

35/2013/NBA  
No. W-11042/

Government of India  
Ministry of Drinking Water and Sanitation

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To

The Principal Secretaries / Secretaries  
I c Rural sanitation  
All States UTs

Sub.: Activity Mapping of Funds, Functions and Functionaries in the NBA Programme  
Sir.

Please refer to this office letter No. 11042/35/2013- NBA dated 30/12/2013 enclosing a draft Activity Mapping for NBA delineating roles and responsibilities of various levels of Government and providing specific roles and responsibilities to PRIs in the field of Rural Sanitation.

This is to intimate that Activity Maps submitted in the above letter may now be considered as Annexure -8 of the NBA Guidelines. States are requested to use this Activity Maps as a guide to be adopted with necessary State specific adaptations and modifications.

Yours faithfully,

Encl.: Model Activity Map for Rural Sanitation

  
(Sujoy Mojumdar)  
Director, NBA

Copy to Shri C. Chinappa, Director, DPE Division, Ministry of Panchayati Raj, Sardar Patel, Bhavan, New Delhi for information

*Copy also to Director (NIC) for posting in website.*

## DWS ACTIVITY MAP IN RESPECT OF NBA

S.No	Activity description		Union Government (Ministry of Drinking Water and Sanitation)	State Government	Local governments and planning bodies			User Groups (Village Water and Sanitation Committee)
	Activity Category	Broad Activity			District Planning Committee	District Panchayat	Intermediate Panchayat	
1	<p><b>FUNCTION:</b> (I) Setting Standards</p>	<ul style="list-style-type: none"> <li>Coverage /Achieving Nirmal Gram Status</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines on Nirmal Bharat Abhiyan covering norms for construction of community toilets, Institutional Toilets, individual household latrines, SLWM etc.</li> <li>Guidelines for distribution of Nirmal Gram Puraskar (NGP) covering norms for selection of Gram Panchayat, District Panchayat and Block Panchayat for NGP, norms for survey methodology for the selection of Gram Panchayat, block Panchayat and District Panchayat</li> <li>Guidelines for IEC activities for NBA</li> <li>Swachhata Doot Guidelines (2011)</li> <li>Guidelines for setting up of Institutional arrangements like District Support units and BRCs</li> <li>Establishment and Management of Community Sanitary Complexes in Rural areas</li> <li>Gram panchayats Hand book</li> <li>Guidelines for taking up works relating to access to Sanitation facilities by MGNREGA Division, Ministry of Rural Development</li> </ul>	<ul style="list-style-type: none"> <li>State Water &amp; Sanitation Mission (SWSM) to supervise implementation of NBA.</li> <li>Achieving coordination and convergence among the State Department dealing with rural DWS, sanitation, school education, health etc.</li> <li>Ensuring coverage in Schools, Anganwadis, GP's having PWS coverage.</li> <li>Solid and Liquid Waste Management (SLWM) for proposed and existing Nirmal Grams.</li> <li>Setting up of Institutional arrangements like</li> </ul>	<ul style="list-style-type: none"> <li>District Water &amp; Sanitation Mission (DWSM) to plan and implement the district NBA projects with appropriate IEC Strategy. DWSM will communicate to Gram Panchayats (GP's) the approved plan for their respective GP's. The plan will include the total number of IHHLs approved for the GP. Review the NBA Programme implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Provide guidance, support and monitor water supply and sanitation in GPs through BRCs, VWSC, Swachat a doots etc.,</li> <li>Provide awareness generation, motivational, mobilization, training and handholding of village communities.</li> </ul>	<ul style="list-style-type: none"> <li>GP's will, following approval of the Gram Sabhas, finalise the list of individual beneficiaries within the given numbers and will also include this as part of approved shelf of projects under MGNREGA.</li> <li>To assist in selection of suitable NGO for inter-personal IEC and training.</li> <li>Maintenance of community complexes.</li> <li>Custodian of assets such as Community Complexes, environment component, drainage etc. constructed under NBA.</li> <li>Promoting regular usage, maintenance and upgradation of toilet and inter-personal communication for hygienic education.</li> <li>Up-gradation of Toilets.</li> <li>Identification and utilizing the services of swachata doot identifying and utilizing the</li> </ul>	<ul style="list-style-type: none"> <li>To provide awareness generation, mobilization, training and handholding of village communities.</li> </ul>



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				<p>GP has been displayed transparently in GP (by Wall painting and special hoardings)</p> <ul style="list-style-type: none"> <li>Organise capacity building programmes for grassroots workers, SHG and others at State Level.</li> <li>State Water and Sanitation Mission will carry out State level IEC need to be approved by State level Scheme sanctioning Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the observance of Sanitation day in each GP.</li> </ul>				
(IV)	Execution	Execution	<ul style="list-style-type: none"> <li>To assist the States in Technical inputs, capacity activity and R&amp;D</li> <li>Hand book on Technological options on site sanitation</li> <li>Hand book on Scaling up Solid and Liquid Waste Management (SLWM) in Rural Areas.</li> </ul>	<ul style="list-style-type: none"> <li>To assist the Districts in technical inputs, capacity activity and R&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>To ensure Technical aspects in execution</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the sustainability aspects of construction of IHHL</li> </ul>			
(V)	Operation and Maintenance	O&M	<ul style="list-style-type: none"> <li>To assist the States in capacity Building and R&amp;D</li> <li>Manual for operation and Maintenance of CPHEEO.</li> </ul>	<ul style="list-style-type: none"> <li>States may use the O&amp;M manual prepared by CPHEEO, Govt. of India or prepared by State specific O&amp;M manual to guide systematic operational maintenance.</li> <li>State Govt. shall endeavour to</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that operational and maintenance activities of all sewerage system in the district or carried-out in time. To ensure availability of funds with cooperation with Gram</li> </ul>			<ul style="list-style-type: none"> <li>All Community &amp; Institutional Toilets within the Gram Panchayat shall be maintained by the Gram Panchayat.</li> <li>To take over the responsibility for operational and maintenance of village SLWM</li> <li>Collection of funds through operation, charges and the deposit system</li> </ul>	

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	Activity Category	Broad Activity		District Planning Committee	District Panchayat	Intermediate Panchayat		Village Panchayat
	(VI) Monitoring	<ul style="list-style-type: none"> <li>IMIS</li> <li>Monthly Progress Reports</li> <li>Evaluation Studies</li> <li>Inspection</li> </ul>	<p>develop sustainable sources of funding for maintenance of sewerage system.</p> <ul style="list-style-type: none"> <li>Monitoring through field inspections through State level officers.</li> <li>To furnish, 'Online', all the data and information, as may be prescribed by MDWS from time to time, in the relevant module of the online IMIS. Maintenance of the computer hardware and software as well as the internet connectivity. The State Government should provide necessary manpower, space and facilities to set up the Computer Hardware at the sub-division, district and state level</li> <li>Third Party Evaluation of the projects/schemes.</li> </ul>	<p>Panchayats for operational and maintenance activities.</p> <ul style="list-style-type: none"> <li>To ensure the construction of works according to the norms DWDM to ensure timely social audits.</li> </ul>	<ul style="list-style-type: none"> <li>To take part in monitoring activities/audit of works.</li> <li>To ensure/ review the progress of works in Block/GPs.</li> </ul> <p>Progress of construction of sanitation facilities under MGNREGS shall be the responsibility of the District Programme Coordinator (DPC) and the agency implementing NBA as mentioned in the respective guidelines. The construction of all sanitation facilities under MGNREGS will be subject to social audit as per the MGNREGS and NBA guidelines. Appropriate monitoring mechanism shall be adopted for reporting of IHHL constructed and expenditure incurred through</p>	<ul style="list-style-type: none"> <li>Block level PRI to review progress in each GP</li> </ul>	<p>for operational and maintenance of works for proper managing and financing on or sustainable basis.</p> <ul style="list-style-type: none"> <li>To take part in monitoring activities/audit of works, Providing information related to the programmes Social Audit through Gram sabha</li> </ul>	<ul style="list-style-type: none"> <li>The community and community-based organizations (GPWSC/WW SC/User Groups) should monitor demand/need and coverage by the Social audit community</li> </ul>

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2	FUND	Flow of funds	<ul style="list-style-type: none"> <li>Based on AIP funds under NBA are released to the SWSM as per the NBA guidelines.</li> <li>Allocation of funds under different components of NBA.</li> <li>Releasing the funds to the States district as per the NBA guidelines.</li> <li>Funds released under NBA program shall be through Central Plan Scheme Monitoring System (CPSMS) maintained by Government of India.</li> <li>For part of the activity of construction of IHHL in the form of labour and materials, releasing of funds from MGNREGA.</li> </ul>	<ul style="list-style-type: none"> <li>State/UTs releases the central grants along with the matching State share to the district implementing agencies.</li> <li>Selection of bank branch or any other public sector bank with internet connectivity by the State headquarters for maintaining the account in the name of SWSM.</li> <li>The State Govt. shall transfer the funds from SWSM to respective DWWSM within 15 days.</li> </ul>	<ul style="list-style-type: none"> <li>District Implementing Agency shall be required to transfer funds for the works to the GPs.</li> </ul>	<ul style="list-style-type: none"> <li>DWS should plan and implement the district NBA project with appropriate IEC strategies and conversion mechanism with other line Department s.</li> <li>DWSM should also ensure fund flow to the Gram Panchayat for attaining the objective of NBA. The DWWSM should review and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>GPs to ensure utilisation of funds as per the AIP.</li> <li>Opening and managing bank account for NBA funds and releasing subsidy to beneficiary in time.</li> <li>Collection of funds through tariff, charges and deposit system for O&amp;M works for proper managing and financing of O&amp;M of low cost management of solid and liquid waste.</li> </ul>		

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			<ul style="list-style-type: none"> <li>(assistance from MGNREGA for IHHL)</li> <li>Continuous R&amp;D and Innovative Technologies in improving delivery mechanism of Sanitation</li> </ul>	<ul style="list-style-type: none"> <li>District support units and BRCs.</li> <li>Piloting R&amp;D outcomes and Innovative Technologies for standardising and scaling up.</li> </ul>				<ul style="list-style-type: none"> <li>services of students for promotion of Sanitation activities.</li> <li>Preparation of sanitation agenda for village panchayat Meeting and Gram sabha.</li> </ul>	
	(II) Planning	<ul style="list-style-type: none"> <li>Planning</li> </ul>	<ul style="list-style-type: none"> <li>Finalisation of revised Project Implementation Plan (PIP) and Annual Implementation Plan (AIP) of each state</li> </ul>	<ul style="list-style-type: none"> <li>To prepare revised Project Implementation Plan (PIP) and Annual Implementation Plan based on information provided by the districts.</li> <li>All Projects shall have to be approved by State Scheme Sanctioning Committee</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the preparation of revised Project Implementation Plan (PIP) based on baseline survey Annual Plan for the district by DWSM.</li> </ul>		<ul style="list-style-type: none"> <li>Identification of GPs to be saturated for attaining the NBA objective s.</li> <li>Helping the GPs in conducting baseline surveys, sanitary survey and other activities.</li> </ul>	<ul style="list-style-type: none"> <li>To identify the households (BPL/APL in selected category) to be covered under NBA.</li> </ul>	<ul style="list-style-type: none"> <li>Verification of beneficiary identified by the GPs.</li> </ul>
	(III) Demand generation	<ul style="list-style-type: none"> <li>IEC Activity and training</li> </ul>	<ul style="list-style-type: none"> <li>National Communication Strategy Framework for giving emphasis on Inter-personal Communication (IPC) at the grassroots levels.</li> </ul>	<ul style="list-style-type: none"> <li>Water and Sanitation Support Organization (WSSO) to deal with IEC, HRD and Monitoring &amp; Evaluation at the State level.</li> <li>Inspection should be done to check whether NBA information of</li> </ul>	<ul style="list-style-type: none"> <li>Project district to prepare and implement detailed IEC plan to motivate rural people.</li> <li>Annual IEC plan for the district to be approved by DWSM/DW SC.</li> </ul>		<ul style="list-style-type: none"> <li>Demand generation through BRC functionary.</li> </ul>	<ul style="list-style-type: none"> <li>Demand Generation through Village Community, Swachatha doots etc.,</li> </ul>	<ul style="list-style-type: none"> <li>To hold 'Swachcha diwas' every month.</li> <li>Gram Swachcha Sabha to be observed every six months.</li> </ul>

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				<ul style="list-style-type: none"> <li>Regular updated of expenditure of IMIS.</li> <li>States have to ensure that on line reporting is done.</li> <li>The States have to submit the utilization certificate after completion of the work.</li> <li>The State SWSM will ensure that the accounts are audited by the Chartered Accountant selected from the panel approved by the CAG within the six months of the close of the financial year. States has to submit consolidated utilization certificate.</li> </ul>			<p>programme implementation so that the objective of the district annual action plans may be achieved leading to sustainable Nirmal Gram Panchayat.</p> <ul style="list-style-type: none"> <li>The interest accrued on NBA funds shall be treated as part of the NBA resources. The District implementing Agency has to submit utilization of interest accrued on NBA funds.</li> </ul>	