ABSTRACT

Sanitation – Announcement made by the Hon'ble Chief Minister under Rule 110 – Construction of 26.49 lakh IHHLs under Swachh Bharat Mission(Gramin) and Mahatma Gandhi National Rural Employment Guarantee Scheme –Guidelines for Planning and Implementation of Individual Household Latrine(IHHL) works and usage monitoring for the year 2017-18 – Guidelines – Approved - Orders – Issued.

Rural Development and Panchayat Raj (CGS.1) Department

G.O.(Ms) No.141 **Dated: 24.11.2017**

Read:

1. Announcement made under Rule 110 by the Hon'ble Chief Minister on the floor of the Legislative Assembly on 03.07.2017.
2. From the DRD&PR letter No.7295/2017/SBM(G)-1, dated 28.8.2017.

ORDER:

The Hon'ble Chief Minister of Tamil Nadu has made the following announcement under Rule 110 on 3.7.2017 on the Floor of Legislative Assembly:

> "திறந்தவெளியில் மலம் கழித்தல் அற்ற "முழு சுகாதார தமிழகம்" என்ற இலக்கினை அடையும் வகையில், 2017–18 ஆம் ஆண்டில், தூய்மை பாரதம் இயக்கம் மற்றும் மகாத்மா காந்தி தேசிய வேலை உறுதித் திட்டத்தின் கீழ் 26.49 இலட்சம் தனி நபர் இல்லக் கழிப்பறைகள், தலா 12,000 ரூபாய் ஊக்கத் தொகையில் மொத்தம் 3,178 கோடி ரூபாயில் கட்டப்படும்".

2. In the letter second read above the Director of Rural Development and Panchyat Raj has stated that in order to achieve the goal of open defecation free Tamil Nadu the Government have issued guidelines for Planning and Implementation of Individual Household Latrine(IHHL) works and usage monitoring vide G.O.(Ms)No.46, Rural Development and Panchayat Raj(CGS.1) Department, dated 25.3.2015 and G.O.(Ms) No.68, Rural Development and Panchayat Raj(CGS.1) Department, dated 16.06.2016.

3. The Director of Rural Development and Panchyat Raj has also stated that the Construction of Individual Household Latrines (IHHLs) was one of the important components of Swachh Bharat Mission (Gramin)-SBM(G) which was launched on 02.10.2014. The unit cost of an IHHL is Rs.12,000/- under SBM(G). The present sharing pattern between Central and State is 60:40. The IHHL can also be constructed under Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS) at Rs.12,000/- as per G.O.(Ms).No.05, Rural Development and Panchayat Raj(CGS.1) Department, dated 19.01.2015. During the previous year 2016-17, in the G.O.(Ms) No.68, Rural Development and Panchayat Raj(CGS.1) Department, dated 16.06.2016,

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Government have issued detailed guidelines for the construction of 15.17 lakh IHHLs in all the rural Districts including 7.66 lakh IHHLs under SBM(G) and 7.51 lakh IHHLs under MGNREGS in which 11.39 lakh IHHLs were completed and remaining are under various stages of completion.

4. The Director of Rural Development and Panchayat Raj has further stated that during the year 2017-18, it is proposed to construct 26.49 lakh Individual Household Latrines (IHHLs) in all the rural districts including 19.42 lakh IHHLs under SBM(G) and 7.07 lakh IHHLs under MGNREGS and the proposed guidelines for 2017-18 are based on the approved guidelines of 2016-17.

Involvement of Village Poverty Reduction Committee(VPRC)/ Panchayat Level Federation(PLF)

In view of challenges in bringing about the required behaviour change among the target group in construction and usage of toilets, one Village Poverty Reduction Committee(VPRC)/Panchayat Level Federation(PLF) are identified by the Districts as Community Based Organisation(CBO) for each Village Panchayat and being involved in Inter-Personal Communication activities for expeditious achievement of ODF Tamil Nadu with suitable incentive provisions.

Swachh Bharat Mission(Gramin) guidelines provide for incentivizing the motivators of Individual Household Latrines from the Information Education and Communication amount available under the project. Hence, it is suggested that like previous year, Rs.300/- can be permitted as the maximum incentive amount for each IHHL, that can be released to VPRC/PLF bank account and the incentive amount can be released in two phases after ascertaining the usage of IHHLs that have been constructed through the efforts of VPRC/PLF, Rs.200/- after a gap of 6 months and again Rs.100/- after one year from completion. In view of staggered release of incentive amount after completion as mentioned above, approximately Rs.30.00 Crore may be required during 2017-18 for the release of incentives to the VPRC/PLF and this amount can be met from the IEC amount available under SBM(G) with the Districts.

Further, it is suggested that an amount of Rs.6,000/- can be given during 2017-18 to each VPRC/PLF as already identified by the Districts as noted above for the particular Village Panchayat as one time provision for meeting out their incidental expenses in conducting monthly meetings with stakeholders for promoting sanitation through Inter-Personal Communication activities. For this purpose, Rs.7.51 Crore is required for the payment of IPC amount to the VPRC/PLF and this amount can be met from the Information Education and Communication amount available under SBM(G) with the Districts.

Community Approaches and Involvement Motivators:

Community Approach has been extensively used in the Village Panchayats, which have achieved Open Defecation Free (ODF) status across the Country. Motivators engaged in Community Approaches are identified from among VPRC/PLF members, SHG members, etc. who possess requisite skills. They are jointly identified by Project Director, District Rural Development Agency and PD, TNSRLM. A maximum of two Motivators trained in Community approach are involved for triggering and making the targeted Village Panchayat ODF. However, no Motivator can be engaged in more than 2 Village Panchayats at a time. Incentive amount of Rs.5,000 per Motivator

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may be given once the ODF Status of the Village Panchayat is confirmed by the District Level Verification Team and reported in the SBM(G) IMIS. The total requirement for all 12,524 Village Panchayats will be Rs.12.52 Crore, even if two motivators are engaged in each Village Panchayat. This amount can also be met from the Information Education and Communication amount available under SBM(G) with the Districts as it is permissible under SBM(G) guidelines.

Provision of Photograph charges to Village Panchayats:

The Village Panchayat shall arrange to take a photograph of the IHHL beneficiary along with one amongst the following:- (i)VPRC Member or (ii)PLF Member or (iii)Motivator or (iv)Overseer or (v)Village Panchayat Secretary. This should be taken during two stages, i.e., after marking and before commencement of the work and after completion of the toilet. This is essential to negate fictitious claims for getting funds for already constructed toilets. Hence, the Project Director, District Rural Development Agency may be allowed to release funds at the rate of Rs.50/- per IHHL out of administrative cost for taking two photographs for each IHHL. The Village Panchayat will pay for photographic charges. For this purpose, approximately Rs.13.25 Crore may be required for the payment of Photograph charges to Village Panchayats for the completed toilets and this amount can be met out from the administrative cost under SBM(G) with the Districts.

Fund Provision:

As per Annual Implementation Plan(AIP) under SBM(G) for the year 2017-18, total requirement of funds are as follows:

(Rupees in Crore)

Component	Central Share (60%)	State Share (40%)	Total
Individual Household Latrines (IHHL) @ Rs.12,000 per unit. (19,42,123 IHHLs under SBM-G)	1398.33	932.22	2330.55
Solid and Liquid Waste Management (SLWM)	12.00	8.00	20.00
Community Sanitary Complex (CSC) (60:30:10)	0.60	0.30	0.90
IEC and Administrative Cost	106.20	70.80	177.00
Total	1517.13	1011.32	2528.45

5. The Director of Rural Development and Panchayat Raj has stated that the Ministry of Drinking Water and Sanitation, Government of India have indicated Rs.514.14 Crore as initial allocation to the State of Tamil Nadu for the execution of work under SBM(G) during the financial year 2017-18 and also informed that this allocation is only tentative and the allocation will be revised at later stage based on the availability of supplementary grants at Revised Budget and also on the basis of performance of the State during the current financial year. The Ministry of Drinking Water and Sanitation,

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Government of India have released a sum of Rs.242,86,98,000/- to the State Government towards first installment of Grants in aid as Central Share under SBM(G) for the year 2017-18. The above amount was sanctioned by the Government with the State Matching Share of Rs.161,91,32,000/- vide G.O.(Ms)No.75, Rural Development and Panchayat Raj(CGS-1) Department, dated 30.6.2017. The Ministry of Drinking Water and Sanitation, Government of India has directed to implement the Public Financial Management Systems(PFMS) during the year 2017-18 under SBM(G) for the release of incentives to the beneficiaries through Direct Benefit Transfer(DBT) from 2017-18 onwards. For the implementation of PFMS, the process is going on in co-ordination with MDWS, Government of India. After completion of all the procedures under PFMS, incentive amount will be disbursed to the beneficiary's bank account through DBT during the current year 2017-18 itself.

6. The Director of Rural Development and Panchayat Raj has therefore requested the Government to approve the draft guidelines of 2017-18, for planning and implementation of Individual Household Latrine works, payment of incentives for usage monitoring and photograph charges and to permit the District Collectors to utilize the IEC/ Administrative Cost amount available in their districts under Swachh Bharat Mission(Gramin) for payment of incentives and IPC fund to Village Poverty Reduction Committee(VPRC)/Panchayat Level Federation(PLF), Motivators incentive and Photographic charges as per the provisions in Guideline.

7. The Government, after careful examination of the proposal of the Director of Rural Development and Panchayat Raj, approve the guidelines for planning and implementation of Individual Household Latrine works, payment of incentives for usage monitoring and photograph charges for the year 2017-18 annexed to this order and to permit the District Collectors to utilize the IEC/ Administrative Cost amount available in their districts under Swachh Bharat Mission(Gramin) for payment of incentives and IPC fund to Village Poverty Reduction Committee(VPRC)/Panchayat Level Federation(PLF), Motivators incentive and Photographic charges as per the provisions in Guideline.

8. This order is issued with the concurrence of Finance Department vide its U.O.No.47071/RD/2017, dated 06.10.2017.

(BY ORDER OF THE GOVERNOR)

HANS RAJ VERMA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

To
The Director of Rural Development and Panchayat Raj, Chennai – 15.
All District Collectors (Except Chennai) (Thro' the Director of Rural Development and Panchayat Raj, Chennai – 15)
All Project Directors, District Rural Development Agencies
(Thro' the Director of Rural Development and Panchayat Raj, Chennai – 15)
The Accountant General, Chennai – 18.

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Copy to:

The Pay and Accounts Office (South), Chennai – 35.
The Finance (RD) Department, Chennai – 9
Chief Minister's Office, Secretariat, Chennai-9.
The Senior Personal to Hon'ble Minister (Municipal Administration & Rural Development, Implementation of Special Programme), Chennai – 9.
The Principal Private Secretary to Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department, Chennai – 9.
The Rural Development and Panchayat Raj (OP.2) Department, Chennai – 9
The National Informatics Centre, Chennai – 9.
Spare copy/Stock file.

//FORWARDED BY ORDER//

24/11/17

SECTION OFFICER

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ANNEXUERE

GUIDELINES FOR PLANNING AND IMPLEMENTATION OF INDIVIDUAL HOUSEHOLD LATRINE(IHHL) WORKS AND USAGE MONITORING 2017-18

(G.O(Ms) No.141, Rural Development and Panchayat RajCGS.1)Department, dated 24.11.2017)

1. Introduction:

The goal of an open defecation free Tamil Nadu, "முழு சுகாதார தமிழகம் – முன்னோடி தமிழகம்" would be achieved through a multi-pronged strategy by organizing all stakeholders into a mass movement to root out the practice of open defecation. This guideline aims to provide the strategies for planning, motivation, implementation, incentivizing and monitoring the sanitation programme at Village Panchayat, Block and District level.

2. Objectives:

2.1 To accelerate sanitation coverage in rural areas in order to achieve the goal of open defecation free(ODF) Tamil Nadu in a time bound manner by adopting various strategies.

2.2 To sustain the practice of safe sanitation and ODF status through continuous Behavioural Change activities.

3. Leadership Role of District Collectors in the achievement of Open Defecation Free(ODF) District and it's sustainability:

3.1 The Leadership role provided by the District Collector is very crucial in the achievement of ODF Status of the District. It should be done on a step by step process, i.e., achievement of ODF Villages and ODF Blocks that ultimately pave way for the achievement of ODF District.

3.2 The District Collector as Team Leader should conduct a meeting with all the stakeholders such as Project Director, DRDA, Project Director, TNSRLM, etc., and identify the Village Panchayats and Blocks that can be made ODF during the course of year based on their current sanitation coverage and other parameters.

3.3 Conduct of Inter-Sectoral convergence meeting with various stakeholder departments atleast once in a month.

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3.4 A Joint meeting of Village Poverty Reduction Committee(VPRC)/ Panchayat Level Federation (PLF), PRI functionaries and other stakeholders concerned should be conducted to chalk out a detailed plan for covering the various categories of households such as households without toilets, defunct toilets, households not found in baseline survey, etc.

3.5 **Open Defecation Eradication Plan (ODEP)** should be prepared for Village Panchayats and Blocks in the District so that the milestones for achievement of ODF are tracked meticulously.

3.6 This should be followed by **frequent field visits** to the Village Panchayats and Blocks by the **Collector and the Team** of District level and Block level officials to encourage follow up and monitor the sanitation coverage till they achieve ODF Status.

4. Achievement of ODF (Open Defecation Free) Status:

"ODF is the termination of faecal-oral transmission, defined by

a) No visible faeces found in the environment/village; and

b) Every household as well as public/community institutions using safe technology option for disposal of faeces

(Tip: Safe technology option means no contamination of surface soil ground water or surface water; excreta inaccessible to flies or animals; no handling of fresh excreta; and freedom from odour and unsightly condition)"

4.1 On attaining the ODF status as defined above, the Village Panchayat shall make a declaration in the Grama Sabha and resolve to sustain the status. This shall be done on any statutory Grama Sabha i.e., 2nd May, 15th August, 2nd October or 26th January or at a Special Grama Sabha exclusively convened for this purpose.

4.2 Based on the declaration, Block Level Verification, District Level Verification and thereafter, State Level Verification should be conducted as per the guidelines and instructions issued in this regard for authentication and confirmation of the status.

5. Inter-Sectoral Convergence:

5.1 Sustainable ODF is about behavioural change. If the message of benefits of ODF reaches the targeted group effectively, then they will take ownership of the campaign and ensure sustainability. Hence, there should be a constant

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reinforcement of sanitation messages by all the stakeholders in a coordinated manner. In this direction coordinated action should be taken through Health, School Education and Social Welfare Departments at District Level and District Collector should conduct convergence meetings atleast once in a month.

5.2 Block Officials should also conduct inter-departmental convergence meetings at Block level to facilitate convergence at field level. This shall be conducted regularly, atleast once in a month in order to support and supplement the efforts of the VPRC/PLF / Motivators.

6. Community Approach to achieve ODF:

6.1 Community Approach has been extensively used in the Village Panchayats which have achieved ODF status across the Country. Trained Motivators are engaged for triggering the Village Community so as to achieve ODF and its sustainability.

6.2 Motivators are to be identified jointly by PD, DRDA and PD, TNSRLM through rigorous selection process from among SHG/VPRC/PLF members, Natural Leaders, etc., who have IHHL, practice safe sanitation and possess requisite communication skills.

6.3 ODEP prepared by the District Collector should have Community Approach Component in their Capacity Building Programme which should be conducted with qualified trainers.

6.4 In the ODF targeted Village Panchayats, maximum of Two Motivators trained in Community approach shall be involved for triggering and making the Village Panchayat as ODF. However, no Motivator can be engaged in more than 2 Village Panchayats at a time.

6.5 Motivator so engaged in ODF targeted Village Panchayat should make a Village Panchayat ODF within a stipulated time. If a Motivator was not able to do so, he should not be engaged in any Village Panchayat in future.

6.6 Incentive amount of Rs.5,000 per Motivator shall be given once the ODF Status of the Village Panchayat is confirmed by the District Level Verification Team and reported in the IMIS of SBM(G). The District Collector shall release the incentive amount of Rs.5,000 per Motivator in respect of the ODF confirmed Village Panchayats from IEC funds of SBM(G) available in DRDA to the VPRC/PLF concerned. On receipt of the same, the VPRC/PLF will make payment to the Motivators concerned after passing necessary resolution and informing the Zonal Deputy Block Development Officer and Block Development Officer (VP).

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6.7 Frequent interaction with Motivators by the District Administration is essential not only to get their feedback for midcourse corrections but also to recognize their activities.

6.8 It should be noted that the involvement of District Administration could be gauged through such innovations and therefore ODEP prepared by District Collector should have a plan for all these activities.

7. Capacity Building:

7.1 Training of Field Functionaries and Stakeholders: District Collector shall draw a capacity building plan for the year 2017-18 and conduct training for VPRC/PLF Members, Worksite Supervisor engaged under MGNREGS and field functionaries of various departments like Teachers, Anganwadi Workers, VHN, etc. on sanitation promotion. Training on Technical aspects in toilet construction should also be given to field functionaries.

7.2 Training on Community Approach: Plan for conduct of Training Programme on Community Approach for Motivators to achieve ODF should be prepared in tune with the detailed instructions given in these guidelines.

7.3 PD, DRDA, PD(MT), TNSRLM should provide necessary materials approved by the DRD & PR to Motivators, Worksite Supervisors, VPRC/PLF for their IEC/IPC activities.

7.4 **Masonry Training for Women SHGs:** Atleast five Women SHG members per Block from among construction workers should be identified for Masonry Training. They should, especially, be technically trained in toilet construction. Database of such trained Women SHG Masons should be available in all Blocks and in the District. Apart from IHHL, they should also be utilized in all construction works taken up under various RD Schemes so that they get continuous and assured post-training livelihood opportunities.

7.5 **AEE (RD) should identify Masons** involved in IHHL works at Block Level and they should be trained on the importance and technical aspects on construction of Twin Leach Pit toilets. Database on the availability of such Masons should be maintained at Block Level for effective engagement in needy places.

7.6 Fund requirement for the above shall be met out within the earmarked allocation of Capacity Building component under IEC of SBM (G) available at the districts level as per the guideline provisions.

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8. Involvement of Village Poverty Reduction Committee(VPRC)/ Panchayat Level Federation(PLF) as Community Based Organization at Village Panchayat Level:

8.1 There is a huge Social Capital in the form of Women Self Groups already available in the State. The Village Poverty Reduction Committee (VPRC)/Panchayat Level Federation(PLF) of Self Help Groups have been identified by the Districts to function as Community Based Organization. They have been fully involved in Inter-Personnel Communication(IPC) for expeditious achievement of ODF Tamil Nadu.

8.2 The members of VPRC/PLF, as the case may be, should be adequately sensitized on their role and responsibilities as envisaged in the following paragraphs of these guidelines and also on the executive instructions issued from time to time.

9. Functions of VPRC/PLF:

a) Maintaining the Register containing households without toilets / with defunct toilets. Assisting the Village Panchayat Secretary for periodical updating of Master Register maintained at Village Panchayat Office by incorporating toilet coverage and inclusion of additional households approved as per the guidelines issued in this regard.

b) Overall Planning and Execution of IHHL construction at habitation level and monitoring its usage.

c) Door to door visits & motivation of the households on the importance of sanitation and hygiene, construction and usage of toilets.

d) Educating the households on the health hazards, especially among Women and Children

e) Emphasizing on the need to safeguard the pride and dignity of women and wellbeing of differently abled and old age persons.

f) Educating about the loss of income and livelihood due to poor sanitation.

g) Supporting and handholding the targeted beneficiaries in understanding and availing the benefits of Government Schemes on toilet construction.

h) Facilitating the beneficiaries in arrangement of materials and skilled masons.

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i) Monitoring the release of incentives to beneficiaries on time.

j) Ensuring Toilet usage and maintenance through frequent interactions and follow up visits.

10. Provision of funds to VPRC/PLF for Inter Personal Communication(IPC) activities among SHG members:

10.1 The District Collector should release Rs.6,000 each as one time provision during 2017-18 for Inter-Personal Communication activities to VPRC/PLF which was already nominated as support organization for Village Panchayats from IEC component of SBM(G) available in the district to the Savings Bank Account maintained by the VPRC/PLF. This amount should be released only after obtaining the Utilization Certificate for the IPC amount of Rs. 10,000 and Rs.6,000 already released during the years 2015-16 and 2016-17 respectively to VPRC/PLF.

10.2 This fund can be utilized by VPRC/PLF for incidental expenses incurred for triggering and awareness generation activities among its Members and SHG Members during their monthly meetings.

10.3 Atleast 3 meetings should be conducted by the VPRC/PLF, i.e., 1) Meeting among VPRC/PLF members, 2) Meeting with representatives of all SHGs in the Village Panchayat and 3) Meeting with HLF representatives.

10.4 Cluster Level Facilitators(CLF) should monitor the conduct of the meetings and maintain a copy of the Agenda and Minutes relating to sanitation promotion in the meetings, which should be verified by Zonal Deputy Block Development Officer and Block Development Officer(VP) from time to time.

11. Maintenance of Master Register:

11.1 Baseline Survey data 2013: The Baseline Survey conducted in 2013 has identified the sanitation gaps at household level in the Village Panchayats.

11.2 It is the duty of the Block Development Officer(VP) to verify and ensure that the Master Register already downloaded and given to all Village Panchayats have been updated properly with the details of households without toilets as on date taking into account the households that have subsequently been sanctioned with IHHLs after the baseline survey.

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11.3 The households which have constructed toilets with their own funds/ other than scheme funds, after due certification by VPRC/PLF, should also be updated, in the above Master Register.

11.4 The Village Panchayat Secretary shall be responsible for maintaining and updating the Master Register at Village Panchayat Office with the concurrence based on resolution of VPRC/PLF.

11.5 For any inclusion of households that have been omitted during the baseline survey 2013 or any addition of new household, the procedure prescribed in this regard should be followed. The printout of additional households has to be generated from www.tnrd.gov.in by the BDO (VP) and handed over to Village Panchayat concerned for updating in the Master Register.

11.6 Master Register should be reconciled with IMIS and TNRD online database every quarter.

12. Demand Generation among the targeted households:

12.1 If the targeted household is not fully convinced about the necessity of constructing and using the toilet, the efforts taken in this regard may become futile. Hence, it calls for personalized contact by Motivators /VPRC/PLF members through house to house visits and motivating the households to construct and use toilets.

12.2 This shall be supplemented through repeated reinforcement of messages relating to safe sanitation through different peer groups/ important persons in the village with whom the intended beneficiary interacts on daily basis. Hence, the VPRC/PLF members shall also seek the effective involvement of various stakeholders like, members of SHGs, Village Panchayat Secretary, OHT operators, MGNREGS Worksite Supervisors, School Teachers, Students, Doctors, Village Health Nurses, Anganwadi Workers, etc., in the Inter- Personal Communication and promotion of Sanitation activities.

13. Administrative Sanction and allocation of IHHL works:

13.1 The District Collector shall accord Administrative Sanction indicating the Block-wise number of IHHLs approved based on Block wise requirement after taking into account ODEP prepared for the year.

13.2 BDO(VP) will re-allocate the IHHLs to be taken up during the year after taking into account ODEP prepared for the Village Panchayats.

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14. Application Forms for construction of IHHL under SBM (G) / MGNREGS:

14.1 Application Forms in the prescribed format in Tamil shall be distributed to the households by the VPRC/PLF members, Motivators and other stakeholders viz. Field functionaries of Health, ICDS and School Education Departments. Further, the Application Forms should be available at Village Panchayat Office and it should be provided on demand by the Village Panchayat Secretary.

14.2 Application forms shall also contain provision for filling up of Mobile number, Aadhar number, Aadhar liked Bank Account number, MGNREGS Job Card number of the applicant for easy identification and follow up.

14.3 Duty of the Village Panchayat Secretary to accept the filled - in application for construction of IHHL from households and from the VPRC/PLF, Motivators and other stakeholders at Village Panchayat Office on all the working days along with the Copies of documents.

15. Procedure for Selection of eligible beneficiaries and issue of work order:

15.1 Verification of Applicant's status shall be done by the Village Panchayat Secretary under the direct supervision of Zonal Deputy Block Development Officer with reference to Habitation Level Master Register.

15.2 The Village Panchayat Secretary in consultation with Zonal Deputy Block Development Officer concerned should process application and confirm the eligibility under MGNREGS / SBM(G). This should be forwarded to the BDO(VP) after filling up the TNRD Survey ID and SBM Unique Family ID for entry in the TNRD Website for work creation.

15.3 Ideally, a bunch of 10-15 applications received from each habitation / cluster should be processed at a time in view of the following advantages:

a) Coordinated effort could be taken in mobilizing materials and masons.
b) Economies of scale in construction.
c) Ease in technical supervision and quality of construction.
d) Facilitation of effective supervision by Worksite Supervisors appointed under MGNREGS.

15.4 The Village Panchayat/Zonal Deputy Block Development Officer shall facilitate IHHL construction through contributions/assistance received under Corporate Social Responsibility(CSR) funds and from NGOs, Clubs, etc., for those not covered under the SBM(G)/ MGNREGS.

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15.5 BDO(VP) on receipt of applications received from the Village Panchayats in his / her jurisdiction should ensure that name of beneficiary available in IMIS and TNRD is agree with.

15.6 In order to avoid delay and expedite the process of toilet construction, the Executive Authority of Village Panchayat shall issue the Work Order to the beneficiary in the format already communicated by the DRD & PR. After issue of work order, a copy of the same should be sent to BDO(VP) within a week time.

15.7 Zonal Deputy Block Development Officer should ensure that Work order is handed over to the beneficiary concerned along with Type designs and Pamphlets for construction and usage.

15.8 Immediately on receipt of Work Order, Work ID should be created in respect of the beneficiary concerned in TNRD website linking to the baseline survey data at Block level. This should be done to avoid duplication.

15.9 The eligibility of beneficiary and correctness of work order should be got verified by the BDO(VP) before payment of first instalment of subsidy to beneficiary.

15.10 Based on the request received from the Village Panchayat concerned, the PD, DRDA will release funds at the rate of Rs.50/- per IHHL out of Administrative Cost under SBM(G) for taking two photographs for each IHHL - one at the site before the construction of IHHL of the beneficiary (along with VPRC Member/ PLF Member/Motivator/ Overseer/ Village Panchayat Secretary) and another after the toilet is completed. The Village Panchayat will pay for photographic charges.

16. Execution of IHHL Works:

16.1 Basically, an IHHL shall comprise of a Toilet Unit including a substructure, a super structure and with provision for water facility.

16.2 The recommended type design for the particular soil condition shall be indicated in the work order itself. The Model Type designs has already been communicated by DRD & PR.

16.3 IHHL with Twin Leach Pit Model should be encouraged and the beneficiaries should be sensitized on the advantages of this model over the Septic Tank Model.

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16.4 In the case of IHHLs executed under MGNREGS, serially numbered composite IHHL NMR should also be given to the Worksite Supervisor.

16.5 Entries to be made for issue of Work order in the prescribed Register Maintained at the Village Panchayat office.

16.6 Zonal Deputy Block Development Officer should monitor the execution of IHHLs in the Village Panchayats of their zonal area.

16.7 Overseers should visit their respective area of operation regularly for marking the site. In any case marking of site should be done within a week of issue of work order. The Village Panchayat should arrange to take a photograph of the beneficiary along with one amongst the following:
(i) VPRC Member or (ii) PLF Member or (iii) Motivator or (iv) Overseer or (v) Village Panchayat Secretary should be taken after marking and before commencement of the work. This is essential and it is to be clearly stated that no payment should be released to any beneficiary, who does not get the photograph of the marked site with the help of himself along with any one of the 5 persons specified at the marked site, but before construction. This will negate fictitious claims for getting funds for already constructed toilets.

16.8 Zonal Deputy Block Development Officer should ensure taking photographs at various stages in the Village Panchayats of their zonal area.

16.9 VPRC/PLF shall facilitate in the identification of skilled mason. (Also refer para 7.4).

16.10 A.E./J.E. and Overseers should monitor the quality of construction and ensure that the requisite technical specification of IHHLs are adhered to. AEE (RD) and EE (RD) should ensure such compliance.

16.11 Personal Guidance shall be provided to the beneficiary in the toilet construction by the Motivators and Overseers.

16.12 List of Beneficiaries who have completed the toilet basement / fully sanctioned under SBM(G) / MGNREGS, Village Panchayat Secretary should submit the report about the completion of toilet to the BDO (VP) for further action.

16.13 BDOs (VP) shall allocate such name of beneficiary to the Overseer (ie Registered Mobile User) for Geo-tagging for the fully completed toilet.

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16.14 Overseers should visit their respective area of operation at least once in a week, on Friday for valuation of completed IHHLs. Overseer (ie Registered Mobile User) shall geo-tag the fully completed toilet by taking up the photograph with beneficiary at site either in off line mode or online and upload the same in the IMIS. The instructions already issued by the DRD & PR vide D.O. letter No.67772/SBM(G)-1/2015, dated 28.9.2015 should be strictly followed.

16.15 Overseer should also take photograph with beneficiary in front of the completed toilet alongwith any one of the following five: (i) VPRC Member or (ii) PLF Member or (iii) Motivator or (iv) Overseer or (v) Village Panchayat Secretary for preparation of valuation certificate.

16.16 BDO (VP) should verify quality of photograph uploaded by the Overseer as per instructions and approve good quality of photograph only by the BDOs (using M 03 module in IMIS) and should remove the poor quality of photograph / improper photograph from the MIS and direct the Overseer to redo the same.

16.17 The Valuation Certificates of Overseer must compulsorily have the photo before construction has started and after it is finished. The final payment to the IHHL will not be released without the two photographs in any case.

16.18 BDO(VP) should track the progress in the online monitoring system and ensure completion of sanctioned IHHL within 3 months.

16.19 If the time lag between sanction and completion exceeds 3 months it should be personally reviewed by the District Collector and PD, DRDA in the Review meetings and Zonal Officer shall inspect the IHHLs for ascertaining the reasons for delay.

16.20 The Block Coordinator should ensure that completion entries are made in the online monitoring system of RD website and also in the IMIS of MDWS websites.

17. Release of incentive to beneficiaries:

17.1 After verification of the Valuation Certificate issued by Overseer, the Village Panchayat Secretary should hand over the same to the Block office immediately.

17.2 BDO (VP) shall issue Payment order and release the incentive under SBM(G) to the beneficiary's bank account through ECS within one week of issue of Payment order.

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17.3 Action is being taken to implement the Public Financial Management Systems (PFMS) under Swachh Bharat Mission (SBM-G) and after completion of all the procedures under PFMS, incentive amount will be disbursed to the beneficiary's bank account through Direct Benefit Transfer (DBT) during the current year 2017-18 itself.

17.4 If the IHHL is sanctioned under SBM(G), release of incentive to beneficiary should be done in two stages. First part shall be given once the sub-structure is completed. After Completion of toilet in all respect and fit for use and also geo-tagging and uploading of quality photograph into SBM website, BDO(VP) should release the Balance amount.

17.5 It is again reiterated that in order to avoid hardships to the beneficiaries and also to avoid any false claims for already completed toilets, the Overseer shall compulsorily inspect the toilet once substructure is completed and recommend for part payment.

17.6 If the payment is sought in one go for completed toilets, the payment is to be released only after geo-tagging of toilet and uploading of good quality photograph and also after compulsory super check of the AE / JE concerned.

17.7 Similarly, if the IHHL is sanctioned under MGNREGS, payment should be made in two instalments as per the actual value of work done as per the measurement subject to the limit of Rs.12,000 per IHHL.

17.8 If the work was executed under MGNREGS payment may be effected to the Job Card holder through NeFMS/e-FMS.

17.9 Zonal Deputy Block Development Officer should ensure the release of incentive amount to the beneficiaries in the Village Panchayats of their zonal area and ensure necessary entries are made in TNRD and MDWS website.

18. Release of Incentive to VPRC / PLF:

18.1 SBM(G) guidelines provide for incentivising anyone who motivates households for toilet construction which results in those households moving away from the Open Defecation. Hence, as per the above provisions, VPRC/PLF of SHGs are entitled for incentive irrespective of whether the Household constructs toilet with assistance from Government Scheme like SBM(G)/MGNREGS /Other funds like

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CSR, etc., or from their own funds. Hence, the District Collectors are permitted to utilize the IEC amount available in their district under SBM(G) for incentivizing the VPRC/PLF as per the guideline provisions.

18.2 The VPRC/PLF has been entrusted with the important responsibility of eradicating open defecation in their respective Village Panchayat area by achieving sanitation coverage and monitoring toilet usage. Hence, VPRC / PLF needs to be suitably incentivized and motivated for collective action and diligently discharging the responsibilities entrusted to them. The maximum incentive amount for each IHHL will be Rs.300 that has to be released to VPRC/PLF bank account. The incentive amount shall be released in two phases after ascertaining the usage of IHHLs constructed through the efforts of VPRC/PLF. At the first instance, incentive amount Rs.200 per IHHL should be released to VPRC/PLF account 6 months after completion and verification of usage. Further, the VPRC/PLF will also be entitled for another dose of incentive of Rs.100 per IHHL provided, the IHHLs constructed through their effort continue to be used by the household members for a period exceeding one year.

18.3 IHHLs for which work order issued after 1.4.2015 will be entitled for incentive amount. The date of release of final instalment of subsidy amount to the beneficiary shall be reckoned for calculation of 6 months / one year period for release of incentive amount. (The modalities for the release of incentive to the VPRC/PLF are given in the subsequent paragraphs).

18.4 Block Level Award & Incentive Committee comprising of atleast two Zonal Deputy BDOs shall undertake inspections once in a quarter (First week of January, April, July and October) to verify the sustainability and usage of IHHLs i.e., 6 months of usage after completion and recommend for release first dose of incentive amount of Rs. 200 per IHHL to VPRC/PLF.

18.5 The second and final dose of incentive of Rs.100 per IHHL shall be released to the VPRC/PLF after verification of sustainability and usage of IHHLs in First week of January, April, July and October by the Block Level Award & Incentive Committee

18.6 The BDO (VP) shall release the incentive amount to the Bank account maintained by VPRC/PLF through ECS.

19. Usage of Incentive amount by VPRC/PLF:

19.1 The VPRC/PLF concerned may use a portion of the incentive amount given to it by redistributing to Motivators / Members of VPRC / PLF who are actively

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involved in Community engagement and IHHL construction activities in Sanitation promotion after passing resolution which shall contain the activities undertaken by the VPRC/PLF member/Motivator concerned and also placing on record the appreciation for the same.

19.2 Balance incentive amount can be used for internal lending among VPRC/PLF members as advance for IHHL construction. Such advances can be given for SHG members also once all VPRC/PLF members have constructed IHHL.

19.3 Usage of incentive amount released to VPRC / PLF should be verified by Zonal Deputy Block Development Officer and Block Development Officer (VP) and ensure necessary resolution is passed by VPRC / PLF in this regard.

19.4 A Separate Register should be maintained by VPRC/PLF concerned for utilization of this incentive amount.

20. Monitoring:

20.1 District Collector is the overall monitoring authority of the Sanitation Programme, providing a lead role in achievement of ODF status and its sustainability at District level.

20.2 The Project Director, District Rural Development Agency, shall be responsible for the proper implementation of the scheme in achievement of ODF status and its sustainability as per the guidelines and instructions issued from time to time.

20.3 Assistant Project Officer (Housing & Sanitation) and Assistant Project Officer (Wage Employment) should assist the PD, DRDA, in the review and monitoring of proper implementation of the Scheme. Further, they should monitor the online entries done at Block level in TNRD, SBM and MGNREGS websites. APO (H&S) will be responsible for the approval given at District Level every month in the IMIS - SBM website of Government of India.

20.4 **Role of Block Zonal Officers:**

- The District Collectors shall designate one of Assistant Director Cadre officers as Block Zonal Officer for each and every block in his / her district and fixed responsibilities to monitor the speedy implementation of development works including IHHL construction and ODF activities carried out in their respective block.

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- Block Zonal Officers should assist the District Collector / Project Director, DRDA on the monitoring of payment of incentives to the beneficiaries on the completed IHHLs through Zonal Deputy Block Development Officer and also in updating the data in TNRD and MDWS Website.

- They should also conduct convergence meeting of all stakeholders departments like Health, Education, ICDS along with VPRC / PLF of SHGs to ensure for speedy progress of construction of IHHLs and sustainability of ODF.

- Block Zonal Officers should also furnish the daily reports in the formats that are prescribed by DRD & PR from time to time.

20.5 Role of Block Development Officer (VP): Since BDO(VP) is overall in-charge of Sanitation Programme at Block Level, he/she will also be called as Block Sanitation Officer and shall be responsible for ensuring the eligibility of beneficiaries, quality of construction, timely completion and usage of IHHLs.

20.6 **Role of Zonal Deputy Block Development Officer:**
The role of Zonal Deputy Block Development Officer (Zonal Dy. BDO) is crucial as they have to monitor, expedite the ODF process and ensure sustainability ODF status by actively engaging the VPRC/PLF and supervising the various stakeholders, in all the Village Panchayats in their respective Zonal area. They are responsible in their Zonal area and also should act link officers to BDO(VP) and Block Zonal Officer designated by District Collector. Their role is summarized below:

1. Ensuring the selection of eligible beneficiaries, issue of work order, taking photographs at various stages and payment, etc.

2. Supervising the construction of IHHLs and payment of incentives to beneficiaries without delay.

3. Submission of daily progress reports on the completion of IHHLs and incentive amount released.

4. Ensure the updating of the data in TNRD and MDWS Website without any mismatch.

5. Monitoring the conduct of IEC activities/Awareness programmes and dissemination information to public on construction and usage of toilet.

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6. Inter-Personal Communication shall be a continuous process in the post-construction stage as well and VPRC/PLF shall take the support of various stakeholders in the IPC activities.

21. Inspection

21.1 AE/JE should overall inspect atleast 25% of IHHLs constructed in their respective area and 100% of all such IHHLs where payment is sought in one instalment instead of two instalments.

21.2 BDO should inspect atleast 15% of the fully completed toilets along with the Valuation Certificate of Overseer with photographs.

21.3 AEE (RD) and EE(RD) should inspect atleast 50 IHHLs and 15 IHHLs per Block per month respectively and ensure that IHHLs have been constructed as per the technical requirements.

21.4 PD, DRDA / PD, TNSRLM should inspect atleast 10 IHHLs per Block per month and confirm adherence to guidelines.

21.5 100% of IHHLs completed during the preceding year will be verified during the month of April every year. This month shall be designated as "IHHL verification month". The District Collector will organize this exercise through "Inter-Block Verification Teams" in the month of April every year.

21.6 The DRD & PR shall also engage independent teams for monitoring and evaluation purpose.

22. Social Audit:

22.1. Grama Sabha shall act as the overall Social Audit Group to ensure that completed toilets are functional and are being used. Besides this, the toilets constructed are also subject to independent Social Audit like MGNREGS works.

22.2. The details of payment of incentives to the VPRC / PLF shall be placed in the following Grama Sabha meeting.

22.3. The Sanitation coverage Report of each habitation should be placed before every Grama Sabha meeting by the Village Panchayat Secretary. The Report shall essentially contain the details of households using toilets, those which are not

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using toilets, the status of coverage and action plan with deadlines for full coverage.

23. Awards and Rewards:

23.1. Whenever a habitation attains Open Defecation Free status, the VPRC/PLF functionaries shall be suitably recognized through issue of Certificates signed by the Collector at a Block level function.

23.2. Similarly, whenever the Village Panchayat attains Open Defecation Free (ODF) status and sustains for atleast one year, the Village Panchayat President shall be felicitated by the District Collector during important functions like Independence Day and Republic Day Celebrations.

23.3. Priority should be given to ODF Village Panchayats for sanction of works under various schemes and discretionary grants like IGFF, SCPAR, etc.

23.4. The best performing field functionaries of various departments like Motivators, VPRCs/PLFs, PRIs, BDOs, Dy.BDOs, AE/JE, Overseers, Teachers, Anganwadi Workers, Doctors, Village Health Nurse, Village

23.5. Panchayat Secretary, District Coordinator, Block Coordinators etc., in sanitation activities shall be felicitated by the Collector through Appreciation Letters / Certificates at district level functions.

The Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department in consultation with the Director of Rural Development and Panchayat Raj may change any of the provisions of the above guidelines based on the exigencies that arise then and there.

HANS RAJ VERMA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY//

24/11/17

SECTION OFFICER

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