



ABSTRACT

Sanitation – Individual Household Latrines constructed under Swachh Bharat Mission (Gramin) and Mahatma Gandhi National Rural Employment Guarantee Scheme – Guidelines for Planning and Implementation of Individual Household Latrine works and usage monitoring - Approved - Orders - Issued.

Rural Development and Panchayat Raj (CGS.1) Department.

G.O. (Ms) No.46

Dated: 26.03.2015

Read:

From the Director of Rural Development and Panchayat Raj Letter
Rc.No.4682/2014/NBA-1, dated 5.3.2015.

ORDER:

Hon'ble Chief Minister's Vision Tamil Nadu 2023 aims at providing the best infrastructure services in India in terms of universal access to water and sanitation. The goal of an open defecation free Tamil Nadu needs to be achieved through a multi-pronged strategy by organizing all stakeholders into a mass movement to root out the practice of open defecation. The Hon'ble Chief Minister has, in the Budget Speech of 2015-16, also stated that 15 lakh household toilets are proposed to be taken up in 2015-16.

2. In this regard, the Director of Rural Development and Panchayat Raj in the letter read above, has stated as follows:

CONSTRUCTION OF INDIVIDUAL HOUSEHOLD LATRINES:

Construction of Individual Household Latrines (IHHL) was one of the important components of Total Sanitation Campaign (TSC) introduced by Government of India in 1999. Under Total Sanitation Campaign incentive was given only to Below Poverty Line families ranging from Rs.500 to Rs.3,200 till 2011-2012. The Total Sanitation Campaign was renamed as Nirmal Bharat Abhiyan in 2012 and now the scheme is again renamed as Swachh Bharat Mission (Gramin) [SBM (G)]. The unit cost of an Individual Household Latrines is now fixed at Rs.12,000 as per G.O.Ms.No.34, Rural Development and Panchayat Raj (CGS.1) Department, dated 16.03.2015, The Individual Household Latrines can also be constructed under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) at Rs.12,000/- as per G.O. Ms.No.5, Rural Development and Panchayat Raj (CGS.1) Department, dated 19.01.2015.

CHALLENGES IN IMPLEMENTATION:

The financial implication in construction of toilets is taken care of under Swachh Bharat Mission (Gramin) and Mahatma Gandhi National Rural Employment Guarantee Scheme.

However, the challenge lies in generating demand among the rural households for construction and use of toilets. Target oriented approach has not been successful in creating and sustaining functional toilets. Hence, Behavioural change from open defecation to usage of toilet is the major challenge which needs to be addressed.

INDIVIDUAL HOUSEHOLD LATRINES PLAN FOR 2015-16:

During the year 2015-16, as also announced in the Budget Speech of 2015-16, it is proposed to construct 15 lakh Individual Household Latrines (IHHL) in all the 31 rural districts including 7.71 lakh Individual Household Latrines under Swachh Bharat Mission (Gramin) and 7.34 lakh Individual Household Latrines under Mahatma Gandhi National Rural Employment Guarantee Scheme.

INDIVIDUAL HOUSEHOLD LATRINES - PLANNING, IMPLEMENTATION AND MONITORING AT VILLAGE PANCHAYAT LEVEL:

In view of the circumstances mentioned above, it has now become necessary to plan, implement and monitor the Individual Household Latrines coverage at micro-level in every village. It has been pointed out in para 9.1 of Swachh Bharat Mission (Gramin) guidelines to engage Community Based Organizations (CBOs) / Self Help Groups (SHGs) etc., as Support Organization for each Village Panchayat. Hence, it is considered that Community Based Organizations (CBOs) functioning at Village Panchayat Level such as Village Poverty Reduction Committees (VPRC) and Panchayat Level Federations (PLF) have a strong influence on the Village Community due to their inherent nature of work and representative composition. Since construction of toilet and its usage by those households presently defecating in open requires behavioural change through Inter-Personal Communication, the members of these Village Poverty Reduction Committee/Panchayat Level Federations are in a better position to use their peer group influence in a big way to achieve the objective of open defecation free villages. The Village Poverty Reduction Committee/Panchayat Level Federations can be made responsible for motivating, assisting the construction and ensuring sustained toilet use by every person in each household in the village and that they can also be permitted to engage one Community Resource Person (Sanitation) / Community Professional (Sanitation) for their effective discharge of responsibilities.

In order to guide the field officials and the stakeholders in the implementation of Individual Household Latrines and to eradicate open defecation, the Director of Rural Development and Panchayat Raj has proposed detailed guidelines in this regard.

PROVISION OF INCENTIVES AND FUNDS FOR INTER PERSONAL COMMUNICATION (IPC) TO VILLAGE POVERTY REDUCTION COMMITTEE/PANCHAYAT LEVEL FEDERATIONS :

The Director of Rural Development and Panchayat Raj has stated that 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. The Scheme guidelines have provided flexibility to the State Governments for determining the incentive amount for both motivating, construction of Individual Household Latrines and for post construction usage. As per the above provisions, motivators are entitled for incentive irrespective of whether the Household constructs toilet with assistance from Government Scheme like Swachh Bharat Mission(Gramin) / Mahatma Gandhi National Rural Employment Guarantee Scheme / other funds like CSR , etc., or from their own funds.

Since, Village Poverty Reduction Committee / Panchayat Level Federations are now being entrusted with the important responsibility of eradicating open defecation in their respective Village Panchayat area by achieving sanitation coverage and monitoring toilet usage, they need to be suitably incentivized and motivated for collective action and diligently discharging the responsibilities entrusted to them.

3. Hence, the Director of Rural Development and Panchayat Raj has suggested that Rs.300 can be permitted as the maximum incentive amount for each Individual Household Latrines, that can be released to Village Poverty Reduction Committee/Panchayat Level Federations bank account and the incentive amount can be released in two phases after ascertaining the usage of Individual Household Latrines that have been constructed through the efforts of Village Poverty Reduction Committee/Panchayat Level Federations, after a gap of 6 months and again after one year from completion. He has also suggested that an amount of Rs.10,000 can be given to each Village Poverty Reduction Committee/Panchayat Level Federations as one time provision for meeting out their incidental expenses towards Inter-Personal Communication activities.

The anticipated entitlement for Tamil Nadu under revised Project Implementation Plan (PIP) for this project period of Swachh Bharat Mission(Gramin), i.e., till 2019 is likely to be as follows:

Component	Amount (Rs. in crore)
Individual Household Latrines (IHHL)	4084.71
Solid and Liquid Waste Management (SLWM)	2203.41
Community Sanitary Complex (CSC)	170.05
Information Education and Communication(IEC) and Administrative Cost	489.57
Other Components	46.17
Total	6993.91

4. The Director of Rural Development and Panchayat Raj has therefore requested the Government to approve the draft guidelines for planning and implementation of Individual Household Latrine works, payment of incentives and usage monitoring and to permit the District Collectors to utilize the Information Education and Communication amount available in their district under Swachh Bharat Mission (Gramin) for payment of incentives and Inter Personal Communication fund to Village Poverty Reduction Committee (VPRC) / Panchayat Level Federation (PLF) as per the guideline provisions.

5. The Government, after careful examination of the proposal of the DRD & PR, have decided to accept it and approve the guidelines for Planning and Implementation of Individual Household Latrines (IHHL) works and usage monitoring as annexed to this order. The Government permit the District Collectors to utilize the Information Education and Communication amount available in their districts under Swachh Bharat Mission (Gramin) for payment of incentives and Inter Personal Communication (IPC) fund to Village Poverty

Reduction Committee (VPRC) / Panchayat Level Federation (PLF) as per the guideline provisions.

(BY ORDER OF THE GOVERNOR)

GAGANDEEP SINGH BEDI
SECRETARY TO GOVERNMENT

To

The Director of Rural Development and Panchayat Raj,
Chennai – 15.

All District Collectors (Except Chennai)

(Through Director of Rural Development and Panchayat Raj, Chennai – 15)

All Project Directors, District Rural Development Agency

(Through Director of Rural Development and Panchayat Raj, Chennai – 15)

The Secretary, Ministry of Rural Development,
Government of India,

Krishi Bhavan, New Delhi – 110 001.

The Secretary, Ministry of Drinking Water and Sanitation,
Government of India,

Paryawaran Bhavan, Lodhi Road, New Delhi.

Copy to:

The Pay and Accounts Officer (South), Chennai – 35.

Finance (RD) Department, Chennai – 9

The Senior Personal Assistant to Hon'ble Minister (Municipal Administration, Rural
Development, Law, Courts and Prisons), Chennai – 9.

The Senior Private Secretary to Secretary to Government,

Rural Development and Panchayat Raj Department, Chennai – 9.

Rural Development and Panchayat Raj (OP.2) Department, Chennai – 9

National Informatics Centre, Chennai – 9.

The Accountant General, Chennai – 18.

//Forwarded by order//

Section Officer

ANNEXURE

GUIDELINES FOR PLANNING AND IMPLEMENTATION OF INDIVIDUAL HOUSEHOLD LATRINE (IHHL) WORKS AND USAGE MONITORING:

1. Introduction:

The Hon'ble Chief Minister's Vision Tamil Nadu 2023 aims at providing the best infrastructure services in India in terms of universal access to water and sanitation. The goal of an open defecation free Tamil Nadu 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 motivation, planning, implementation, incentivising and monitoring the sanitation programme at Village Panchayat level.

2. Objectives:

- 2.1 To accelerate sanitation coverage in rural areas in order to achieve the goal of open defecation free Tamil Nadu in a time bound manner.
- 2.2 To actively involve the various stakeholders such as Panchayat Raj Institution representatives, Self Help Groups, Village Poverty Reduction Committee (VPRC), Panchayat Level Federation (PLF), field functionaries of various Government departments, etc., in the eradication of open defecation.
- 2.3 To sustain the practice of safe sanitation through continuous Behavioural Change activities.

3. Identification and Nomination of Community Based Organization at Village Panchayat Level:

- 3.1 Community Based Organizations (CBO) functioning at Village Panchayat Level such as Village Poverty Reduction Committees and Panchayat Level Federations have a strong influence among the Village Community due to their inherent nature of work and representative composition. Since construction of toilet and its usage by those households presently defecating in open requires behavioural change through Inter-Personal Communication, the members of these Community Based Organizations are in a better position to use their peer group influence in a big way to achieve the objective of open defecation free villages. Hence, the Government have decided to give an important role to Village Poverty Reduction Committee / Panchayat Level Federations in the implementation of sanitation programmes.
- 3.2 The District Collector, after examining the individual strength and capacity of Village Poverty Reduction Committee / Panchayat Level Federations should nominate either of these two bodies for Sanitation Promotion activities in each Village Panchayat in the district, in consultation with Project Officer (Mahalir Thittam) / District Project Manager (Pudhu Vaazhvu Project).

- 3.3 Once the Community Based Organization is identified, the members of Village Poverty Reduction Committee or Panchayat Level Federations, 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.

4. Functions of Village Poverty Reduction Committee / Panchayat Level Federations :

- a) **Maintaining the Register** containing households without toilets / with defunct toilets. Assisting the Panchayat Secretary for periodical **update of Master Register** maintained at Village Panchayat Office.
- b) **Door to door visits** & motivation of the households on the importance of sanitation and hygiene, construction and usage of toilets.
- c) Educating the households on the **health hazards** involved as well as the shame & disgust aspects in not using toilets.
- d) **Supporting and handholding** the targeted beneficiaries in understanding and availing the benefits of **Government Schemes** on toilet construction.
- e) Overall **Planning and Execution of Individual Household Latrines** construction at habitation level and **monitoring its usage**.
- f) Facilitating the beneficiaries in arrangement of **materials and skilled masons**.
- g) Monitoring the **release of subsidies** to beneficiaries on time.
- h) Ensuring Toilet usage and maintenance through **frequent interactions and follow up visits**.

5. Community Resource Person (Sanitation) / Community Professional (Sanitation):

- 5.1 Village Poverty Reduction Committee / Panchayat Level Federations is expected to act collectively through all its members in Sanitation promotion activities. It may also engage one person as Community Resource Person (Sanitation) – in Tamil Nadu State Rural Livelihood Mission (TNSRLM) Blocks / Community Professional (Sanitation) - in Pudhu Vaazhvu Project Blocks, who possesses the following qualification, for effective coordination, monitoring and reporting of Village Poverty Reduction Committee / Panchayat Level Federations sanitation related activities:
- a. Should have a household toilet and **practice safe sanitation**;
 - b. Should be a **Member of Panchayat Level Federations/Self Help Groups**;
 - c. Should be the **resident of the Village Panchayat** concerned;
 - d. Should have studied atleast **upto 8th standard**; and
 - e. Should possess **good communication skills**.

Preference shall be given to the **active and trained Sanitation Messenger** who is already working in the Village Panchayat and possesses **all the above mentioned qualifications**.

- 5.2 The **Village Poverty Reduction Committee/Panchayat Level Federations** shall **pass a resolution** nominating the person with the above qualifications as Community Resource Person (Sanitation) - CRPS / Community Professional (Sanitation) -CPS. Their nomination will get confirmed after getting the **approval of Grama Sabha**.

- 5.3 Project Director, District Rural Development Agency, Project Officer(Mahalir Thittam), District Project Manager (PVP) and their respective officers and Block Development Officer (Village Panchayat) should periodically review the performance of Village Poverty Reduction Committee/Panchayat Level Federation in Sanitation activities.
- 5.4 Block Development Officer (Village Panchayat) should also review the performance of Community Resource Person (Sanitation)/Community Professional (Sanitation) and if their performance is found ineffective and inadequate, Block Development Officer (Village Panchayat) should recommend to Village Poverty Reduction Committee/Panchayat Level Federations for replacement of Community Resource Person (Sanitation) / Community Professional (Sanitation) with suitable alternative.
- 5.5 The roles and responsibilities of Community Resource Person (Sanitation) / Community Professional (Sanitation) engaged by Village Poverty Reduction Committee / Panchayat Level Federations and Worksite Supervisors engaged under Mahatma Gandhi National Rural Employment Guarantee Scheme will be issued separately by Director of Rural Development and Panchayat Raj.

6. Capacity Building:

- 6.1 District Collector shall draw a capacity building plan every year and conduct training for Community Resource Person (Sanitation), Community Professional (Sanitation), Worksite Supervisors, Village Poverty Reduction Committee/Panchayat Level Federation Members and field functionaries of various departments like Teachers, Anganwadi Workers, VHN, etc. on sanitation promotion.
- 6.2 Project Director, District Rural Development Agency, Project Officer(Mahalir Thittam), District Project Manager (Pudhu Vaazhvu Project) should provide necessary materials to Community Resource Person (Sanitation), Community Professional (Sanitation), Worksite Supervisors, Village Poverty Reduction Committee/Panchayat Level Federations for their Information Education and Communication/Inter - Personal Communication activities.
- 6.3 Fund requirement for the above is to be met out from Information Education and Communication component of Swachh Bharat Mission (Gramin) available in the districts.

7. Provision of funds for Inter Personal Communication (IPC) activities to Village Poverty Reduction Committee/Panchayat Level Federations:

- 7.1 Immediately after the nomination of Village Poverty Reduction Committee / Panchayat Level Federations as Support Organization for Village Panchayats, the District Collector should release Rs.10,000 each from Information Education and Communication component of Swachh Bharat Mission (Gramin) available in the district to the Savings Bank Account maintained by the Village Poverty Reduction Committee / Panchayat Level Federations as one time provision for Inter-Personal Communication activities.

7.2 This fund can be utilized by Village Poverty Reduction Committee/Panchayat Level Federations for incidental expenses incurred for IPC like **triggering and demand generation** activities by its Members/Community Resource Person (Sanitation)/Community Professional (Sanitation).

8. Maintenance of Master Register:

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

8.2 It is the duty of the Block Development Officer(Village Panchayat) to download the data, Village Panchayatwise from the Rural Development website www.tnrd.gov.in, segregate it Habitationwise and provide it to the Village Panchayat.

8.3 The above data should contain the details of **households without toilets as on date** taking into account the households that have subsequently been sanctioned with Individual Household Latrines after the baseline survey.

8.4 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 Block Development Officer (Village Panchayat) and handed over to Village Panchayat concerned for updating in the Master Register.

8.5 The status of households which have constructed toilets with their **own funds /** other than scheme funds, after due **certification** by Community Resource Person (Sanitation)/Community Professional (Sanitation), should be updated, in the above Master data provided by Block Development Officer (Village Panchayat).

8.6 The Panchayat Secretary shall be responsible for maintaining and updating the **Habitation Level Master Register** at Village Panchayat Office with the concurrence based on resolution of Village Poverty Reduction Committee / Panchayat Level Federation.

9. Action Plan for eradication of Open Defecation:

9.1 The Village Poverty Reduction Committee / Panchayat Level Federation, as the case may be, should place the **final List of Households targeted for coverage with Individual Household Latrines** before the next Grama Sabha Meeting along with their Plan of Action for construction of Individual Household Latrines and for eradicating open defecation.

9.2 The Plan of Action shall spell out the strategies to be adopted to cover the different **categories of Households, viz., Panchayat Raj Institution functionaries, Self Help Groups/Panchayat Level Federations/Community Based Organizations Members, Mahatma Gandhi National Rural Employment Guarantee Scheme workers, Government/Local Body employees, etc.**

9.3 Households having **water service connections, Aged persons, Differently abled persons, lactating mothers, etc.,** should be covered on priority basis.

10. Demand Generation among the targeted households:

- 10.1 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 Village Poverty Reduction Committee/Panchayat Level Federations members/Community Resource Person (Sanitation)/Community Professional (Sanitation)** through **house to house visits** and motivating the households to construct and use toilets.
- 10.2 This may 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 Village Poverty Reduction Committee/Panchayat Level Federations members may also seek the **effective involvement of various stakeholders like, members of Self Help Groups, Panchayat Secretary, Community Resource Persons, Community Professionals, OHT operators, Mahatma Gandhi National Rural Employment Guarantee Scheme Worksite Supervisors, School Teachers, Students, Doctors, Village Health Nurses, Anganwadi Workers, etc.,** in the Inter-Personal Communication and promotion of Sanitation activities.
- 10.3 District Officials and Block Officials are already conducting **inter-departmental convergence meetings at District/Block level** at present to facilitate convergence at field level. This shall be continued and meetings to be held regularly in order to support the Village Poverty Reduction Committee / Panchayat Level Federations.

11. Application Forms for construction of Individual Household Latrines under Swachh Bharat Mission (Gramin) / Mahatma Gandhi National Rural Employment Guarantee Scheme:

- 11.1 Application Forms in the prescribed format in Tamil shall be distributed to the households by the Village Poverty Reduction Committee/Panchayat Level Federations members. Further, the Application Forms should be made available at Village Panchayat Office. Application forms shall also contain provision for **Mobile number, Aadhaar card number and Mahatma Gandhi National Rural Employment Guarantee Scheme Job Card number** of the applicant for easy identification and follow up.
- 11.2 Village Panchayat Secretary should provide Individual Household Latrines applications on demand and accept the **filled – in application** for construction of Individual Household Latrines on all the working days.
- 11.3 It shall be the duty of the Village Panchayat Secretary to collect the filled-in application forms from the Village Poverty Reduction Committee/Panchayat Level Federations Members for processing.

12. Procedure for Selection of beneficiaries:

- 12.1 Verification of Applicant's status shall be done by the Panchayat Secretary with reference to **Habitation Level Master Register**.

- 12.2 If the Applicant's name is found in the list of households without toilet, the Village Panchayat shall facilitate allocation of IHHL through **Swachh Bharat Mission (Gramin) or Mahatma Gandhi National Rural Employment Guarantee Scheme**, as per the respective scheme guidelines.
- 12.3 The Village Panchayat may facilitate Individual Household Latrines construction through contributions/assistance received under Corporate Social Responsibility (CSR) funds and from NGOs, Clubs, etc., for those not covered under the Swachh Bharat Mission (Gramin) / Mahatma Gandhi National Rural Employment Guarantee Scheme.
- 12.4 Ideally, a **bunch 10-15 applications** received from each **habitation/cluster** should be processed at a time in view of the following advantages:
- Coordinated effort could be taken in mobilizing materials and masons.
 - Economies of scale in construction.
 - Ease in technical supervision and quality of construction.
 - Facilitation of effective supervision by Worksite Supervisors appointed under Mahatma Gandhi National Rural Employment Guarantee Scheme.

13. Administrative Sanction and allocation of funds:

- 13.1 The District Collector shall accord Administrative Sanction indicating the Block wise no. of Individual Household Latrines approved and allocate funds for the same.
- 13.2 Block Development Officer (Village Panchayat) will allocate the Individual Household Latrines to be taken up during the year in the Village Panchayats concerned. In order to avoid delay and expedite the process of toilet construction, the **Village Panchayat President will issue the Work Order** to the beneficiary in the format communicated by Director of Rural Development and Panchayat Raj. A copy of the same should be sent to Block Development Officer (Village Panchayat) within a week of issue of work order. The Project Director, District Rural Development Agency will release funds at the rate of Rs.50/- per Individual Household Latrine out of Administrative Cost for taking two photographs for each Individual Household Latrine – one at the site before the construction of Individual Household Latrine of the beneficiary (along with President / Vice President / Ward Member / Overseer / Community Resource Person (Sanitation) / Community Professional (Sanitation) and another after the toilet is completed. The Village Panchayat will pay for photographic charges.
- 13.3 Immediately on receipt of Work order, **Work ID** should be created in respect of the beneficiary concerned in Tamil Nadu Rural Development website linking to the baseline survey data at **Block level**. This should be done to **avoid duplication**.
- 13.4 The eligibility of beneficiary and correctness of work order should be got verified by the Block Development Officer(Village Panchayat) before payment of first installment of subsidy to beneficiary.

14. Execution of Individual Household Latrine Works:

- 14.1 Basically, an Individual Household Latrine shall comprise of a Toilet Unit including a **substructure**, a **super structure** and with provision for **water facility**.

- 14.2 Work order should be handed over to the beneficiary concerned along with **Type designs and Pamphlets** for construction and usage. The recommended type design for the particular soil condition may also be indicated. The Model Type designs will be communicated by Director of Rural Development and Panchayat Raj.
- 14.3 In the case of Individual Household Latrines executed under Mahatma Gandhi National Rural Employment Guarantee Scheme, serially numbered **composite Individual Household Latrine Nominal Muster Roll** should also be given to the Worksite Supervisor.
- 14.4 Entries to be made for issue of Work order in the prescribed Register Maintained at the Village Panchayat office.
- 14.5 **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) **Panchayat President** or (ii) **Vice President** or (iii) **Ward Member** or (iv) **Overseer** or (v) **Community Resource Person (Sanitation) / Community Professional (Sanitation)** 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 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.
- 14.6 Village Poverty Reduction Committee/Panchayat Level Federation shall facilitate in the identification of **skilled mason** and availability of the **materials** for construction.
- 14.7 **Assistant Engineer/Junior Engineer and Overseers** should monitor the **quality of construction and ensure that the requisite technical specification of Individual Household Latrines are adhered to.**
- 14.8 **Personal Guidance** shall be provided to the beneficiary in the toilet construction by the **Community Resource Person (Sanitation) / Community Professional (Sanitation).**
- 15. Release of subsidy :**
- 15.1 If the Individual Household Latrine is sanctioned under Swachh Bharat Mission (Gramin), release of subsidy to beneficiary should be done in two stages. First part shall be given once the **sub-structure is completed and toilet unit reaches basement stage**. Block Development Officer (Village Panchayat) should release the Balance amount **after the toilet is completed in all respect and fit for use** after deducting the cost of material issued, if any. It is again reiterated that in order to avoid hardships to the poor beneficiaries and also to avoid any false claims for already completed toilets, the Overseer shall compulsorily inspect the toilet once sub-structure is completed and recommend for part payment. If the payment is sought in one go for completed toilets, **the payment is to be released only after**

compulsory super check of the Assistant Engineer / Junior Engineer concerned.

- 15.2 Similarly, if the Individual Household Latrine is sanctioned under Mahatma Gandhi National Rural Employment Guarantee Scheme, 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 Individual Household Latrine.
- 15.3 **Overseers** should visit their respective area of operation at least **once in a week, on Friday** for valuation of under progress and completed Individual Household Latrines. After completion of the toilet, photograph should be taken by the Village Panchayat with beneficiary in front of the completed toilet alongwith any one of the following five: (i) Panchayat President (ii) Vice President (iii) Ward Member (iv) Overseer (v) Community Resource Person (Sanitation) / Community Professional (Sanitation). **The Valuation Certificates of Overseer must compulsorily have the photo before construction has started and after it is finished. The final payment to the Individual Household Latrine will not be released without the two photographs in any case.**
- 15.4 After verification of the Valuation Certificate issued by Overseer, the Village Panchayat Secretary should hand it over the same to the Block office. **Block Development Officer (Village Panchayat) shall issue Payment order** and release the subsidy to the beneficiary's bank account through ECS within one week of issue of Payment order. **Separate bank account** should be maintained for **Swachh Bharat Mission(Gramin) at Block level.**
- 15.5 If the work was executed under **Mahatma Gandhi National Rural Employment Guarantee Scheme** payment may be effected to the Job Card holder through **e-fms.**
- 15.6 Block Development Officer(Village Panchayat) should track the progress in the online monitoring system and ensure completion of sanctioned Individual Household Latrine **within 3 months.**
- 15.7 If the **time lag** between sanction and completion **exceeds 3 months** it should be personally reviewed by the District Collector and Project Director, District Rural Development Agency in the Review meetings and Zonal Officer shall inspect the Individual Household Latrines for ascertaining the reasons for delay.
- 15.8 The Block Coordinator should ensure that completion entries are made in the **online monitoring system of Rural Development website** and also in the **relevant Government of India website.**
- 16. Release of Incentive:**
- 16.1 The Village Poverty Reduction Committee / Panchayat Level Federations 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 Village Poverty Reduction Committee / Panchayat Level Federations needs to be suitably incentivized and motivated for collective action and diligently discharging the responsibilities entrusted to them. The maximum incentive amount for each Individual Household Latrine will be **Rs.300/-**

that has to be released to Village Poverty Reduction Committee/Panchayat Level Federations bank account. The incentive amount shall be released in two phases after ascertaining the usage of Individual Household Latrines constructed **through the efforts of Village Poverty Reduction Committee/Panchayat Level Federations**. At the first instance, incentive amount **Rs.200/- per Individual Household Latrine** should be released to **Village Poverty Reduction Committee/Panchayat Level Federations account 6 months after completion and verification of usage**. Further, the **Village Poverty Reduction Committee/Panchayat Level Federations** will also be entitled for **another dose of incentive of Rs.100/- per Individual Household Latrine** provided, the Individual Household Latrines constructed **through their effort** continue to be used by the household members for a **period exceeding one year**.

- 16.2 Individual Household Latrines 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 Village Poverty Reduction Committee/Panchayat Level Federations are given in the subsequent paragraphs).
- 16.3 Swachh Bharat Mission (Gramin) guidelines provide for incentivizing anyone who motivates households for toilet construction which results in those households moving away from the Open Defecation. Hence as per the above provisions, motivators are entitled for incentive irrespective of whether the Household constructs toilet with assistance from Government Scheme like Swachh Bharat Mission(Gramin) / Mahatma Gandhi National Rural Employment Guarantee Scheme / Other funds like CSR, etc., or from their own funds. Hence, the District Collectors are permitted to utilize the Information Education and Communication amount available in their district under Swachh Bharat Mission(Gramin) for incentivizing the Village Poverty Reduction Committee/Panchayat Level Federations as per the guideline provisions.
- 16.4 **Block Level Award & Incentive Committee** comprising of Deputy Block Development Officer(ADW) and Deputy Block Development Officer (SS)/Block Program Manager (TNSRLM) will verify the sustainability and usage of Individual Household Latrines (for both the stages, i.e., 6 months and one year of usage after completion) and recommend for release of incentive amount to Village Poverty Reduction Committee/Panchayat Level Federation.
- 16.5 The Block Development Officer (Village Panchayat) shall release the incentive amount to the Bank account maintained by Village Poverty Reduction Committee / Panchayat Level Federation through ECS.
- 16.6 The **second and final dose of incentive** of Rs.100/- per Individual Household Latrine shall be released to the Village Poverty Reduction Committee / Panchayat Level Federations after verification of sustainability and usage of Individual Household Latrines by the Block Level Award & Incentive Committee.

17. Usage of Incentive amount by Village Poverty Reduction Committee / Panchayat Level Federations:

- 17.1 The Village Poverty Reduction Committee / Panchayat Level Federations concerned may use a portion of the incentive amount given to it by redistributing to its members/Community Resource Person (Sanitation)/Community Professional (Sanitation) who have actively involved in motivating the households to construct and use toilets after passing resolution which shall contain the activities undertaken by the members/Community Resource Person (Sanitation)/Community Professional (Sanitation) concerned and also placing on record the appreciations for the same.
- 17.2 Balance incentive amount can be used for any of the following Common welfare activities of Village Poverty Reduction Committee/Panchayat Level Federations:
- Internal lending among the SHGs
 - Seed money to member SHGs
 - Infrastructural facilities required for Village Poverty Reduction Committee/Panchayat Level Federation office
 - Soft loan for Economic Assistance for Differently abled/Vulnerable – in respect of Village Poverty Reduction Committee only.

18. Monitoring:

18.1 District Collector is the overall monitoring authority at District level. The Project Director, District Rural Development Agency, shall be responsible for the proper implementation of the scheme as per the guidelines and instructions issued from time to time. Block Development Officer (Village Panchayat) shall be responsible for ensuring the eligibility of beneficiaries, quality of construction, timely completion and usage of Individual Household Latrines.

18.2 Inspection:-

- Assistant Engineer / Junior Engineer should overall inspect atleast 25% of Individual Household Latrines constructed in their respective area and 100% of all such Individual Household Latrines where payment is sought in one instalment instead of two instalments.
- Block Development Officer should inspect atleast 15% of the fully completed toilets along with the Valuation Certificate of Overseer with photographs.
- Assistant Executive Engineer (Rural Development) and Executive Engineer (Rural Development) should inspect atleast 50 Individual Household Latrines and 15 Individual Household Latrines per month per Block respectively and ensure that Individual Household Latrines have been constructed as per the technical requirements.
- Project Director, District Rural Development Agency should inspect atleast 10 Individual Household Latrines per month per Block and conform adherence to guidelines.

18.3 100% of Individual Household Latrines completed during the preceding year will be verified during the month of April every year. This month shall be designated as **“Individual Household Latrine verification month”**. The District Collector will

organize this exercise through “**Inter-Block Verification Teams**” in the month of April every year.

- 18.4 Director of Rural Development and Panchayat Raj may also engage independent teams for monitoring and evaluation purpose.
- 18.5 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 Mahatma Gandhi National Rural Employment Guarantee Scheme works.
- 18.6 Inter-Personal Communication shall be a continuous process in the post-construction stage as well and Village Poverty Reduction Committee/Panchayat Level Federations may take the support of various stakeholders in the Inter Personal Communication activities.
- 18.7 The **Sanitation coverage Report of each habitation should be placed before every Grama Sabha** meeting by the Panchayat Secretary. The Report shall essentially contain the details of households using toilets, those which are not using toilets, the status of coverage and action plan with deadlines for full coverage.

19. Awards and Rewards:

- 19.1 **Award & Incentive Committee** comprising of Deputy Block Development Officer (ADW) and Deputy Block Development Officer(SS) / Block Program Manager (TNSRLM) shall undertake inspections once in a quarter (First week of January, April, July and October) to verify the usage of toilets that have been constructed due to the efforts of Village Poverty Reduction Committee/Panchayat Level Federations. If the toilets are continuously being used for more than 6 months and one year, as the case may be, the Committee may recommend the release of the first and second dose of incentives to the Village Poverty Reduction Committee/Panchayat Level Federations.
- 19.2 The details of payment of incentives shall be placed in the following Grama Sabha meeting.
- 19.3 Whenever a habitation attains Open Defecation Free status, the **Village Poverty Reduction Committee/Panchayat Level Federation** functionaries shall be suitably recognized through issue of **Certificates signed by the District Collector** at a **Block level function**.
- 19.4 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**.
- 19.5 **Priority should be given to Open Defecation Free Village Panchayats** for sanction of works under various schemes and discretionary grants like IGFF, SCPAR, etc.

- 19.6 The Open Defecation Free Village Panchayats may also be recommended for **Clean Village Campaign Award** if the Panchayat was able to sustain the status for more than 1 year.
- 19.7 The **best performing field functionaries** of various departments like CRPS, Community Professional (Sanitation), Sanitation Messengers, Mahatma Gandhi National Rural Employment Guarantee Scheme Worksite Supervisors, Teachers, Anganwadi workers, Village Health Nurses, etc., in sanitation activities may be felicitated by the District Collector through Appreciation Letters / Certificates at district level functions.

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

GAGANDEEP SINGH BEDI
SECRETARY TO GOVERNMENT

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Section Officer