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NCC Directorate (K&L)  
State Wing  
Thiruvananthapuram – 10

No. 305/P1-Pub/2025/NCC

8 Sep 2025

All NCC Group Headquarters/Units  
(Through website)

**SOLID AND LIQUID WASTE MANAGEMENT – INSTRUCTIONS – Reg**

1. Pls ref Govt of Kerala, Local Self Government (WM) Dept letter No. WM3/38/2023-LSGD-Part(I) dated 13-02-2025 (Copy enclosed).
2. A letter under ref received from LSGD(WM) is forwarded herewith for your info and necessary action please.



(Aji/CK)  
Publicity-cum-Liaison Officer  
for Additional Director General NCC

Encl :- As above

Copy to :

- (i) State Est / Trg Br



## GOVERNMENT OF KERALA

No:WM3/38/2023-LSGD-Part(1)  
Local Self Government(WM)Department  
Thiruvananthapuram,  
Dated:13-02-2025

### CIRCULAR

Sub: Local Self Government Department- All offices to have adequate facilities for managing solid and liquid waste to declare offices as "Clean and Green"-Instructions-Reg.

Ref: 1) G.O.(Rt)No.2343/2020/LSGD dated 18/12/2020  
2)G.O.(Rt)No.1081/2023/LSGD dated 22/05/2023  
3)Minutes of CS Monthly meeting with Secretaries held on 20/12/2024.

As per the Government order vide reference (1), (2) and the Solid Waste Management Rules 2016 (SWM Rules 2016), all departments shall effectively manage and dispose of waste generated as a result of their operations. However, it has come to the notice of Government that various departments are not implementing this effectively. Hence all offices are directed to take immediate action to ensure that their offices have adequate facilities for managing solid and liquid waste.

The following measures are issued for strict compliance so as to maintain the offices as "Clean and Green"

- a. Identify Green Warriors (employees interested in waste management) in each office.
- b. Remove scrap materials from office buildings and premises.
- c. Implement the Green Protocol for all functions and meetings organized.

d. Establish biowaste management facilities (Composting/ Bio methanation plants or tie-up with Haritha Karma Sena or other empaneled agencies for waste management)

e. Create storage facilities for non-biodegradable waste and establish tie-up with Haritha Karma Sena for handing it over for further processing.

f. Ensure that liquid waste management systems are in place, including septic tanks with soak pits for all toilets and soakage pits for wash water discharge points.

g. All Department Heads must confirm compliance, ensuring that none of their offices discharge wastewater directly into storm water drains. Immediate corrective measures should be taken for offices lacking adequate grey water and blackwater management systems.

ANUPAMA T V  
SPECIAL SECRETARY

Manish V V

Sent on 07-2025 at 11:28:45

To:

The Cordinator Navakeralam karmapadhathi 2  
The Principal Director, LSGD  
All District Collectors,  
The Executive Director Suchitwa Mission  
The Project Director KSWMP  
All Departments in Government Secretariat(through eoffice)  
The Heads of all LSGI (through Principal Director, LSGD)  
The Executive Director, Information Kerala Mission