

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

Office of the Commissioner &
Director of Municipal Administration,
T.S., Hyderabad.

CIRCULAR

Lr.Roc.No/4124/2010/XIIIFC/H2

Dt:01.05.2015

Sub: Municipal Administration Department - Swachh Telangana – Swachh Bharat – detailed guidelines for implementation of Swachh Telangana - Swachh Bharat activities in ULBs of the State – Certain instructions issued – Reg.

Ref: 1. Swachh Bharat Mission guidelines issued by MoUD, Gol.
2. G.O.Rt.No.155, dated 24.04.2015 of MA&UD Dept.
3. This office Circular Roc.No.4124/2010/XIIIFC/H2, dated 27.04.2015
4. D.O. letter dt 30.4.2015 of the Joint Secretary & Mission Director (SBM), Government of India, Ministry of Urban Development, New Delhi.

In continuation of this office Circular instructions issued vide reference 3rd cited, and the timelines communicated vide reference 4th cited, all the Municipal Commissioners of the ULBs are instructed to complete the survey, receiving applications, finalizing the beneficiaries for construction of new individual household toilets under SBM as per the following schedule.

Date & Day	Proposed Activity
04.05.2015	Meeting by the Municipal Commissioner with SBM ward officers regarding Swachh Bharat Mission week
05.05.2015	Door to Door survey by SBM ward officer to identify the eligible beneficiaries
06.05.2015	Documentation of applications by the beneficiaries
07.05.2015	Scrutiny of applications by the SBM officer administrative sanction to be accorded by the Municipal Commissioner
08.05.2015	Distribution of sanction letters to the eligible beneficiaries
11.05.2015	Video conference/teleconference by the State Mission Directors to collect information from the ULBs
12.05.2015	Video conference by the National Mission Directorate with States to collect the information.
13.05.2015	Training for Masons
15.05.2015	Completion of Construction of Model Individual Toilet by ULB Fund / or Swachha Bharat Mission Fund.

The MCs are instructed to formally launch (inauguration) distribution of sanction orders to the eligible beneficiaries of construction of new individual toilets on 8.5.2015 as per the above schedule by elected representative, i.e., MP/MLA/Mayor/Deputy Mayor/Chairperson/Vice Chairperson at City/Town level, Ward Member/Corporator at ward/division level, in the above said dates by inviting all section of the people, i.e., Media, NGOs, RWAs, SHG/SLF/TLF, and District Collector at District level (town), RDO at revenue divisional level (town) as special invitees for the program.

2. Further, the MCs are instructed to go through the “**Operational Guidelines - 2**” annexed thoroughly and implement the same for successful conduct of Swachh Telangana program in the towns. The MCs are further instructed to appoint one **Town level Officer** and one **Ward Level Nodal officer** to oversee the process of identification of beneficiaries, documentation, scrutiny etc for successful implementation of the programme. The MCs are instructed to furnish the detailed list of beneficiaries in the prescribed proforma annexed with this circular by 10.04.2015 to this office without fail. The RDMA's concerned are requested to follow up the matter with ULBs and ensure success of the above program.

Encl: Operational guidelines & formats

Sd/- B.Janardhan Reddy
Commissioner & Director &
State Mission Director

To

All the MCs of Municipalities/Nagar panchayats and Corporation through RDMA's concerned
All the Mayors/Chairpersons of the ULBs through Commissioners concerned.
All the RDMA's of the State for information and n/a.
All the District Collector of the State
All the Joint Collectors of the State
Copy submitted to Prl.Secy. MA&UD Dept., Govt. of Telangana
Copy submitted to Chief Secretary (Chairman –
SLHPC), Government of Telangana


for commissioner & Director
led
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OPERATIONAL GUIDELINES – 2

FOR CONSTRUCTION OF INDIVIDUAL HOUSEHOLD TOILETS IN THE ULBs

I Mode of Execution

1.0 District Level:

1.1 The District Collector shall constitute a District Level Committee to implement and monitor Swachh Telangana (Urban) Programme.

1. District Collector - Chairman
2. Municipal Commissioner of District Head Quarter- Member Convenor
3. All Municipal Commissioners in the district
4. Project Director, MEPMA
5. Project Director, Housing
6. Superintendent Engineer (PH)

The above committee shall be responsible for implementation and monitoring of Swachha Telangana / Swachh Bharat Mission in respect of all Urban Local Bodies.

1.2 ULB Level:

The Commissioners shall constitute Programme Implementation Unit (PIU) for the implementation of Swachha Telangana Mission Programme with the following members at ULB level.

1.2.1 In case of Municipal Corporations:

1. Additional Commissioner.
2. Superintending Engineer
3. Municipal Health Officer/Chief Medical Officer
4. TLF President (SHGs).
5. Project Director, UCD / TPrO / TMC.

1.2.2 In case of other Municipalities / NagaraPanchayaths:

1. Municipal Assistant Engineer.
2. Office Manager.
3. Health Officer / Sanitary Supervisor / Sanitary Inspector.
4. Town Project Officer / TMC.
5. Town Level Federation (TLF) President.

- 2.** In continuation of selection of beneficiaries as per guidelines already communicated, the Commissioner shall deploy sufficient number of teams (slums / cluster of slums / ward wise) with at least one Official and one SLF representative in each team for physical verification of beneficiaries. The respective teams shall submit their reports to PIU within 7 working days.

3. Applications shall be received from the beneficiaries in the format (Annexure-II) of already communicated guidelines. Along with the application, photocopy of the Aadhar card and bank account particulars shall be collected and the beneficiary need to be appraised that amount towards construction of toilets will be electronically transferred to the beneficiary account given.
4. If the beneficiary has a mobile phone, the phone number shall be indicated in the application form as information regarding sanctions, amount released to the banks, etc. will be sent to the mobile number by way of SMS.
5. The Commissioner along with PIU shall scrutinize the applications and finalize the beneficiaries list and shall display the list of all eligible beneficiaries at Ward / Municipal office for public information and transparency. Any claims and objections shall be verified and decided by the Municipal Commissioner.
6. The Commissioner along with PIU shall use discretion for finalization of mode of construction of IHHTs.

In case of construction of new IHHTs:

- i. Either to adopt bio-toilets / septic tank / conventional twin pit system for treatment / connecting to the existing sewerage system if available within 30 meter distance.
 - ii. Size of toilet as per site condition / availability of space / choice of beneficiary.
 - iii. Either to go for beneficiary led construction / SLF led construction.
7. If the beneficiary is willing for construction of the IHHT through SLF/ TLF then the individual willingness letters from the beneficiaries has to be obtained and a separate bank account has to be opened by the SLF/ TLF to operate funds released under Swachh Telangana.
 8. The Commissioner shall issue sanction order to the beneficiaries duly mentioning the Aadhar linked bank account number and mode of construction with respective to the clause 4 of Mode of execution, as applicable. In case of execution by TLF/ SLF individual sanction orders will be issued as mentioned above and work order will be given to the TLF/ SLF.
 9. In case of SLF led construction, consent shall be obtained from the beneficiaries, stating that they have agreed to transfer the Govt. assistance to respective SLF account instead of their bank account.
 10. Government Assistance: For new IHHTs, maximum assistance shall be Rs.12000/- i.e,(Rs. 4000/- from Gol & Rs. 8000/- from State Government).
 11. In case of connection given to UGD system, monthly user charges from the connection holders as applicable shall be collected by the ULB, after completion of the toilet.
 12. In any case, the balance amount over and above the government assistance specified at clause 7 of mode of execution, if incurred, the excess amount shall be borne by the beneficiaries themselves. If the execution is taken up by the TLF/SLF consent to this effect shall be obtained from the beneficiary before commencement of construction.

- 13.** The concerned AE / AEE shall ensure the minimum size and technical features of toilet as per the guidelines already communicated. Beneficiary may be permitted to go for higher size more than minimum size specified in the guidelines and adopt his choice of treatment system, subject to the condition that any amount over and above the government assistance fixed shall be borne by the beneficiary himself.
- 14.** The concerned AE / AEE shall ensure the construction of the septic tank or Bio-digester instead of 2 pit system in the following site conditions, but excess cost incurred shall be borne by the beneficiary:
- 14.1 When the space is a constraint for the construction of 2 pits system
- 14.2 In case of unsaturated soil condition (i.e. the height between bottom of pit and maximum water table is more than 2mts) where the distance between water source like tube well / open well and pit is less than 3mts.
- 14.3 In case of saturated soil condition (i.e. the height between bottom of pit and maximum water table is less than 2m) where the distance between water source like tube well and pit is less than 10mts.

15. Role of Self Help Group (SHG) Monitoring Committee of SLF:

The existing SHG Monitoring Committee of slum level federation (SLF) shall involve in the following activities.

- 15.1 Awareness to all the members shall be given on need, construction and usage of toilet through orientation programs and distributing IEC material.
- 15.2 Identification of the beneficiaries and submission of the list SHG wise to the Commissioner and maintaining a register on further progress of work.
- 15.3 Facilitating in procurement of construction materials for economising the cost by grouping the nearby beneficiaries so that they procure the material jointly.
- 15.4 Monitoring the construction work on day to day basis so that work will be completed as per schedule.
- 15.5 Ensuring all the beneficiaries to have an Aadhar linked bank account.

II. Mode of payment to the Beneficiary/ SLF in case of IHHT:

- a. All payments to be made online or through the electronic clearance system. No separate account is required to be opened by the Municipal Commissioner for this purpose. Amount will be directly transferred to the beneficiary from the centralized bank.
- b. The Municipal Commissioner shall open a separate bank account naming "Swachha Telangana" and Govt. will release the funds for IEC activities and capacity building etc., to that account.

1. SLF/ TLF Led construction:

The Commissioner shall release the total amount in instalments to the SLF account after obtaining the consent letters from the individual beneficiaries, duly stating that there is no objection for them to release the amount to the SLF account.

1.1 1st installment: Rs.6000/- shall be released after completion of basement and leach pit / septic tank and geo-tagging the house and beneficiary photo.

1.2 2nd installment: Rs.6000/- shall be released after completion of toilet in full shape duly geo-tagging with photograph along with toilet and beneficiary photo.

2. Beneficiary Led construction:

The Commissioner shall release the total amount in the following instalments to the Aadhar linked beneficiary bank account.

2.1 1st installment: Rs. 6000/- shall be released after completion of basement and leach pit / septic tank and geo-tagging the house and beneficiary photo.

2.2 2nd installment: Rs.6000/- shall be released after completion of toilet in full shape duly geo-tagging with photograph along with toilet and beneficiary photo.

3. The concerned AE / AEE shall inspect the construction activity at regular intervals and shall record the progress of work in the measurement book at the following stages, after geo-tagging, as applicable.

- a. During commencement of work
- b. During the completion of basement, leach pits/ septic tank
- c. After completion of entire work.

4. The Municipal Commissioners shall place the Programme details/guidelines/beneficiary list etc for information of the council/General Body and to review on monthly basis.

III Pre-Construction Activity

1. The programme shall be formally launched on 8.5.2015 by elected representative, i.e., MP/MLA/Mayor/Deputy Mayor/Chairperson/Vice Chairperson at City/Town level, Ward Member/Corporator at ward/division level, by inviting all section of the people, i.e., Media, NGOs, RWAs, SHG/SLF/TLF, and District Collector at District level (town), RDO at revenue divisional level (town) as special invitees for the program.

2. The Commissioners/Municipal commissioners shall complete the beneficiary verification and the Municipal Engineer shall inspect the site of construction.

3. The Municipal Engineer shall prepare a list of required trained masons after arriving at the total number of beneficiaries. Locally available masons have to be identified and shall be trained on construction of IHHT. Local engineering college students of Civil and Mechanical departments may also be involved in this process.

4. The Municipal Engineer shall collect the final list of approved beneficiaries from their respective Commissioners /Municipal Commissioners and arrive the total no. of Individual House hold toilets (IHHT) to be constructed.

IV Construction

- A) **Resource Mobilization Required materials:**
- i) Rough stone/ cement blocks for foundation.
 - ii) Country bricks / Hollow bricks / Fly ash bricks / Cement bricks for superstructure (as per local availability).
 - iii) Sand.
 - iv) 20 / 40 mm Hard Granite metal for basement of superstructure.
 - v) RCC rings and RCC cover for soak pits.
 - vi) Sanitary items: water closet (Indian / Western) with ISI mark, P-trap, disposal pipe like PVC / SWG / HDPE etc.
 - vii) Ordinary Portland Cement.
 - viii) Roof material: 2 inches MS pipe, J-bolts, fibber corrugated sheet.
 - ix) Door: GI sheet with country wood frame / PVC door.
 - x) Tap connection.
 - xi) Fixing of electrical bulb.

The materials required for the completion of total IHHTs in the respective ULBs shall be assessed and estimated. For a toilet of size 750mm x 900mm with 2 pit system the tentative requirement is as follows. The Engineer shall advise the beneficiary/SLF to adopt suitable foundation as per the soil condition.

Sl. No.	Item	Quantity per Unit	Unit	Total Quantity Required
1	2	3	4	5
Up to Basement Level				
1	Earth work	3.26	Cum	3.26
2	40 metal	0.26	Cum	0.26
3	Sand	0.32	Cum	0.32
4	Cement	2	Bags	2
5	In case of RR stones for basement	24	Nos	24
6	RCC Rings	8	Nos	8
7	Labour charges			
Note: For basement, Bricks (Burnt clay / Cement/ Fly ash /FAL-G) can also be utilized.				
Super Structure				
1	Sand	0.82	Cum	0.82
2	Cement	2	Bags	2
3	Bricks (Burnt clay / Cement/ Fly ash /FAL-G)	420	Nos	420
4	W.C. pan&P trap	1	Nos	1
5	Connection pipe (PVC/HDPE/SWG)	4	Mtrs	4
6	Roof (AC sheet /FRC sheet/Polished shabad stone)			
7	Door (MS shutter with MS frame / Solid board shutter with readymade RCC frame or any other)	1	Nos	1
8	CI cover for junction chamber	1	Nos	1
9	Cement Jally	1	Nos	1
10	Re-cast RCC cover per Twin pit	2	Nos	2
11	Tap & Water supply pipe	LS		
12	Labour charges	As applicable		

1. Materials like Cement blocks / Fal-G blocks /Hallow bricks / RCC rings and RCC cover can be procured from the Nirmitha Kendras of Telangana Housing Corporation Ltd.
2. The PIU shall assess the total requirement of materials for the construction of IHHT's in entire ULB and arrive item wise quantities. PIU shall identify the reputed agencies who will supply the required material and to prepare them to supply the materials in time.
3. The procurement of stone / sand / bricks /metal can be organised combined through SLF / group of beneficiaries so that the overheads like transportation etc will reduce.
4. The PIU of the ULB may identify sufficient number of masons, plumbers, electricians and carpenters and allot the areas. If sufficient number not available they have to identify the candidates through SLFs and make necessary arrangements to train them in the respective fields.
5. All the material required shall be procured by the Individual or the SLF/TLF only. The District level committee or ULB may facilitate the individual or SLF/TLF in procuring the quality material but in no case shall be involved in purchase of the materials. The Individual or SLF/TLF shall have the discretion to choose the material as per the required specifications. Any extra cost incurred shall be borne by the Individual or SLF/TLF.
6. The Commissioners may utilise the services of City Livelihood Centers wherever available for mobilizing required masons, plumbers and electricians etc.

B) Construction Activity and Monitoring Progress

1. The PIU shall inspect the construction activity at regular intervals as below
 - a. In respect of Municipality/NP
 - i. A.E. - 30% of units constructed
 - ii. Manager - 20% -do-
 - iii. SS/SI - 20% -do-
 - iv. TPO/PRP - 15% -do-
 - v. TLF - 15% -do-
 - b. In respect of Corporations
 - i. Addl.Commr - 20% of units constructed
 - ii. SE - 30% -do-
 - iii. MHO - 20% -do-
 - iv. TLF - 10% -do-
 - v. PD(UCD) - 20% -do-
2. The IHHT shall be geo-tagged with the photograph in three stages i) before commencement of construction ii) after completion of basement iii) completion of super structure. Also the local Engineering students of civil/mechanical Engineering engaged by the respective Commissioners may be deployed for supervision.

3. The required guidance shall be given to the SLFs in the construction process and also guide the Individuals or SLF/TLF in procurement of the material and preparation of transportation plans and material storage plans by the SE (PH) of the region concerned.
4. The progress shall be reviewed every day by the PIU of the respective ULB and send the report to the concerned RDMA. The RDMA shall review the progress and send the reports to the Govt. every day through the C&DMA. All the RDMA shall ensure to complete the IHHTs as per the scheduled programme by the respective ULBs in their jurisdiction.
5. The Superintending Engineers of Public Health Engineering Department, in case of Municipalities and the respective Superintending Engineers, in case of Corporations shall review the progress with the concerned Engineers at regular intervals and shall extend the technical guidance needed for ensuring the quality construction. They shall also send the progress reports to the Govt. through E-in-C (PH).
6. The PIU of ULBs shall take necessary action to complete the construction of IHHTs within the specified timeline and motivate the beneficiaries to use the toilets.

C) Recording and Payment:

a. In case of construction taken up by the SLFs:

- i. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of basement level including Geo-tagging the photograph and recommend for payment for release of 1st installment of Rs.6000/- .
- ii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of toilet in full shape including Geo-tagging the photograph and recommend for payment for release of 2nd installment of Rs.6000/-

b. In case of construction taken up by the individual Beneficiaries :

- i. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of super Structure (up to roof level) including Geo-tagging the photograph and recommend for payment for release of 1st installment of Rs.6000/-
- ii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of toilet in full shape including Geo- tagging the photograph and recommend for payment for release of 2nd (final) installment of Rs.6000/-

V. Time Line

Municipal Engineers shall prepare schedule of work and issue to the SLF for completion of works as per the Action Plan of the ULB. A model action plan in case of toilet with twin pits is given hereunder.

Day	Activity
Day 0-20	Municipal Engineer shall prepare list of trained masons, identify Engineering students, train the masons and SLF/TLF, establish ULB level sanitary marts, prepare the material movement and deployment plans and guide the SLF for procurement of entire materials required for construction of toilets.
Day 21	Excavation of Basement and leach pits
Day 22-23	Construction of Basement and placing of RCC rings
Day 24	Allow for Curing
Day 25-26	construction of walls for super-structure and Junction chamber
Day 27	Allow for Curing
Day 28-29	Plastering to super-structure
Day 30	Allow for Curing
Day 31-35	Fixing of Door Sanitary items i.e. WC, connection pipe , lid for the leach pits and Fixing of Roof

**Sd/- B.Janardhan Reddy
Commissioner & Director/
Mission Director (SBM)**


for commissioner & Director
led
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Annexure-I

Model Proceedings for construction of New Individual Toilet

Present: Sri
Commissioner/Municipal Commissioner.

Sub: Sanitation – Swachh Telangana Mission _____
Corporation/Municipality - Construction of IHHTs – Sanction
Order - Issued- Reg.

Ref: 1. GO Rt.No.155, dated 24-04-2015 of the MA&UD
Department, Govt. of Telangana, Hyderabad.
2. Beneficiary Application dated:

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As per your application for sanction of individual Household Latrine, sanction is hereby accorded to Sri/SmtS/o.d/o,w/o Sri, Adhaar card No.fro construction of individual Household Sanitary Latrine as per the following method of finance.

Govt of India Share	:Rs. 4000/-
Government of Telangana Share	:Rs. 8000/-
Beneficiary contribution	:Rs 3000/-
Total	:Rs. 15,000/-

You are hereby informed that latrine shall be constructed as per the type design approved by this office and any deviations will result in cancelling of the subsidy released by the Government of India and State Government. You are informed that 1st instalment of Rs. 6000/- shall be released after basement level and 2nd instalment of Rs. 6000/- after completion of structure. You are instructed to submit photographs of construction of latrine before commencement, during construction and after completion for releasing the amounts.

It is to impress up on you that the above initiative of construction of individual latrine is an initiative of the Central and State Government under "Swachh Telangana" to make the state open defecation free and we appreciate your participation I the programme. It is expected that you use the latrine now constructed and make ourMunicipality /Corporation as "Open Defecation free" ULB.

Municipal Commissioner
.....Corporation/Municipality

To
The Beneficiary (Name)
Address.....
.....Corporation/Municipality.

