

Standard Operating Procedures (SOP)
to Ensure Cleanliness
during and after Public Gatherings

Ministry of Urban Development,
Government of India

Standard Operating Procedures to ensure Cleanliness during and after Public Gatherings

1.0 Background and Objectives

Govt. of India has launched Swachh Bharat Mission on 2nd October, 2014 with target to make the country absolutely clean by 2nd October, 2019.

It has been noticed that public gatherings/meetings at public places often result in spoiling of clean surroundings with left-over food-items, water-bottles, used flowers, packaging material, wrappers etc. littered all around. Thus, there is an urgent need to put in place **Standard Operating Procedures (SOP) to ensure proper cleanliness during and after such public gatherings/meetings at public places.**

2.0 The Proposal

- (i) The primary responsibility for cleanliness vests with the organiser.
- (ii) For events to be held on earmarked land belonging to municipal corporations, the undertaking would be taken by the corporation.
- (iii) For events to be held on public/open spaces not earmarked for gatherings, where permission is taken directly from the police, the undertaking would be taken by the police.

While giving this permission, the cleanliness of premises both during and after the event can be ensured by directing the municipal body/ police authority for the following:

“Before giving such permission, the municipal body/police shall obtain an Undertaking in writing and a Security Deposit mentioned in the table below from the organizer regarding his end-to-end responsibility of putting all the required arrangements in-place for ensuring cleanliness and hygiene of the premises and surroundings in the format given as Annexure A.”

Sl No.	Size of gathering (In persons)	Charges proposed (in Rs)
1.	Upto 500	10,000
2.	500-50,000	50,000
3.	Above 50,000	1,00,000

3.0 Responsibilities of the police

- i. Police to issue permission for gatherings at public places not earmarked for gatherings only after the prescribed Undertaking and Security Deposit towards ensuring cleanliness and hygiene has been submitted by the organizer in the prescribed format. Police to share all such undertakings with the Municipal Body.
- ii. Police to obtain and display a) norms for arrangements as per Annexure B, b) details of designated waste storage locations and c) contact details of the designated agency/service provider offering temporary/mobile facilities for garbage collection and toilets along with service charges. These should also be made an integral part of the application form itself.

- iii. Police to refund the security deposit to the organizer after the end of event within three days subject to organizer fulfilling his obligations under the Undertaking.
- iv. Police/Municipal Body to undertake physical inspections of such sites occasionally to assess the effectiveness of implementation of these SOPs.

4.0 Responsibilities of the organizer

- i. To submit the prescribed undertaking at the time of seeking permission.
- ii. To pay security deposit mentioned in table above that the municipal authority/police can use towards the cost of cleaning if the applicant violates the undertaking.
- iii. To ensure cleanliness and hygiene during the event, the organizer shall ensure adequate garbage collection bins with sign-ages and adequate public conveniences at his own cost through agencies designated by the municipal body or through his own alternative arrangements. In addition, cleaning staff should be deployed to ensure proper cleanliness of premises during the gathering/meeting. Further, garbage collection facilities should be closely placed to avoid litter in and around gathering/meeting premises.

iv. To ensure cleanliness and hygiene after the event is over, the organizer, at his own cost, shall ensure transportation of the garbage accumulated during the event to the nearest waste storage location designated by the municipal body to start within one hour of the end of event. Organizer should ensure handing-over of clean site to the owner of premises within six hours after the conclusion of gathering/meeting or event.

5.0 Responsibilities of the local Municipal Body

- i. Municipal body to issue permission for gatherings on land belonging to the municipal corporation at earmarked places for gatherings only after the prescribed Undertaking and Security Deposit towards ensuring cleanliness and hygiene has been submitted by the organizer in the prescribed format and subject to NOC of police . Municipal body to share all such undertakings with Police. Municipal body will finalize the arrangements for collection of security deposit in form of Demand Draft.
- ii. Municipal Body to refund the security deposit to the organizer after the end of event within three days subject to organizer fulfilling his obligations under the Undertaking.
- iii. The norms for arrangements (including number of waste disposal bins, mobile public toilets etc. as detailed in Annexure B) to be put-in-place by the organizer according to

the proposed gathering strength should be spelt out on Municipal Body's website and notice board.

- iv. The details of designated waste storage locations across the city should be spelt out on Municipal Body's website and notice board.
- v. Premises (like hotels, restaurants, marriage halls, farmhouses etc.) which are licensed to be let out for public gatherings/meetings by the municipal body, must be checked for adequate facilities of public conveniences and existing functional mechanisms for garbage collection before the issue of license.
- vi. For gatherings/meetings organized at public places like parks, gardens etc., temporary/mobile facilities for garbage collection and toilets should be made available on hire-for-fee basis. This may be done by the local Municipal Body itself or in case local Municipal Body is not equipped to do so, via private agencies like those doing business in renting tents, utensils etc. Municipal Body should empanel several such private agencies and publish the contact details of such designated agencies/service providers along with service charges on Municipal Body's website, notice board and share the same with Police.
- vii. Municipal Body to undertake physical inspections of such sites occasionally to assess the effectiveness of implementation of these SOPs.

Annexure A

Proposed proforma for Undertaking

A. Details of the proposed public gathering/meeting

1. Name & contact of the organizing person
2. Name of city
3. Venue of gathering/meeting
4. Date, time & duration of event
5. No. of participants
6. Whether Food/snacks/beverages served
7. Other sources of waste anticipated
8. Details of arrangements planned for waste collection and disposal

B. Undertaking

I personally commit to make end-to-end arrangements for cleanliness and hygiene of premises as well as surroundings both during and after the gathering/meeting;

To ensure cleanliness and hygiene during the event, I shall ensure adequate garbage collection bins and adequate public conveniences at my own cost through agencies designated by the municipal body or through my own alternative arrangements;

To ensure cleanliness and hygiene after the event is over, I, at my own cost, shall ensure transportation of the garbage accumulated during the event to the nearest waste storage location designated by the municipal body within six hours of the end of event;

I would personally ensure that premises and surroundings are cleaned within 6 hours after the gathering/meeting is over; and

I am depositing the prescribed Security Deposit of Rs. _____ that can be used by the Municipal authority/Police towards the cost of cleaning if I fail to fulfil my obligations above.

Name and Signature of organiser

Annexure B

Norms of cleanliness to be followed as notified by the concerned Municipal Authority from time to time. In absence of any notified norms, following broad norms may be followed

Cleanliness Facility	Type of venue	Norm
Public Convenience	Premises like hotels, restaurants, marriage halls, farmhouses etc. which are permitted to be let out for public gatherings/meetings	1 seat for gathering/meeting of every 75 people
	For gatherings/meetings organized at public places like parks, gardens etc.	Upto 25,000 people – 1 seat for each 500 people More than 25,000 people – 1 seat for each 1000 people
Dustbins	Premises like hotels, restaurants, marriage halls, farmhouses etc. which are permitted to be let out for public gatherings/meetings	<ul style="list-style-type: none"> ▪ Upto 200 people, 4 nos. of 150 litres capacity in the premises and 2 nos. of 100 litres capacity in addition outside the premises ▪ Between 200 and 500 people, 8 nos. of 150 litres capacity in the premises and 4 nos. of 100 litres capacity in addition outside the premises
	For gatherings/meetings organized at public places like parks, gardens etc.	<ul style="list-style-type: none"> ▪ Upto 1,000 people, 5 nos. of 100 litres capacity and 1 nos. of 1,100 litres capacity ▪ Between 1,000 and 5,000 people, 10 nos. of 100 litres capacity and 2 nos. of 1,100 litres capacity ▪ Above 5,000 people, 1 nos. of 100 litres capacity for every 500 people and 1 nos. of 1,100 litres capacity for every 5000 people