#### **SUP Compliance Monitoring Portal**

#### **Instruction Sheet**

#### Step 1: Access to the portal

- a) Access through cpcbplastic.in ; Click on Screen Shot 1 : Homepage of Login portal
  - b) Direct access through cpcbplastic.in/sup (Screenshot 1A)

# SCREENSHOT 1A: REGISTRATION / LOGIN FOR SPCB/PCC/ Urban / Rural Local Bodies/ CPCB



# STEP 2: Login for SPCBs/PCCs

(a) Select SPCBs/PCCs and Click on Register on Home page (Screen Shot 2)

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Home Plastic waste management rules	<ul> <li>SUP Communications</li> <li>Nation</li> </ul>	al Dashboard FAQ Instruction Sheet 👻				
	New Registration					
	User Type	Please Select	·			
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	Last Name					
	Address					
	Mobile					
	Email Address	ANDAMAN AND NICOBAR ISLANDS				
	Password					
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Screenshot 2: Registration of SPCBs/PCCs

(b) Provide details- Name, email id, Phone no. etc. for Registration of SPCBs/PCCs (Screenshot 3). Details of the nodal person of the SPCB/PCC to be provided .Initial Login Credential to be provided by CPCB. Subsequently, SPCBs/PCCs can change in the Password. How many logins to be permitted per State/ UT

#### Step 3: Registration of Local Bodies by SPCBs/PCCs

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View	Year		2022	\$
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	Month		Jan	÷
	Fortnight		First	\$
	PART A: Overall Status			
	(1).Banned SUP Producers:			
	No of Units	Cumulative Capacity	Operational Capacity	No. Consent Revoked/Modified
	No of Units	Capacity	Operational Capicity	No of Consent Revoked/Modified
	(2).No. of Major Commercial Establish	nment engaged in SUP sale	Updated	No

#### Screenshot 3: REGISTRATION OF LOCAL BODIES BY SPCBs/PCCs

# Action Taken Report SPCEJPCCs Profile Registration of Local Bodies Logoot

#### Screenshot 3A : REGISTRATION OF LOCAL BODIES BY SPCBs/PCCs

- (a) New Local Bodies can be added by clicking on Register in Screenshot 3
- (b) All Local Bodies in the State/UT to be Registered by the concerned SPCBs as per details given in Screenshot 3 A
- (c) Login credentials to be created by the SPCBs/PCCs and communicated to the Local Bodies, Email ids and Mobile no. of nodal person in the Local bodies to be provided by the Local body.

#### Step 4: View Registered Local Bodies by SPCBs/PCCs

#### Screenshot 4 : VIEW REGISTERED LOCAL BODIES BY STATE BOARD

Archit Until Home	•					
Action Taken Report	#	Name	State	Name of ULB	Email	Action
SPCB/PCCs Profile	1	xxxx xxxx	MAHARASHTRA	Ahmadnagar (CB)	divsinha2@yahoo.com	-
Registration of Local Bodies	2	Test Demo	MAHARASHTRA	Ahmadnagar (M Corp.)	test128@gmail.com	<b>1</b>
Logout						
	Co	pyright © 2014-2021 <u>A</u>	.dminLTE.io. All rights reserved.			Anything you war

- (a) Registered Local Bodies can be viewed by clicking on "View" in **Screenshot 3**
- (b) Registered Local bodies can be viewed in the format as given in **Screenshot 4**

#### Step 5: Login by Local Bodies

(a) Registered Local bodies can login the portal by selecting Urban /Rural Local Bodies and clicking on Login on the Home page ( **Screenshot 1A**)

#### Step 6 : Districtwise Inventory of SUP Producers, Sellers & Users By Local Bodies

#### **Screenshot 6: Inventory of SUP entities**

Inventory of SUP Entities								
Allot Entities For Inspections	Inve	Inventorization of SUP Producers, Sellers & Users						
	View Listed SUP Producers, Sellers&Users Add New Entity							
	State	District	ULB/GP					
	MAHARASHTRA	Ahmadnagar (CB)	Ahmadnagar (CB)					
	Ward no. (for ULBs)	Address with contact no.	Email-ID					
	Name	Category	Sub-category					
	Select Option SUP NOTED (Holding Ctrl in Windows and Cmd in Mac to select multiple items) Far Burls							

Screenshot 6A: Inventory of SUP Entities (Continued)

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		Name			Category			Sub-category			
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		Confirm									
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(a) Local bodies to key in details of SUP Producers, Sellers & Users including :

- Name, Address (including contact no.), email id, Ward No.,
- Category (Producer, Seller, User establishment),
- Subcategory :
  - ✓ Producer : Formal/ Informal
  - ✓ Seller: (Distributor, Retailer, Stockist, Shopkeeper)
  - User Establishment: (Mall, Hotels, Restaurants, Institutions, office, others)
- SUPs noted onsite to be selected through Dropdown menu
- GST No.
- Soft copy Proof of permission/Authorization by local authority to be uploaded
- (b) Click on "Confirm" to confirm details of the existing entities ( Screenshot 6A)
- (c) Existing listed entities can be viewed by clicking on "View Listed SUP Producers, Seller & Users" (Screenshot 6). The listed entities shall be displayed as shown in Screenshot 6B

#### Screenshot 6B: VIEW OF LISTED ENTITIES BY LOCAL BODIES

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Inventory of SUP Entities	List of Er	ntity									
Registration of Field Officers								Search:			
Allot Entities For Inspections	Export	in Excel									
Logout	S.No ↑↓	Name of Entity	Category	ţ↓	Sub-category	î.	SUP Items	State	↑↓	Action	†↓
					No data available in table						
	Showing 0 to	0 of 0 entries								Previous	Next
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# Step 7: Registration of Field Officers by Local Bodies

**Screenshot 7: Registration of Field Officers** 



Screenshot 7a : Registration of Field Officers (Contd)

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Inventory of SUP Entities	Name	
Allot Entities For Inspections 🔤	Field officer Registration	
Logout	Mobile No Address Password Register	
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- (a) Click on "Registration of Field Officers" followed by "Register Field officers" ( Screenshot 7)
- (b) Create Password & provide details ( Name, Email id , Mobile No. & Password ) of Field officers (Screenshot 7 a)
- (c) Registered Field Officers can be viewed by clicking of "Registration of Field Officers" followed by "Registered Field officers" (Screenshot 7)

#### Step 8: Allotment of Entities for Inspection by Local Bodies

#### **Screenshot 8 : Allotment of Entities for Inspection**

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Inventory of SUP Entities			R		_					
Allot Entities For Inspections		Inventorization of SUP Producers, Sellers & Users								
Image: Allot New Entity           Image: View Alloted Entities	View Listed SUP Produce	View Listed SUP Producers, Sellers&Users								
Logout		Add New Entity								
	State		District	ULB/GP						
	MAHARASHTRA		Ahmadnagar (CB)	Ahmadnagar (CB)						
	Ward no. (for ULBs)		Address with contact no.	Email-ID						
	Name		Category	Sub-category						
			Select Option							
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#### Screenshot 8a: Allot Entities for inspection (Contd)

- (a) Local bodies can allocate the entities for inspection to the registered field officers by clicking on "Allot Entities for Inspection" and then " Allot New Entity " (Screenshot 8)
- (b) Entities to be allotted and the concerned field officer can be selected from the drop-down menu ( Screenshot 8A)

#### Step 9: Field inspection by Field Officers

 (a) Field inspection by Field Officers can be initiated through the Field inspection module (Screenshot 9, 9 A, 9B)
 Screenshot 9: Field Inspection Login of field officer

	Fie App fo	ld Inspanse	ection A	Арр	
		E-Mail			
		Password			
			Login	Forget Password	
(b)		111	0	<	

## Screenshot 9A : Starting inspection

#### Field Inspection module

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Home	View SOP	View FAQs
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Start Ins	pection	View Reports
Proce	zed	
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Add E	Entity	VIEW PROFILE
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## Screenshot 9B: Adding Field

#### **Inspection Report**



#### Step 10: Filing of Information by SPCBs/PCCs

The format of Action taken Report has been prepared to provide fortnightly information w.r.t Comprehensive Directions for elimination of SUP issued to SPCB/PCC.

Information provided by Local bodies to be checked through random inspections and other desired means prior to it being submitted to CPCB

How will the consolidated information be made available to SPCB/PCC

Screenshot	10:	Action	Taken	Report	by	SPCBs/PCC	s
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Logout	Select Reporting Period:					
	Year		2022	\$		
	Month		Jan	\$		
	Fortnight	First \$				
	PART A: Overall Status					
	(1).Banned SUP Producers:					
	No of Units	Cumulative Capacity	Operational Capacity	No. Consent R	evoked/Modified	
	No of Units	Capacity	Operational Capicity	No of Conser	nt Revoked/Modified	
	(2).No. of Major Commercial Establish	ment engaged in SUP sale		Updated No	\$	
	(3).No of Commercial Esatblishments		Updated No	٢		
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Screenshot 10A: Action Taken Report by SPCBs/PCCs (Continued)

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		PART B: Action Taken by SPCBs/PCCs						^
		(1).Direction issued by SPCBs/PCCs:						
		(a).District/Local Authorities	Updated No of Directions Issued					
		(b).Plastic Raw Material Manufacturers.	Updated No			]		
		(c).Upload List of Plastic Raw Material Manufacturers.			Browse	No file selected.		
		(d). SUP using industry.				Updated No		
		(d). Upload List of SUP using industry.				Browse No file selected.		
		(e).E- Commerce companies.				Updated No		
		(f). List of E-Commerce companies			Browse	No file selected.		
		(2).Meetings held by SPCB/PCC with Local Authorities			Updated N	o of Meetings	٥	
		(3).Notices issued on SUP Ban.			Updated N	o of Notices Issued	÷	
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# Screenshot 10B: Action Taken Report by SPCBs/PCCs (Continued)

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		(4).Please upload market survey report				Browse	No file selected.			^		
		(5).Please upload Awareness Plan				Browse						
		PART C: Action Taken by Local Authorities										
		(1).Directions issued by concerned Authorities to identified commercial entities					Updated No of Directions					
						Browse	No file selected.					
		(2).Field Inspe	ctions:									
		(a).No of Inspec	(a).No of Inspections (Yes/ No)					Updated No of Inspections				
		(b). No of EC Challans issued. (c).Cumulative Amount of EC Levied since 1.2.22(17(b))					lo of EC Challans is	sued	\$			
							Total Amount					
		(3).Provision o	f Information for SUP Grievar	nce App ( Yes/ No.)		Yes 🤇	No					
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