



Bhubaneswar Municipal Corporation

Progress through Partnership for better Bhubaneswar

No. 33407 /BMC, BBSR Dated. 13/07/2022 /

XXXXX-11-SBAC-49/2022

Standard Operating Procedure to ensure Night Sweeping in Commercial and Residential Areas

1- Introduction:

Bhubaneswar Municipal Corporation (BMC) is local Authority for Health and Sanitation activities such as cleaning of roads, streets, garbage collection from households etc. besides many other activities in Bhubaneswar. The Bhubaneswar Municipal Corporation (BMC) is responsible for providing municipal and civic services within area falling under its jurisdiction divided into Three Zones and which are further subdivided into 67 wards.

To further improve the sanitation condition in the city BMC has planned to carry out Night Sweeping in commercial and residential areas with following objective:

- i. Better cleaning of roads during night time due to less traffic congestion.
- ii. Generation of less dust/pollution during night time in comparison to day due to movement of vehicles and other activities.
- iii. Easy movement of solid waste transport vehicles during night time.
- iv. Cleaning of all roads, vulnerable garbage points, secondary dust bins to ensure proper sanitation in the wards and major roads to create a conducive ambience for the citizens for morning walk.

To ensure cleanliness in the wards and to alleviate the problems of cleaning the garbage vulnerable points, secondary dust bins during night time and to fulfill the above-mentioned objective a Standard Operating Procedure for Night Sweeping has been developed defining the roles and responsibilities of different stakeholders involved in Night sweeping activity.

2- Implementation strategy

The following strategy to be adopted by BMC to ensure night sweeping in commercial and residential areas.

1.	Identification of road stretches /lanes & by lanes to carry out night sweeping.	<div>1- The Zonal level committee formed under each zone including the following members shall identify the road stretches, lanes & by-lanes.</div> <div>2- The Zonal level committee through a joint survey including the Sanitary inspector and concerned agency shall finalize the road stretches considering the following criteria</div> <div>(i) Major roads on the basis of proper illumination of at least up to 9mtr radius from the median to carry out night sweeping activity</div> <div>(ii) lanes/ by-lanes on the basis of proper illumination of at</div>
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		<p>least up to 5 mtr radius from the median to carry out night sweeping activity.</p> <p>3- The concerned ZDC after finalization of the major roads/lanes/by-lanes shall provide the list to the agency to carry out night sweeping activity.</p>																					
2.	Roles and Responsibilities of Sanitation Agency	<p>Planning:</p> <p>1- The sanitation agency shall ensure to carry out night sweeping in the identified areas of the wards.</p> <p>2- The night sweeping in identified commercial areas shall start from 10.00 PM and continue till 4.00 AM in the morning.</p> <p>3- The night sweeping activities in identified Residential areas shall start from 7.00 PM and continue till 1.00 AM.</p> <p>4- The agency shall engage adequate no. of sanitation workers in each identified road stretches to carry out night sweeping activity.</p> <p>5- For each 20 nos. of sanitation workers the agency shall engage one supervisor.</p> <p>6- The sanitation agency in consultation with the concerned Sanitary Inspector shall prepare the roads/lanes/beats chart including the no. of manpower to be engaged in each road/lane/beat.</p> <p>7- The agency shall submit the number of sanitation workers to be engaged in night sweeping activity to the concerned ZDC in the below mentioned format(Format-1) at least two days prior to starting of the night sweeping activity.</p> <table><tr><th>Sl. No</th><th>Ward No</th><th>Resident ial/Com mercial Area</th><th>Name of the Road (Starting point to ending point)</th><th>No. of beats/ Lanes</th><th>No. of manpower engaged in each beat/lane / road</th><th>Name of the supervi sor</th></tr><tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>8- The agency shall submit the list of supervisors engaged in night sweeping activity mentioning their name, concerned area/ward & contact number to the concerned ZDC and Sanitary Inspector.</p> <p>9- In case of any changes in the no. of sanitation workers or supervisors it shall bring to the notice of the concerned ZDC and Sanitary Inspector.</p> <p>10- The agency shall ensure safety of the sanitation workers during night sweeping activity.</p> <p>Execution:</p>	Sl. No	Ward No	Resident ial/Com mercial Area	Name of the Road (Starting point to ending point)	No. of beats/ Lanes	No. of manpower engaged in each beat/lane / road	Name of the supervi sor	1.							2.						
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1.																							
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- 11-The agency shall ensure bio-metric attendance of the sanitation workers engaged in night sweeping activity.
- 12-The agency shall ensure proper cleaning of all roads, including wall to wall cleaning & cleaning of medians where illumination is good.
- 13-Proper sweeping shall be carried out all along the roads, medians and adjacent walls to collect the inert (soil, debris, mud, drain silt) and garbage if any.
- 14-The agency shall ensure cleaning of secondary dust bins, vulnerable garbage points, heaps of garbage found on the way of roads during night sweeping activity.
- 15-The secondary dust bins shall be properly cleaned including its surroundings and after cleaning it shall place in proper position.
- 16-The agency shall proactively take initiatives to clean the bushes along the medians where proper illumination occurs.
- 17-The agency shall ensure segregation of waste collected during sweeping activity and transport the inert to designated site defined by BMC and the garbage to TTS near Sainik School.
- 18-The agency shall make provision of push carts for each sanitation worker.
- 19-The agency shall make provisions of brooms for each sanitation worker engaged in street sweeping activity.
- 20-The agency shall ensure proper PPEs (Safety shoes, hand gloves, nose mask and fluorescent jackets) for all sanitation workers engaged in night sweeping activity.
- 21-The agency shall ensure a conducive working environment for the employees engaged in night sweeping activity.
- 22-The agency shall make provision of torch lights for each sanitation worker engaged in night sweeping activity.
- 23-The agency shall ensure drinking water for the sanitation workers engaged in night sweeping.

Monitoring

- 24-The agency shall engage one supervisor for every twenty sweepers and it is responsibility of the supervisors at field level to ensure proper cleaning of the roads by engaging the sanitation workers.
- 25-The agency shall submit the daily bio-metric attendance report of sanitation workers engaged in night sweeping activity to the concerned sanitary inspector.
- 26-To tackle any emergency situation the agency shall make provision of an emergency number and shall communicate it to BMC.
- 27-Senior representatives of the agency shall make proper co-ordination with the supervisors and make surprise visit to

		ensure proper cleaning during night sweeping.
3.	Roles and Responsibilities of BMC	<ol style="list-style-type: none"> 1- Health Officer shall ensure monitoring of night sweeping activity through engagement of sanitary inspectors. 2- Health Officer shall ensure operation of TTS in 3 shifts and provide required manpower during night shift in addition to other two shifts for operation of TTS. 3- The concerned sanitary inspector shall ensure night sweeping in the identified areas. 4- The concerned sanitary inspector shall monitor the manpower engaged by the agency in each ward in accordance to format-1 submitted by the agency for night sweeping. 5- The sanitary inspector shall also verify the bio-metric attendance system to ascertain the total manpower engaged in sweeping activity. 6- In case the agency not engaged adequate number of manpower the sanitary inspector shall bring it to the notice of Health Officer & concerned ZDC. 7- The Health Officer and concerned ZDC may discuss with the agency for engaging adequate no. of sanitation workers in night sweeping activity. 8- In case the agency not provided adequate number of manpower even after discussion with the Health Officer & ZDC then the zonal committee may take disciplinary action and levy penalty after getting due approval from the authority. 9- The concerned Sanitary Inspector shall ensure collection and transportation of night sweeping waste in segregated manner to TTS and inert to the designated site. 10- The sanitary inspector shall ensure transportation of sweeping wastes in covered vehicles to avoid any spillage on roads. 11- The Sanitary Inspector shall ensure weighment of vehicles containing segregated garbage generated from night sweeping activity at TTS during night time. 12- The sanitary inspector shall ensure the inert wastes generated from sweeping activity are transported to the designated area for disposal.

The SOP as above to be adhered by all concerned to ensure its smooth implementation.


Commissioner
Bhubaneswar Municipal Corporation

Memo No. 33408 / Dated. 13/07/2022

Copy forwarded to P.A. to Hon'ble Mayor, BMC for kind information of Hon'ble Mayor.

Copy forwarded to Hon'ble Dy. Mayor, BMC for kind information of Hon'ble Dy. Mayor.

Copy forwarded to Hon'ble Chairman and Members of Standing Committee Public Health, Sanitation, Electricity supply, Drainage and Environment for kind information.

Copy forwarded to All Corporators for kind information.



Commissioner
Bhubaneswar Municipal Corporation

Memo No. 33409 / Dated. 13/07/2022

Copy forwarded to Additional Commissioners – I, II & III, BMC / CFO, BMC / City Engineer, BMC / All Dy. Commissioners, BMC / All ZDCs, BMC / Health Officer, BMC / EE (Sanitation), BMC / AEE (Sanitation), BMC / All Section Heads, BMC for information and necessary action.

Copy forwarded to All Ward Officers, BMC / All JEs, AEs & AEEs / All Sanitation Experts, BMC / All Sanitary Inspectors, BMC / Team Leader- SBA Cell, BMC / Team Leader- SWM-PMU, BMC for information and necessary action.



Commissioner
Bhubaneswar Municipal Corporation

Memo No. 33410 / Dated. 13/07/2022

Copy forwarded to M/s Jagruti Welfare Organization / M/s Re Sustainability Ltd. formerly known as M/s Ramky Enviro Engineers Ltd. / M/s PMR Consortium / M/s Lion Services for information and necessary action.



Commissioner
Bhubaneswar Municipal Corporation