



DELHI DEVELOPMENT AUTHORITY
NAZARAT BRANCH

F.No. F5(30)/18/Naz./DDA/ 798

11 March, 2019

Sub: Recycling of Waste Paper / Material – Standard Operating Procedure (SOP)

The issue of disposal of waste paper/material generated in the DDA was discussed in the Senior Officers Meeting (SOM) held on 04.12.2018. There may be large quantity of papers, newspapers, magazines, old brochures and other stationery material termed as waste paper or condemned by different offices/officials of DDA.

2. It is understood that presently waste paper/material is being disposed of by DDA as 'Scrap' and it cannot be ensured for what purpose the waste papers are being used after disposal. In the SOM, it was suggested for disposal of waste paper/material should be done through 'Recycling mode' on the lines of Delhi Metro Rail Corporation (DMRC) and many other government institutions/departments.
3. The disposal of waste paper/material through recycling will ensure that the waste paper/material gets recycled. This will also mark DDA's contribution towards sustainable operational practices and its role in environmental conservation.
4. The Competent Authority has decided to start the practice of disposing of DDA's waste paper/material through 'Recycling mode' as a Pilot Project, on the lines of DMRC.
5. Recycling agencies offer stationery products (with or without customized printing) against the waste paper/material received, depending upon the quantity/grading of the waste paper/material recycled. The agencies have following provisions to provide customized printed stationery products, as per the needs of DDA, e.g.
 - Name, logo and a punch line of DDA printed on spiral notepads and conference notepads, etc.
 - Printed visiting cards of officers, diaries, letter heads, etc.
6. It has been proposed to constitute a Committee with the following officers, to execute codal formalities regarding formulation and inviting tender for empanelment of Recycling Agencies, taking stock of the waste paper generated in all the offices of DDA, deciding what kind of recycled stationery items to be obtained in exchange of the disposed of waste, finalizing the customized text to be printed on recycled stationery, as per DDA's need; receiving and distribution of recycled stationery material, etc., as per requisitions/requirement of offices.
 - (i) Dy. Director (Nazarat)
 - (ii) Executive Engineer (SED-11)
 - (iii) Sr. A.O. (Contingency)
 - (iv) Manager, Printing Press DDA
7. DDA shall enter into an agreement with the Recycling Agencies through the tendering process as formulated by the above Committee. The agency shall collect the waste paper/material from all designated DDA offices and deliver the customized and printed recycled office stationery at the centralized office of Dy. Director (Nazarat) at Vikas Sadan.

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8. One officer of appropriate level (preferably from the maintenance division) from all the Zonal Offices/Branch Offices/Vikas Sadan/Vikas Minar, etc. shall be designated as Nodal Officer to receive the waste paper/material from all the sections/departments situated in the respective office premises.

9. Before submitting the waste paper/material to the respective Nodal Officer, all sections/departments in a DDA office premises shall sort and segregate their waste paper/material into four grades, as detailed below:

- i. **Grade A:** Notepads / Notebooks/ Ruled Writing paper, Printed / Photocopied Documents, Books with bright white background, Letterheads on white paper, white Envelopes.etc.
- ii. **Grade B:** Magazines, Journals, Brouchers and Catalogues, Old Newspaper, Leaflets, Shredded 'A' grade paper, etc.
- iii. **Grade C:** Bill Book and Ledger-type Record paper, Old Records and End of Life Archives (subject to recyclability potential), etc.
- iv. **Grade D:** Cartons, Packing Box, etc.

10. Any waste paper/material containing confidential information shall be handed over to the Recycling Agency only after shredding. The agency shall arrange for shredding of such papers at the respective DDA office premises at the time of picking up of waste paper/material. However, the electricity for running the shredding machine shall be provided by DDA.

11. The Nodal Officers will intimate in writing to the Coordinating Officer of the above Committee about the grade-wise amount of waste paper/material handed over to the recycling agency. Nodal Officers will also arrange proper space for storing the waste paper/material received from the different sections situated in the respective office premises. The main office buildings are:

Sr. No	Main designated Office	Maintenance Division
1.	Vikas Sadan	EE, SED-11
2.	Vikas Minar	EE, WD-5
3.	Rohini Zone (Madhuban Chowk)	EE, RPD-2
4.	Dwarka Zone (Mangla Puri)	EE, WD-6
5.	Central Nursery, Sector-5, Dwarka	EE, WD-8
6.	South Zone (Khelgaon)	EE, SED-11
7.	All Sports Complexes viz. Siri Fort, Saket, Jasola, Vasant Kunj, QGC, Hari Nagar, Paschim Vihar, Dwarka, Rohini, Pitampura, BGC, PDKP, YSC, Chilla, CWG	Concerned Secretary of the Sports Complex
8.	Narela Project Office (Narela)	EE, ND-4
9.	East Zone (Laxmi Nagar)	EE, ED-14
10.	North Zone (Lawrence Road)	EE, ND-5
11.	Nelson Mandela Road, Vasant Kunj	EE, SWD-2
12.	DDA office, Ashok Vihar	EE, ND-11

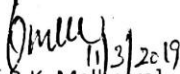
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12. The agency shall pick up waste paper/material on working days only, free of cost on 'as is where is' basis from all the designated premises of DDA offices. The frequency of pickup shall be decided by the Committee depending upon the quantity of waste paper/material generated by the DDA offices.

13. Transportation charges, Labour charges, Loading & Unloading charges, etc. will be borne by the Agency. Nodal Officers, however, of the respective DDA office premises will ensure smooth and hassle free entry/exit of staff of agency and their transport vehicles into/out of the DDA office premises, including issue of security pass/gate pass, etc. required, if any.

14. The delivery of recycled paper/stationery products will be done by the Agency on working days only, after giving an advance notice of at least one day for receiving prompt delivery by the Designated Officer of Nazarat Branch at Vikas Sadan.

15. The results of this newly adopted practice of disposing of waste paper/material through recycling agencies will be reviewed after a certain period of time, as decided by the Competent Authority.

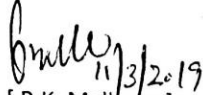

[R.K. Malhotra]
Director (Nazarat)-I

Copy for necessary action to:

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| (i) Chief Vigilance Officer | (ix) Chief Account Officer |
| (ii) Chief Architect | (x) Chief Legal advisor |
| (iii) Commissioner (Personnel/H) | (xi) Addl. Commissioner (Landscape) |
| (iv) Commissioner (LM) | (xii) All Directors/SEs, Sr. Architect,
Director (Plg.) |
| (v) Commissioner (LD) | (xiii) Director (Land Costing) |
| (vi) Commissioner (Plg.) | (xiv) Finance Advisor (H) |
| (vii) Commissioner (Sports) | (xv) DDA's Website |
| (viii) Chief Engineer (East Zone),
(South Zone), (Dwarka),
(North Zone), (Rohini), (HQ.) | (xvi) Notice Board |

Copy for information to:

- (i) OSD to Vice Chairman
- (ii) PS to Engineer Member
- (iii) PS to Finance Member
- (iv) PS to Pr. Commissioner (LD/LM/Coordn./Systems)
- (v) PS to Pr. Commissioner (Personnel/Landscape/Horticulture)
- (vi) Commissioner-cum-Secretary


[R.K. Malhotra]
Director (Nazarat)-I