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CIRCULAR NO. 06 /2026

Subject: Implementation of Daily Door-to-Door Segregated Waste Collection System in SEEPZ-SEZ - instructions to all Unit Holders/Occupants - reg.

1. With a view to strengthening cleanliness, sanitation and systematic waste management within SEEPZ-SEZ, it has been decided to introduce a Daily Door-to-Door Segregated Waste Collection System throughout the Zone with effect from 01.10.2026.
2. Under the revised arrangement, Authorised housekeeping agency shall undertake door-to-door collection of segregated waste from every Unit/establishment on a daily basis.

Accordingly, all Unit Holders/occupants shall segregate the waste generated within their premises at the point of generation and keep the same ready for collection in the prescribed colour-coded bags as under:

Bag Colour	Waste Category	Waste to be placed in the Bag
GREEN	Wet / Biodegradable Waste	Food leftovers, fruit and vegetable peels, tea/coffee waste, flowers and other biodegradable pantry/organic waste
BLUE	Dry / Recyclable Waste	Paper, cardboard, cartons, clean plastic packaging, bottles, clean glass, metal cans/tins and other recyclable dry waste
RED	Sanitary Waste	Sanitary napkins, diapers and other similar sanitary waste, properly wrapped and securely sealed
BLACK	Domestic Reject / Non-Recyclable Waste	Contaminated/non-recyclable domestic-type waste which cannot appropriately be placed in the above categories

3. All the above four categories of waste shall be collected by Authorised housekeeping agency every day. The personnel of Authorised housekeeping agency shall visit the Units/identified doorstep collection points during the notified collection period for collection of the segregated waste. Unit Holders are, therefore, required to keep the waste properly segregated and ready for handover during the prescribed collection

timings.

4. The waste bags shall be properly tied/sealed and shall not be overfilled or leaking. Waste belonging to one category shall not be mixed with another category. In particular, food/wet waste shall not be mixed with plastic, aluminium foil, bottles, cartons, packaging material or other dry/reject waste.
5. No garbage/waste bag shall be left outside the Unit premises or dumped in corridors, staircases, lift lobbies, common passages, roads, footpaths, parking areas, landscaped areas, utility areas, drains or any other common/open area within SEEPZ-SEZ. Waste shall be retained within the Unit and handed over only to the personnel of Authorised housekeeping agency during the daily collection round.
6. E-waste, batteries, CFLs/tube lights, electronic equipment, construction and demolition debris, bulky waste, biomedical waste, industrial/process waste, hazardous waste, chemicals, oils, solvents and other regulated waste shall not form part of the above four regular waste streams. Such waste shall be segregated and handled separately by the concerned Unit in accordance with the applicable statutory provisions and authorised disposal mechanism.
7. Unit Holders/occupants shall ensure that the above segregation system is followed by their employees, workers, contractors, pantry/canteen personnel and internal housekeeping staff. The prescribed colour-coded segregation chart shall also be displayed prominently at suitable waste-generation points, particularly pantry/canteen areas, within the Unit premises.
8. Where mixed/unsegregated waste is offered for collection, the concerned Unit shall be required to rectify the segregation before handing over the waste. Repeated instances of non-segregation shall be brought to the notice of the Estate Section for appropriate action.
9. In case the personnel of Authorised housekeeping agency do not visit the Unit during the notified daily collection round, refuse to collect properly segregated waste falling under any of the above four regular categories, or the segregated waste is subsequently found to be mixed by the personnel of Authorised housekeeping agency, the same may immediately be reported to the designated Housekeeping Helpdesk/concerned Caretaker at the contact details notified by SEEPZ-SEZ.
10. Unit Holders/occupants shall also immediately report any instance of accumulation of garbage, littering, overflowing waste, spillage or unauthorised dumping in the common areas so that the same can be attended to promptly.
11. Repeated non-segregation of waste, littering, unauthorised dumping, disposal of regulated waste through the regular housekeeping stream or any other violation of the above instructions shall be reported to the Estate Section for appropriate action in accordance with the applicable provisions/instructions.
12. All Unit Holders/occupants are requested to sensitise their personnel and extend full cooperation in effective implementation of the Daily Door-to-Door Segregated

Waste Collection System, with the objective of maintaining SEEPZ-SEZ as a clean, hygienic and litter-free Zone.

This issues with the approval of the Competent Authority, SEEPZ-SEZ.



(Dr. Sandip Bhosale)
Estate Officer /
Deputy Development Commissioner
SEEPZ-SEZ Authority

File No. E-OPT-12/30/2022-EO/ 09727

Date: 30.09.2026

To:

All Unit Holders/Occupants of SEEPZ-SEZ

Copy to:

1. M/s. Perks Links & Services Pvt. Ltd.
2. All Section, SEEPZ-SEZ
3. All Caretakers
4. DCO / JDCO / DDCO
5. ERP Team