

GOVERNMENT OF TELANGANA  
ABSTRACT

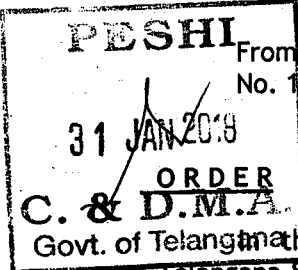
MA&UD - Adoption of Sanitation Workers Group (SWG) System of Greater Hyderabad Municipal Corporation to Urban Local Bodies in the State in place of Outsourced Contract System to improve the work efficiency - Permission - Accorded - Reg.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (TP&E.2) DEPARTMENT

G.O.Rt.No.52

Dated:29.01.2018

Read:



From the Director of Municipal Administration, Telangana, Hyderabad, Letter No. 10734/2017/M3, Dated 09-11-2017.

<>>

In the reference read above, the Director of Municipal Administration, Telangana State, Hyderabad has requested for adoption of Sanitation Workers Group (SWG) system to the Urban Local Bodies in the State in the lines of Greater Hyderabad Municipal Corporation for implementation of Sanitation Works in Urban Local Bodies.

2. Government after careful examination of the matter, hereby permit the Director of Municipal Administration, Telangana, Hyderabad to adopt Sanitation Workers Group (SWG) system in place of Outsourced Contract System in all Urban Local Bodies in the state as recommended by the State level Advisory Board (SLAB) to improve the work efficiency and the comprehensive guidelines annexed to this order.

3 The Director of Municipal Administration, Telangana State Hyderabad shall take further necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

ARVIND KUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Director of Municipal Administration, Telangana, Hyderabad (w.e.)

Copy to:

The PS to Principal Secretary to Govt., MA&UD Dept.,

The O.S.D. to Min. (MA&UD)

Sf/Sc.

//FORWARDED ::BY ORDER//

*Handwritten signature*  
SECTION OFFICER

*DD/Syatham*

*(B) pl put up for dot 7 go for compliance. Annually.*  
*3/1/18*

**ANNEXURE TO G.O.Rt.No.52, MA&UD (TPE.2) Department Dt.: 29.01.2018**

**Comprehensive Guidelines for adoption of Sanitation Workers Group (SWG) System to the Urban Local Bodies in the State for implementation of Sanitation Works in ULBs.**

- i) Each group shall consist of 7 existing sanitation workers from the existing sweeping units and will be named as Sanitation Workers Group (SWG). Only those workers who are in the Roll of June, 2017 wages. Care shall be taken not to enroll the workers from the same family in one particular SWG.
- ii) All the mopping workers working in the day but pertain to the night sweeping unit shall be made as a day SWG and those working in the night shall continue to be part of SWG for night time work.
- iii) The registration of SWG shall be done through registration of Societies under Societies Registration Act, wherein any group of 7 members or more can be registered at District Registrar of Societies as per the jurisdictions with a nominal registration fee. The Urban Community Development (UCD) wing / MEPMA staff shall assist and support the SWGs for forming of groups and registration. The documents required for registration include pass port size photograph, photo identification proof, residence proof of all members, bye- laws of the SWG, consent letters, an affidavit ,etc.,. The model forms shall be attached for reference and adoption.
- iv) The following is the norm for fixing the road length for each worker.
  - a) Average road width 80 ft - one worker/ 350 mtrs length
  - b) Average road width 60 ft - one worker/ 500 mtrs length
  - c) Average road width < = 40 ft - one worker/ 750 mtrs length
- v) As per this norm, the sweeping area of the entire SWG to be clearly demarcated as far as possible within the same area where they are working. This will further optimized based on road lengths with the help of GIS.
- vi) In a group of 7 members in a SWG, 6 workers will be working and one worker will have off day. However, on mutual understanding basis, the off day can be exchanged between the members, in case of any necessity.
- vii) Provision of conservancy articles to the SWG, an agency shall be identified centrally for each zone for providing conservancy articles. A coupon has to be issued to the SWG for 6 monthly requirement basis and the SWG has to procure the conservancy material from that agency on production of coupon. Accordingly the unit cost will only consist of wages.
- viii) Wages shall be paid through bank accounts only. Each group shall be given a name and they will open a group account in the Nationalised Bank operated jointly by 7 members and similarly individual accounts of workers shall be opened in the same bank and branch. The attendance of the workers to be captured through Aadhaar based Bio metric attendance in three intervals i.e. at 6:00 AM, 11:00 AM and at 1:30 PM. The Sanitation incharge i.e., Sanitary Jawan / Sanitary Inspector / Sanitary Supervisor shall take the attendance of the workers. If the Private Supervisors are existing, they may be continued for taking the attendance of the workers. Surprise inspections shall be carried out by the higher officials regularly.

**:: 2 ::**

- ix) Basing on the Aadhar based Bio-metric attendance, the bills shall be generated from 21st of a particular month to 20th of the succeeding month and monthly bills have to be submitted to the concerned for payment. The wages shall be remitted to the Group account of the SWG in the bank on 1<sup>st</sup> of every month and thereby the wages shall be transferred to the individual accounts of the SWG workers, cash shall not be allowed for drawal from Group Account at any cost.
- x) The awareness program has to be conducted with the Sanitation department with coordination of UCD / MEPMA wing to the workers on formation of new SWGs.
- xi) The above proposed system of SWG will be purely worker benefited one and it shall be adopted in all the Urban Local Bodies in the State
- xii) The remittances of ESI & EPF Contributions of the Employee and Employer to be done through a Nodal agency. The attendance of workers shall be captured through Aadhar based bio-metric system. Pin Point Programme of Sanitation Work with the Sanitation Workers Group wise to be done.

**ARVIND KUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT**