facility of “**First Party**”.
7. “**Party First**” would ensure the entry of licensed desludgers with stamp of the “Party Second” on their licenses into the Treatment Facility.

*Party First*  
*Signature of MC/EO*

*Party Second*  
*Signature of MC/EO*



# Appendix-8

## Penalties and fines

S. No.	Description	Clause no.	Indicative fines ranges (in )	Penalty (in or any other penal action)
1.1	Direct/unsafe discharge of wastewater into drain/road/open area	3	50-100	
1.2	Continuing breach 2nd instance	3	50-100	
1.3	Continuing breach 3rd and subsequent	3	10-15 per day	Seizure of property
2.1	Unscientific design and construction of OSS	5	100-150	
2.2	Continuing breach 2nd instance	5	100-150	
2.3	Continuing breach 3rd and subsequent	5	10-15 per day	Seizure of property
3.1	Plying of vacuum tanker(s) without ULB registration	6	50-100	
3.2	Continuing breach 2nd instance	6	50-100	
3.3	Continuing breach 3rd and subsequent	6	150-200 per day	Seizure of vehicle
4.1	Non-compliance to attend accidental spillage	16,17	1000-1500	
4.2	Continuing breach 2nd instance	16,17	1000-1500	
4.3	Continuing breach 3rd and subsequent	16,17	300 per day	Seizure of vehicle
5.1	Discharge of untreated FSS from FSTP/STP	27,28,33	5000-10000	
5.2	Continuing breach 2nd instance	27,28,33	5000-10000	
5.3	Continuing breach 3rd and subsequent	27,28,33	1000-1500 per day	Seizure of property
6.1	Discharge of untreated FSS at location other than that Notified by ULB	6, 7, 14, 27, 28, 29	5000-10000	
6.2	Continuing breach 2nd instance	6, 7, 14, 27, 28, 29	5000-10000	
6.3	Continuing breach 3rd and subsequent	6, 7, 14, 27, 28, 29	1500-2000 per day	Seizure of vehicle

Note: The above table, Penalties and fines, should be discussed priorly amongst the City Sanitation Committee (CSC) members. It can also be revised from time to time based on the level and type of stringency the ULB wants to follow in the city.

# Appendix-9

(See clause 37)

## Memorandum for Appeal

Form 5: Memorandum of Appeal preferred before the Appellate Authority

### Form of Memorandum of Appeal preferred before the Appellate Authority Before the “Appellant Authority

..... (Designation)

1. Full name(s) of the Appellant: .....

2. Address of Appellant: .....

.....  
.....  
.....

3. Particulars of the Municipal Officer who issued order appealed against  
Name:..... Designation.....

4. Date of receipt of the order appealed against:.....

5. Date of filing of the appeal; .....

6. Particulars of information

a. Subject matter of the appeal in brief (attach copy of the order appealed against)

.....  
.....  
.....

b. Ground for the appeal (details of any to be enclosed in separate sheet)

.....  
.....  
.....

**Verification**

I, ..... (name of the appellant ), son/daughter/wife of .....hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct, and that I have not suppressed any material fact.

*Signature of the Appellant*

Place: ..... Date: .....

List of documents submitted as enclosure:

1.

2.

.....tear here.....

**Acknowledgment**

No..... Date.....

Received Memorandum of appeal along with enclosure from .....

Place: ..... Date: .....

*Seal and signature of authorized officer  
By order of ULB (Name of NN/NPP/NP)*

*(Seal and signature of Municipal Commissioner/Executive officer)  
ULB (Name of NN/NPP/NP)*

# Appendix-10

## Reference documents

(See Clause 40)

(These model bye-laws have been prepared after studying the following Acts and bye-laws of other states)

Latest edition of the following documents maybe used by the ULB for guidance:

1. Uttar Pradesh Municipalities Act, 1916
2. Uttar Pradesh Septage Management Policy, 2019, Department of Urban Development, Government of Uttar Pradesh
3. Bijnor Faecal Sludge and Septage Management bye-Laws, 2022, Office of Gazette Prayagraj, Government of Uttar Pradesh
4. Advisory Note: Septage Management in Urban India, 2013, Ministry of Urban Development, Government of India
5. Guidelines for Faecal Sludge and Septage Management in Uttar Pradesh, 2018, Department of Urban Development, Government of Uttar Pradesh
6. Integrated Faecal Sludge, Septage and Wastewater Management Strategy cum Guideline, 2019, Chunar Nagar Palika Parishad, Uttar Pradesh
7. IS: 2470 – 1985, Indian Standard Code of Practice for Installation of Septic Tanks and Disposal of Septic Tank Effluent, Bureau of Indian Standards,
  - (a) (Part I) Design Criteria and Construction
  - (b) (Part II) Secondary Treatment and Disposal of Septic Tank Effluent
8. Manual on Sewerage and Sewage Treatment Systems, 2013, Central Public Health Engineering and Environmental Organization, Government of India
9. Menu on Un–Networked Technologies, 2019, Centre for Science and Environment, New Delhi.
10. National Policy on Faecal Sludge and Septage Management, 2017, Ministry of Housing and Urban Affairs, Government of India
11. National Urban Sanitation Policy, 2008, Ministry of Urban Development, Government of India

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12. Bye-laws for Faecal Sludge and Septage Management (FSSM), 2020, The Uttarakhand State Protocol for Septage Management
  13. Policy on Faecal Sludge and Septage Management, 2018, Government of Telangana
  14. Tamil Nadu Government Gazette, 2022, Bye-laws on Faecal Sludge and Septage Management
  15. Septage Management: A Practitioner's Guide, 2017, Centre for Science and Environment
  16. Standard Operating Procedure for Cleaning of Sewers and Septic Tanks, 2018, Ministry of Housing and Urban Affairs, Government of India
  17. Technical Note on Shallow and Deep Trenches for Faecal Sludge / Septage, 2019, Water, Sanitation and Hygiene Institute, New Delhi
  18. The Prohibition of Employment as Manual Scavengers and Their Rehabilitation Act, 2013, Ministry of Law and Justice, Government of India





