



सत्यमेव जयते
Government
of
Gujarat

IMPLEMENTATION PROCESS MANUAL

Total Sanitation Campaign Project



જિલ્લા
ગ્રામ વિકાસ
એજન્સીઓ



ગુજરાત
રાજ્ય

**Rural Development
Department**

શ્રમયોગ • સંગઠન • સમૃદ્ધિ

Implementation Process Manual

Total Sanitation Campaign Project

Text by :

K.K. Jadeja

B.E.; P.G.D.S.E. (Netherlands)

First Edition :

August, 2004

Any part of this document
can be reproduced with
due acknowledgment to source.

Published by :

Commissioner,

Rural Development,

Block No:16, 3rd Floor,

Dr. Jivaraj Mehta Bhavan,

Gandhinagar - 382 010

GUJARAT

Printed by :

Printvision Pvt. Ltd.

Tel. : 079-2640 5200, 2640 3320

TSC Project

Mission

**Implement
Total Sanitation Campaign
with participatory,
demand driven and
gender sensitive approach for
healthy environment.**

Vision

**Every family
including children in
rural area is aware of the
importance of healthy
environment and adopts
sanitation facilities along
with positive hygiene
behavior.**

FOREWORD

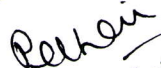
Reforms in implementation of Government programmes need honest efforts by experienced hands, which could convince policy makers for change in approach. Gujarat State has got keen interest and priorities for welfare schemes for better living of rural masses. State Government is implementing Rural Sanitation Programme with the assistance from Central Government since 1986. Although this programme was being implemented into limited geographic area, there was scope for its further expansion both quantitatively and qualitatively. Gujarat has put consistent efforts to achieve expected spread and speed in the implementation of rural sanitation programme. The programme was critically analysed and concluded that policy with process of implementation need to be addressed differently.

Government has taken decision for scaling up Total Sanitation Campaign Project implementation from five to all districts with effect from April 2004. The subsidy and target oriented approach of implementation is changed to demand generation and capacity development among community through intensive IEC Campaign. The state Government will now implement this Project as an integrated sanitation package with holistic approach for improvement of overall living standard of rural community.

The support of UNICEF in project implementation has been proved catalytic. I am sure that the implementation of the project in experienced hands with a committed team from village to state level would yield positive results with better progress. The Total Sanitation Campaign project in Gujarat will be implemented in exemplary manner that would provide direction to other States.

Universalisation of the project would demand clear road map to be followed by all District Project Implementing Agencies for the purpose of effective implementation and monitoring. The effort of Rural Development wing of the Department in generating a guidebook is really praiseworthy.

I hope this publication on implementation process would make the task easy for all who are involved in implantation of the project. I wish all success to individuals, institutions, implementers and facilitators in implementation of the Project.


(P. K. Laheri)
Chief Secretary
Government of Gujarat

Gandhinagar
July, 2004

Acknowledgement


Reform process in drinking water and sanitation is pioneered under dynamic leadership of Mr. Palat Mohandas Secretary, Department of Drinking Water Supply, Ministry of Rural Development, Govt. of India, as the then Mission Director. We are lucky to have his esteemed presence on this occasion of universalization of Total Sanitation Campaign Project in State to guide us in strengthening it with concept of creation of assets, capacity of management and sustainable maintenance by community. I had privilege to work under his able leadership as a Chief Engineer for rolling out new approach of reforms in drinking water & sanitation in State.

Service rendered in implementation of sector reforms is appreciated by Mr. P.K.Laheri, Chief Secretary of State and Mr. A.M. Tiwari, Commissioner & Secretary, Rural Development has encouraged me to take up assignment of shaping the road map for implementation of Total Sanitation Campaign Project in the state. I am thankful to both of them for giving me this opportunity.

The keen interest of Mr. Tiwari has enabled me for preparation of this Manual by giving shape to the philosophy of reform process and community participation in Total Sanitation Campaign Project for reference of implementers and facilitators. My sincere gratitude is due to him for his constant support and guidance in preparation of various formats on State Strategy, Model District Project Plan, models of various formats of reporting progress, monitoring, concurrent evaluation and impact assessment.

I have great pleasure in recording my sincere appreciation and gratitude to all who have helped me in giving shape to this publication. My special thanks to Dr. Yogen Mathur and Er. Arun Mudgerikar, UNICEF - Gujarat for their support and enabling environment during my task of preparation of manual. I am thankful to Mr. J. B. Babaria, Managing Director, Gujarat State Rural Development Corporation Ltd. and staff for facilitation in bringing out this document.

Gandhinagar
July, 2004


K. JADEJA

INDEX

SR. NO.	TOPIC	PAGE NO.
1	Introduction	1
2	SWOT analysis of the on-going programme.	2
3	Objective of sanitation campaign	3
4	Strategies for demand generation	3
5	Stages of implementation	7
6	Project Implementation Plan	8
	6.1 Organogram	9
7	Preliminary Survey & Base Line Survey	14
8	TSC Project Plan Implementation Stages	18
9	Roles and responsibilities of stakeholders	20
10	Implementation of Communication Plan	30
11	Project Community Capacity Development Plan	44
12	Training Guidelines	45
13	Training Schedule of the implementation	48
14	Grass-root level training package	51
15	Project Plan Components	51
16	Post Completion Awareness	54
17	Nirmal Gram Purashkar	55
18	Concurrent monitoring of progress and quality	55
19	Evaluation and Impact Assessment	56

LIST OF

ANNEXURES

	DETAILS	PAGE NO.
Annexure A	Selection of NGO	59
Annexure B	Agreement with NGO	64
Annexure C	Base Line Survey and KAP Study	70
Annexure C1	Check List for Base Line Survey	95
Annexure D	Monthly Progress Report	108
Annexure E	Estimates for Slogan	111
Annexure F	Budget Format for Bhavai	111
Annexure G	Estimates for Exhibition	112
Annexure H	Estimates for Quiz	113
Annexure I	Orientation of Project Manager	114
Annexure J	Monitoring System For TSC Campaign Activities	123
Annexure K	Activity information reports - Financial	125
Annexure L	Physical information report	126
Annexure M	Village level activity information report	127
Annexure N	Basic information report by NGO's as facilitator	129

Appendix-1	Resolution Dt. 21-04-2004 of Panchayat, Rural Housing and Rural Development Dept.	130
Abbreviations		140

1. INTRODUCTION

Rural sanitation programme is under implementation in State since 1984 for providing household facilities but the coverage is poor. Past efforts of state government and civic societies for increasing coverage have managed to double the rural sanitation coverage from 11 % in 1991 to 22 % in 2001. However, there is a need to focus on accelerating the coverage in sanitation and improvement in hygiene behavior, to improve quality of life. Despite many good initiatives by the government and non-government agencies, there is a need to launch this programme in a campaign mode for delivering a package of sanitation i.e. construction of school/Anganvadi/community sanitation blocks, safe disposal of used water and garbage etc. as per the TSC guidelines of Ministry of Rural Development, Government of India.

State government has made paradigm shift in policy by universalisation of TSC Project across the state and in implementation from subsidy based supply-oriented approach to one which focuses on the sustainability of the campaign by ensuring demand for sanitation and hygiene practices through a planned communication strategy. Element of financial incentive for the disadvantaged groups and facilitation in terms of institutional credit finance for Above Poverty Line (APL) families has been introduced.

1.1 NEED OF IMPLEMENTATION MANUAL

The universalisation of TSC in all districts requires facilitation for uniformity in process, a common road map of implementation, effective monitoring and reporting. The project being large in scope reaching out to every household, it is necessary to have a reference for process and methodology for use of functionaries and project partners. All the functionaries and facilitators can use the manual as a handbook.

The communication strategy suggested in this manual has been used even during the campaigning for the sector reforms programme and has proved successful in delivering desired outcomes.

The manual provides enough flexibility to the implementers and facilitators in use of tools and methodology for processes while ensuring a common roadmap towards the larger objectives of the TSC.

The formats prescribed for record keeping and documentation are simple and can be used as a check list for monitoring of physical and financial progress as well as tools for concurrent evaluation.

The community capacity development plan and training modules will be based on needs assessment and are to be prepared by facilitation of Communication & Capacity Development Unit (CCDU).

Focus is on a process that would fuel a genuine demand and mobilize self-finance for the home sanitation facilities. Special attention is given to hygiene education for changing individual and community practices.

2. SWOT ANALYSIS OF THE ONGOING PROGRAMME

Rural Sanitation Programme is under implementation from 1986 but progress is not encouraging at all. The present status of coverages varies from 10% to 60% having state average of about 22%. The factors affecting porogress of coverage are critically analysed.

The brief details of is are given below :

Strength	Weakness	Opportunity	Threat
Management skills	Low priority as program	Assured water supply by 2007	Seasonal failure of water supply
Implementation Capacity and structures	Subsidy oriented	Move towards demand driven approach	Lack of knowledge in maintenance
Financial resource	High unit cost	Institutional finance	Unforeseen natural calamities
Institutional framework	Demographic spread	Universalization of TSC across all dist	Continuity in implementation
Manufacturing base	Traditional practices as barriers to behaviour change	Enhanced communication strategy	Access without use -
Presence of large number of voluntary organizations	Lack of awareness and conviction	Expanding partnerships with cooperatives, and lessons from other states	Quality of implementation

From the above analysis, we can conclude that the project can give expected results if the strategy is redefined. This manual seeks to highlight this shift in approach as elaborated in the following sections.

3. OBJECTIVE OF SANITATION CAMPAIGN

- Generating importance and awareness about need for construction of household toilets, community sanitation complexes, school sanitation complexes, safe disposal of sullage water and solid waste resulting into improved living standards.
- Create a sense of owning responsibility of sanitation facilities by community and community capacity developed so that they can participate in designing innovative alternates of sanitation models.
- Active participation of all sections of community in TSC programme for creation of sanitation assets and its sustainable maintenance and use.
- All families irrespective of their caste/creed or economical status construct toilets and use. All schools / anganwadis are provided child /gender friendly sanitary complex.
- Elimination of open defecation.
- Overall improvement in sanitary conditions.
- Reduction in diseases arising out of in-sanitary conditions, unhygienic living habit and open defecation.
- Reduction of child mortality rate.
- Improvement in quality of life of rural communities

4. STRATEGIES FOR DEMAND GENERATION

The shift in approach from being subsidy driven to being incentive oriented is the most critical component of the strategy of Universalization of TSC in Gujarat and its sustainability. The State and voluntary organizations have put in lot of efforts for sanitation so far but the element of subsidy has been a stumbling block leading to erosion of a sense of ownership of the programme by community. One of the key thrusts of the communication campaign therefore will be on demand generation. Intensive

campaigns are likely to generate a sense of ownership in the community for creating sanitation facilities through self-finance.

The program strategy would be to create a district-focus in the planning and implementation of the sector program activities to facilitate evolution of replicable strategies within Gujarat. Attention will be on promoting local approaches, which can be cascaded to the households and local communities. Facilitating effective implementation of the TSC program of GoI / GoG, using it as learning districts and initiating the same concept in the identified focus districts; would be the general strategy.

An integrated approach is needed to bring together water supply, sanitation and hygiene education. For example, the school / Anganwadi sanitation has to be seen in conjunction with water supply and hygiene education.

The ongoing sector reforms projects are an indication of the government's endorsement of the principles of decentralized community based management and integrated approach to sanitation and hygiene education along with water supply.

4.1 POLICY

- Government has commitment of assured adequate water supply to every household.
- Policy of universalisation of sanitation coverage.
- From subsidy based programme to incentive based programme.
- Effective communication strategy by demand generation.
- Alternate financing options.
- Integration of various institutions and organizations active in the sector.
- Strengthening facilitator role for wider coverage.
- Adequate availability of resources.
- Development of skills for implementation and maintenance
- Continuous evaluation of progress and mid-term correction in policy framework.

4.2 NORMS

- Intensive campaigning for demand generation – mass media and inter-personal communication.:

Provision for clear guidelines for planning the campaigns, including baselines (sanitation facilities and hygiene practices) incorporating monitoring and evaluation tools, operational norms for selection of partners, key activities, and financial norms is suggested.

The communication component is being approached in a systematic, results oriented manner. The communication plan would be based on baseline data, hence lending itself to evaluation in terms of effectiveness in later stages. A clear linkage has to be established between the inputs for communication and the outcomes expected in terms of behavioral change at the family level. A common branding for easier visibility and recollection will be attempted at the State level to guide district programmes.

- Capacity development in the delivery system and community.

Capacity development plan includes preparation of training modules, identification of training institutes and phased plans of training of trainer and frontline workers.

- Wider range of technical options.

Catalogues and design manuals for various options and hygiene promotion tools (ce-corners, facility parks) that would suit the respective demographic and geographic profiles of communities.

- Convergence of various sanitation programmes and resources.

District level stakeholders network for joint concerted efforts for effective implementation of TSC.

Linkage is to be established with (1) school sanitation, teachers training institutes, and village education committees. (2) ICDS anganwadi, health centers (PHC, CHC) and their respective training institutes.

- Shift from subsidy to incentive mode.

Through intensive demand generation, gradually phase out financial incentive and institutionalize technical and financial facilitation system.

Involvement of cooperatives, banks and SHGs; to redefine mode of financial assistance

- Redefining norms for programme partnership and stakeholders.

Critical review of existing programme implementation network and relevant changes for making more effective delivery and impact. Strategy envisages of keeping PRIs & DRDAs as primarily providing implementation support and facilitation for operation of programme by Village Sanitation Committees. NGOs & CBOs

remain as key institutions and organizations for facilitation of entire programme.

The programme is to be backed up by CCDU's at state and district level. Specific plans for implementation of communication and capacity development plans is to be designed and implemented at the local level according to specific local situations. Physical implementation of programme is proposed to be designed in a sanitation package mode for village / cluster / community. School sanitation committee under district sanitation committee is expected to monitor and review physical implementation of school sanitation programme and personal and community hygiene education programmes through primary school teachers, Anganwadi workers and health workers.

- Defining the physical norms for sanitation package with various components viz. Segregation of solid waste and safe disposal (glass, plastics and biodegradable waste), sullage water safe disposal.

4.3 STRENGTHENING INSTITUTIONAL NETWORKS

- Strengthening coordination and communication at state level, district level and community level.
- Establishing CCDU at state and district level, identify implementation partners at district level
- Establishing linkages with relevant government depts. and semi-government organizations.
- Designating coordination links (individual coordinators) among the line departments (Education, Health, ICDS, DRDA)
- Establishing network of potential institutes for capacity building at various levels.

SIRD, GJTI, GCERT, Polytechnics, ESI and other reputed NGO training institutes.

- Development of training modules and material for cascaded training.

Technical assistance and consultative processes for finalizing key training modules (Manufacturer other takes holder like panchayats, NDBB)

- Inter and intra district planning, implementation, monitoring and evaluation.

Learning visits, experience sharing, establishing intra-district support system.

- Identifying networks for communication.

Identifying state level agencies viz. ISRO-DECU, IMPCC members, video conferencing (BISAG/ISRO), participation in national and regional forums, involvement of corporate sector.

- Strengthening the institutional set-up by involving district (DP - DRDA & DSM), block and village level partners (PRIs, NGOs, Cooperatives, CBOs, VWSC and user groups).

4.4 PREPARATION PROCESS

- State & district planning conferences & workshops, baseline surveys, District plans, IEC campaigns, review meetings, monitoring & programme evaluation guidelines.
- Finalise a multi-media and multi-channel communication plan.
- Identify key resource persons (designated coordinators) at state, district, block & village levels.
- Develop training modules for facilitators at various levels.
- Finalize district level project proposal guidelines.

5. STAGES OF IMPLEMENTATION

- Finalization of state strategy.
- Formation of Communication & Capacity Development Unit (CCDU) at the state level.
- State level plan of action for covering all districts in phased manner under TSC including annual plans for capacity development and IEC.
- Formation of district CCDUs.
- District and community level capacity development plan and IEC.
- Training of trainers.
- Cascading of training up to the community level.
- Village level awareness campaigns.
- Alternative delivery systems and to design effective self financial mechanism.

- Design options of sanitation components (Toilets, School and Anganwadi Complexes, Community Sanitation Complexes and used water safe disposal with solid waste safe disposal).
- Guidelines for Baseline studies and Evaluation.
- Establishing concurrent & qualitative monitoring system.
- Documentation of experiences and lessons learnt.
- Evaluation of programme on physical as well as software components, i.e. Effectiveness of communication campaigns.

6. PROJECT IMPLEMENTATION PLAN

The project is to be implemented by Rural Development Department through Panchayati Raj Institutions as per provision in guidelines on Total Sanitation Campaign published by Govt. of India, Department of Drinking Water Supply, Ministry of Rural Development.

Well-defined Project plan for implementation of Total Sanitation Project in the district is to be prepared for effective implementation, monitoring and evaluation including approach of impact assessment. State Sanitation Mission (Chaired by Chief Secretary) will provide guidance on policy and review the implementation progress. State Executive Committee (Chaired by Secretary, Rural Development Department) will take care of implementation of the project and function as co coordinating apex body for various stakeholders in implementation of project. District Sanitation Committee (Chaired by DDO/CEO, Dist. Panchayat) will be the executive committee at the district level for implementation of project. Taluka (block) Panchayat Committee will do necessary coordination at taluka level. Village Sanitation Committee will implement the project at village level chaired by the Sarpanch or Reputed Citizen. NGOs, other community based organization (e.g. Milk Co-op, Sugar Co-op. Swa-Shakti Groups, SHG groups etc.) will have to be involved for facilitation in demand generation and implementation at Taluka and village level.

The District Sanitation Committee (Chaired by DDO) will act as Project Implementing Agency at district level and office of Director, DRDA will function as Secretariat for district committee. Director, DRDA is designated as Member Secretary of District Sanitation Committee. Stakeholders are District, Taluka, Village PRI

functionaries, NGO, CBOs Government departments and beneficiary groups.

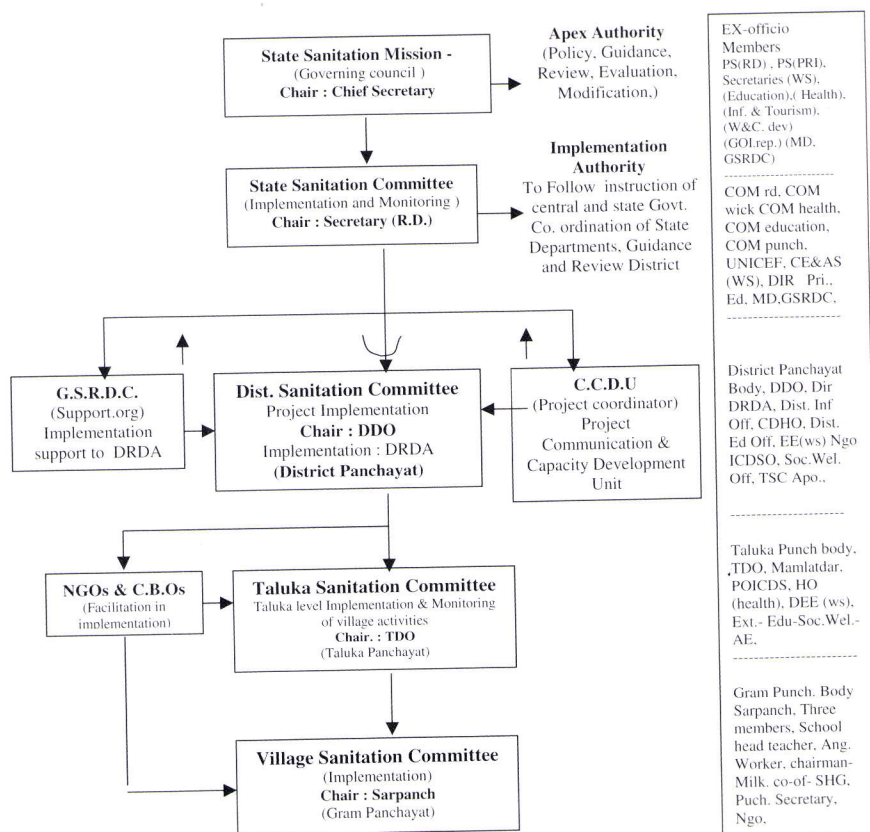
The functions of State Mission and all executive and monitoring committees are well defined by a State Govt. Resolution. Dt:21st April,2004.(APPENDIX-1)

6.1 ORGANOGRAM

The roles & responsibilities of various stakeholders and implementing agencies are defined as under in an Organogram.

ORGANOGRAM

Total Sanitation Campaign Project Institutional Structure



NOTE:

District Panchayat, Taluka Panchayat & Gram Panchayat will act as the governing body for programme implementation. Separate Bank Accounts at District, Taluka, Gram Panchayat level will be opened and operated for expenditure on project.

6.2 TIME-FRAME OF IMPLEMENTATION

Check list to be followed by implementing authorities/ stakeholders:

Sr.No.	Activities	Period
A	District level Awareness and Orientation Work Shop Participants: District Sanitation Committee, District Hon. M.P.s and H'ble MLAs , Dist. Panchayat General Boar Members, District level Govt. func ionaries, Facilitators, NGOs etc. stake holders.	2 Weeks.
B	Taluka level Awareness and orientation Workshop : 6 Taluka Participants: Taluka Panchayat General Board/Month. Members , Taluka Panchayat functionaries, Taluka facilitation NGO representatives, Health Center Doctors , Pay Center School Head Masters and other Stake Holders.	8 Weeks
C	Village level Activities: Village Panchayat General Board Meeting...2—3 Group Meetings—General Board Meeting for identification of Village Sanitation Committee	4 Weeks.
D	Base line and KAP survey	1 Week
E	Preparation of Village Sanitation Plan	2 Weeks
F	Approval of VSP by Dist. Sanitation committee	2 Weeks
G	Communication campaigns at village, block and district level based on plan derived from the KAP survey. Implementation HHLs/School Sanitation Blocks/Community Sanitation Complex including setting up of self finance /credit finance arrangement to facilitate financial arrangement	44Weeks
H	Village Sanitation facilities such as SOAK PITS/ USED WATER disposal system and solid waste/ garbage disposal system of village.	24 Weeks
I	Impact assessment evaluation: After 24 Weeks of completion	—
J	Transition period for withdrawal of facilitators/ Implementers...	4 Weeks
	TOTAL	92 Weeks.

The time period estimated for implementation is envisaged as 1 Year- 10Months-2 Weeks for each village. One Field Worker of the NGO/CBO partner will coordinate a set of 10 villages at a time. The project will be implemented in a cycle of 10 villages i.e. 10 more villages after every 4 Weeks.

6.3 Preparation of projects

CCDU will provide guidance to Directors, DRDA in preparation of District TSC Project reports for submission to Govt..

Submission of Project to GOI:

Project will be scrutinized by CCDU and submitted to Govt. of India

Identification of Taluka facilitator (NGO's, CBO's) :- 6 weeks after approval of project.

- **Training to facilitators / NGO's**

2^{1/2} days training programme for District functionaries and NGO's CBO's will be conducted at each district head quarter under supervision of CCDU - 4 weeks.

- **Hygiene education training Primary school / Anganwadi workers**

Primary school teacher will be trained at district training center of GCERT & Anganwadi workers will be trained at district training center (AWTC) simultaneously with regular curriculum as one of the subjects in schedule. Ultimately all teachers and anganwadi workers will get training in hygiene education and will implement to teach children in schools and anganwadis.

Hygiene Education at community level: A module will be developed at state level followed by a ToT at the district level (Milk Unions may take the lead where they are present or a NGO maybe asked to coordinate). Animators at the village level will then get trained in conducting a KAP and organizing village level communication events for awareness building.

- **IMPLEMENTATION OF PROJECT**

On getting approval of Govt. of India and receipt of fund District, taluka and village level awareness and orientation under community capacity development plan will be completed within 4 months.

The selection of NGO partners will be done by DRDA as per the procedure proposed at **Annexure A**. The selected NGO will enter in to an agreement with DRDA as per the **Annexure B**. The NGO will provide guidance and work in partnership with the Village motivators for KAP study and baseline survey as per details in **Annexure C**. The check list of BPL to be adopted for recognising the need of IEC and HRD is to be prepared as per **Annexure C-1**. The Monthly Progress Report is directly to be submitted to Government of India under intimation of State Govt. in prescribed format as per **Annexure - D**. (Ref. : TSC Guide lines)

a. START UP ACTIVITIES

Lump sum fund of Rs. 5000/- will be released for each village to Village Sanitation Committee for household survey / KAP study etc. slogan writing etc. within two weeks on formation of Village Sanitation Committee and receipt of demand.

b. INCENTIVE TO FACILITATING NGOS/CBOs

NGOs / CBOs payment: NGOS / CBOs will be paid incentive for maintaining administrative staff at taluka H.Qs. and providing guidance to Village Sanitation Committee and Village Motivators in preparation of Village Sanitation Plan and its implementation.

The incentive to be paid is recommended limited to the amount mentioned against each of the activities. A. resolution of District Sanitation Committee is recommended for fixing the incentive amount for various activities.

1. Supervisor cum field worker: Rs.3500/- per month + RS.1000/- per month as T.A.
2. Field workers to guide and oversee including documentation and reporting of activities as envisaged in duties and functions Rs.3000/- per month +Rs.800/- per month as T.A.
3. Lump sum grant for administration Rs.3000/- per month.
4. Village level Motivators: Village level motivators will be identified from village sanitation committee members or may be appointed by village sanitation committee in consultation with NGO. The motivator will be paid incentive as under in addition to Rs 100/- per month for administrative expenses (suitable stationary items will be provided by VSC from the TSC project funds) :

§ Rs 10/- per IHL demand

§ Rs 20/- for demand of community sanitation unit (CSU)
by group of <10

§ Rs 25/- for demand: >10<20

§ Rs 50/- for demand: >20

Motivator could also be encouraged to manage a village level sanitary article depot on behalf of the Taluka Sanitary Mart or the private enterpriener. An arrangement of tagging some financial incentive on sale for each article (unit) will encourage him to in owning programme and giving thrust to it.. (e.g. Rs. 5/- or Rs. 10/- per set of Toilet-PAN-Steps or so.)

5. All components of CCDP and IEC activities will be paid on the basis of estimates prescribed for particular activities. District Sanitation Committee will pay NGOs for such activities separately on the basis of documentation as evidence for payment.
6. Payment to Beneficiaries: Beneficiaries will take up activities and prescribed incentive will be tagged to the process of work progress in two installments or finally on completion of toilets / sanitation components.
7. Self finance activities: Used water disposal, garbage disposal etc. will be carried out by the Village Sanitation Committee as facilitator. Committee will arrange for finance to the individual beneficiary with support of NGO and execute work through agencies on competitive rates. Agency can be paid progressive bill to the extent of 60% of amount of work done, final payment can be done completion report.
8. DRDA will release fund to Village Sanitation Committee (Village Panchayat) in four installments of estimated amount of incentive to be paid to individual beneficiary or community / school / anganwadi toilet work progress as under:

1st installment	20 % (Advance on approval of Village Sanitation Plan).
2nd installment	40 % on completion of 40 % work.
3rd installment	30 % on completion of 75 % work.
4th installment	10 % on verification and confirmation of 100 % completion of work.

DRDA directly or through Taluka Panchayat will release fund as above in favour of Village Panchayat within 10 days of receipt of demand on the basis of joint verification certificate of Gram Panchayat, Talati and NGO about progress.

9. Seperate T.A. / D.A. will not be paid for any visit by any of the functionaries and committee members. They will be paid T.A. / D.A. only when they are attending any special meeting convened by Taluka or District authorities for specific purpose of TSC Project implementation.

NOTE: Implementing Officers/staff and facilitators will respond positively within 10 days to the proposals received for their consideration, if not resolved, a joint meeting is to be held within next 5 days and resolved.

7. PRELIMINARY SURVEY & BASE LINE SURVEY

Preliminary sample survey for general assessment of status of sanitation and hygiene practices including KAP study to assess expectation of improved facilities as compared to current practiced and traditional behaviors related to hygiene is to be carried out. The need for sanitation facilities such as household toilets, school toilets and cluster community complexes etc. to be assessed on actual base line survey by village committee/Motivator and Village sanitation plan Document is to be prepared and got approved from District Sanitation Committee. The hygiene Education Module is to be implemented based on such assessment.

Base line survey includes several socio-economic indicators. The BPL families are to be identified on the basis of this survey and families without household toilets is worked out. Detailed survey of Primary Schools and Anganvadi is to be done and numbers without sanitation facilities is arrived. The Project implementation is to be done on the bases of above details. Intensive IEC and construction of facilities by under privileged class will be motivating factor for families not falling in BPL criteria for creating sanitation facilities and toilets. Providing technological options and alternate arrangement for finance will support the APL families. The program is to be linked with finance from the District Planning Board and credit facilities from financing Institutions.

NGOs/ CBOs are to facilitate village panchayat in implementation. NGOs will take up activities of group meetings, PLA, PRA and formation of village sanitation committee. Detailed based line survey for preparation

of village sanitation plan will be carried out through village sanitation committee having membership of school teachers / anganwadi workers / SHG groups etc. NGOs. NGO will help in preparation of detailed Village sanitation plan document. This document will be final document for implementation of project and will take care of every component of environment sanitation including solid waste and wastewater disposal.

Following details will be finalized based on above survey.

- (i) No. of Panchayats
- (ii) Nos. of rural household in the district
- (iii) Nos. of rural BPL families
- (iv) Nos. of rural APL families
- (v) Nos. of schools / anganwadis in rural area
 - a. Higher Secondary Schools
 - b. Primary schools
 - c. Balwadis / Anganwadis
 - (1) Government Buildings
 - (2) Private buildings

• FINDINGS OF BASELINE SURVEY (BLS)

Status of existing Toilets in rural area:

A: INDIVIDUAL HOUSEHOLD LATRINES

Individual Household Latrine (IHHL)			
Category	No. of Households	With latrine	Without latrine
B.P.L.			
A.P.L.			

B: WOMEN/COMMUNITY SANITATION COMPLEXES

Women Sanitation Complex (WSC)	
No. of WSC	Maintained by whom?

- (a) Sanitation block with water storage, urinal and hand wash facilities.
 - i) Covered under programmeNos.
 - ii) Remaining to be covered.....Nos.

Partial facility of sanitation block, without proper water storage, urinal or hand wash systems.

i) Covered under programme..nos.

ii) Remaining to be covered..Nos.

C: SCHOOL SANITATION UNITS

Levels	Government School Sanitation Coverage								
	Boys only		Girls only		Mixed		Total		
	With Latrine	With -out latrine	With Latrine	With -out latrine	With Latrine	With -out latrine	With Latrine	With -out latrine	Grand Total
Primary									
Secondary									
Territory									
Total									

Private school sanitation coverage

Levels	Government School Sanitation Coverage								
	Boys only		Girls only		Mixed		Total		
	With Latrine	With -out latrine	With Latrine	With -out latrine	With Latrine	With -out latrine	With Latrine	With -out latrine	Grand Total
Primary									
Secondary									
Territory									
Total									

D: ANGANWADI LATRINE COVERAGE

Anganwadis			
Type	Total	With toilet	Without toilet
Government			
Private			

E: PRODUCTION CENTRES/RURAL SANITATION MARTS.

PC / RSMs	
No. of PC	
No. of RSMs	

Community is to be motivated for creating and using sanitation facilities. Community is to be made aware of need for sake of privacy, convenience, dignity and higher living standard. Community will be motivated to understand linkage between general environmental sanitation and health. NGOs to play role of catalysts for TSC project implementation and generate enabling situation to assume overall ownership by community of the sanitation systems created / developed under TSC project. IEC and awareness programme is expected to generate awareness & need of hardware components for environmental sanitation as under.

- (i) Household soak pits.
- (ii) Village wastewater drainage with collection pit.
- (iii) Organic Solid waste and cow dung compost.
- (iv) Non degradable waste disposal arrangements.

Baseline survey would also include data on the following personal hygiene practices:

1. Hand washing – - before eating & feeding

- before cooking
- after toilet handling
- after cleaning child's faces

2. Water handling

- Is drinking water kept in a covered container?
- How is water taken from the container – with hands, using a ladle, any other
- While (fetching?) transporting water, is container covered?

Above information will tell us how exactly to target the messages through communication and what are the communication triggers that can be used.

8. TSC PROJECT PLAN IMPLEMENTATION STAGES

- The TSC Project shall be implemented through Panchayat Raj Institutions.
- The District Sanitation Committee, Chaired by District Development Officer, District Panchayat, will implement the project as DIA.
- A School and Anganwadi Sanitation Committee (Chaired by District Primary Education Officer) will function as Sub-Committee of District Sanitation Committee to co-ordinate in implementation of School and Anganwadi Sanitation Project implementation and operation of hygiene education programme.
- Director DRDA will act as member secretary for district sanitation committee and his office will be the secretariat for the purpose of project implementation.
- APO will perform as project administrator with other supporting staff.
- The Taluka Panchayat project implementation review committee will monitor and review implementation of village level activities.
- The NGO's / CBO's will be identified for each taluka as facilitating agency for the purpose of IEC and demand generation as well as support agency to village panchayat for implementation of village sanitation plan.
- The G.S.R.D.C. is to act as State Level support organization.

8.1 IMPORTANT STEPS FOR PROJECT IMPLEMENTATION

- Identification of facilitating NGOs/CBOs
- District level workshop
- Taluka level workshop
- Village Grouping by facilitating NGOs
- Identification of Village level representative (motivators) as facilitator. (By facilitating NGO)

- Selection of media for villages based on village population and social development index and findings of baseline KAP.
- Material preparation. (By facilitating NGO)
- Training of village level representatives of facilitators by N.G.Os.
- Activity planning with taluka level / village level worker by N.G.Os./C.B.Os
- Village PRA's and data collection. (By facilitating NGO & his representative—motivator)
- Identifying various village groups like youth groups, mahila mandal milk co-op. etc.
- Village group meetings for taking responsibility of the programme in the village. Formation of village committee or gram panchayat sub committee as village sanitation committee.
- Writing slogans and wall paintings.
- (A)- Organizing puppet shows / sheri nataks etc. as communication media for awareness & orientation at village level.
- (B) - Organizing village pheris.
- (C) - Organizing Melas.
- Preparation of village action plan in consultation with village sanitation committee for implementation of TSC. (By N.G.O's)
- Meetings with various identified groups for discussion on actions to be taken by people. (Educative Session) (By N.G.O's)
- Action by people like undertaking small repairs, Gram Safai, understanding of TSC. programme (Start up activities) (By N.G.O's intervention)
- Implementation of TSC action plan by village sanitation committee. (Facilitation by NGOs)
- Implementation of the larger statewide communication campaign using multi-media and multi-channel to support the village level activities.
- Nirmal Gram Puraskar competition - Clean Village competition

- Monitoring & Evaluation of sanitation facility used by community for one year.
- Impact assessment of TSC programme implementation through independent agency.

9 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

9.1 FUNCTIONS OF STATE LEVEL PROGRAMME SUPPORT ORGANISATION - (GSRDC)

The philosophy and tools envisaged are to be used making it suitable to the demography and geography as well as socio-economic development of the society. The tools envisaged to be used at State Level and envisaged functions of support organization are as under.

1. Provide necessary software support to DRDAs at the district level and .
2. Co-ordinate with State and Central Governments / Commissionerate of Rural Development.
 - Various Government agencies based at the state level,
 - Media related agencies like :
 - a. Door Darshan
 - b. All India Radio
 - c. Field publicity units of the central government
 - d. State publicity department
 - e. Traditional media groups working at the state level
 - f. State and national level papers in the state

To attend meetings of the Inter-Media Planning and Coordination Committee regularly of which DRDA is already a member. This provides a forum for interaction with all state media agencies every month.

- To help the DRDAs / Facilitating NGOs/CBOs in running the campaign in the district as may be required.
- To render continuous guidance to DRDAs.
- To monitor campaign in Districts.
- To organize sensitization of the
 - Functionaries at state level
 - DRDAs and facilitating agencies
 - Various other groups at the state level, i.e. media persons, NGO's, concerned officers of the various departments.
- To prepare relevant messages in regional languages for display at various places in the State/District on Hoarding/ Buses etc.
- To Replicate prototype print material in the local regional language and also develop some regional material appropriate for the local need.
- To organize state level MELA/EXHIBITIONS and help DRDAs/ Facilitators in conducting exhibitions at the district level.
- To arrange for telecast and broadcast (from the local stations of Door-Darshan / All India Radio) of
 - Necessary messages,
 - Video spots,
 - Films / Programmes
- Activity of bringing out periodical newsletter highlighting campaign related activities in the State and this should be widely distributed in the schools and Panchayats.
- To help in carryout special campaign in tribal areas (if necessary)
- To help in carryout campaign during weekly Hats, Annual fares etc.

To organize sensitization of

- MPs,
- MLAs and
- District Panchayat Presidents of the districts selected or the campaign.

9.2 THE TASKS OF DRDAS/DISTRICT LEVEL IMPLEMENTING AGENCY (DIA)

- Office of DRDA shall act as Secretariat of Dist. Sanitation Committee for implementation of TSC.
- To prepare the district plans in co-ordination with the supporting organizations (as listed above) and prepare the project proposals for the district.
- To coordinate with various other agencies in respect of development of location specific media.
- To create district school sanitation cells for organization sensitization campaign activities related to “schools” and “sanitation in schools and Anganwadi.”
- To identify taluka level coordinating NGOs/CBOs (Facilitators for implementation of TSC programme).
- SHGs Cooperatives will be encouraged for providing thrust at village level for project implementation (women complexes/community complexes etc.)
- To develop functional linkages with representatives of stakeholders (Govt. / Non-Govt.) and other players in the sanitation sectors.
- To develop feedback of the campaign.
- To provide necessary modifications to the campaign mode.
- To provide periodic feedback to the state level support organization.
- To prepare monthly progress report for submission to SSO.
- To interact with district level organization (NCC, NSS, NYK, BSG) and take their help in building the movement in favour of the campaign in the district.
- To organize and monitor re-orientation/training/ sensitization of the taluka level facilitators.
- To select and organize sensitization for traditional media groups in consultation with taluka facilitators.

- To engage creative people of the district to prepare slogans/ songs/ kits/ plays for disseminating awareness in the local dialect/languages/skill.
- To monitor the campaign on fortnightly basis at the each taluka of the district.
- To sensitize the local media-men on the need of the campaign and also give them salient features for the campaign including the strategy adopted at the district level. DRDAs/ Dist. Facilitators should try to make each and every event of the campaign as media event, so that a better coverage can be achieved at the district/State level.
- Approve village sanitation project submitted by village committee/gram panchayat.
- Monitor physical implementation of approved village projects.
- Transfer necessary fund to Taluka Panchayat / Gram Panchayat / village sanitation committee.
- Monitor financial progress & disbursement of fund by village committee to beneficiaries / agencies.
- Provide technical support & administrative facilitation to village committees.
- Compile physical & financial progress of activities & submit to Commissioner & Secretary, Rural Development Department also to be kept informed state support organizations.
- Identify the agencies for impact assessment of programme at village level and give assignment for the same.
- Work out estimated demand of funds & submit from time to time to Govt. of India through Commissioner, Rural Development Department.
- Get the A/c s of village committees & District level audited from C.A. / A.G.
- Preparation of fund utilization certificates and submitting with necessary audit reports to Govt. of India through Commissionerate of Rural Development.

- Get prepared concise record and maintain as well as submit a copy of same to State Commissionerate of Rural Development.
- To prepare write up on the success stories (with photographs) of the district for publication in the newspapers/magazines and also in the State level newsletter.
- To document the important events of the campaign through photographs and videography.
- Reviewing observations of taluka monitoring committee regarding implementation and oversee corrective measures.
- To encourage Village Panchayat for 100% achievement in all sanitation aspects. They should also be made aware and encouraged to participate in National Competition of “Nirmal Gram Purshkar Award”.
- Identification of willing NGO’s / Manufacturers / Panchayats and provide support for setting up rural sanitation marts and production centers. This would facilitate the rural community for easy availability of required components of toilets and other sanitation units.

9.3 FUNCTIONS OF SCHOOL SANITATION CELL

- A separate “School Sanitation Cell” comprising of Education officers (District Primary Education Officer, Principal of DIET and Principal of District Anganwadi Training Centre etc.) educationists (with a minimum of two lady members) should be constituted at district level to focus on the concept of “Sanitation Through Schools” and “Sanitation in Schools” including hygiene education programme for school and anganwadi children.
- A similar cell should be constituted at taluka level.
- Stress will be given for positioning Parents Teachers Associations in all primary schools/Anganwadis.
- The school sanitation cell at the district and taluka level will co-ordinate & monitor activities related to School

Sanitation for DRDAs/TALUKA facilitators. Cell should recommend necessary support and back up needed for promoting the “Sanitation Through Schools” and “Sanitation in Schools” including component of hygiene education for school children’s.

- To motivate & encourage schoolteachers ICDS workers for involvement in implementation of school sanitation / hygiene education programme implementation & monitoring.
- Co-ordinate school sanitation & hygiene education programme implementation in the district.
- Compilation of progress reports (physical & financial) for purpose of monitoring of implementation and submitting to District Sanitation Committee.
- To get prepared and implement the school sanitation project & Hygiene education programme for schools & school children.
- Formation of P.T.A. in all Schools & Anganwadi for creation of facilities & sustainable maintenance with use of facilities.

9.4 TALUKA PANCHAYAT TSC CAMPAIGN REVIEW COMMITTEE

Taluka Level Committee will monitor the village sanitation project implementation by village panchayat sanitation committee.

- To ensure that the formation of parents teachers associations for all the schools and anganwadis are in position and to orient teachers/anganwadi workers for sanitation and hygiene education to the children.
- To coordinate the activities of village implementation committee and facilitating NGOs.
- To ensure that concerned talk review committee member when on tour is also takes care and review the TSC project implementation and discuss his observations in review committee for corrective measures.

9.5 FUNCTIONS OF TALUKA LEVEL FACILITATOR-NGOs/CBOs.

- Taluka level NGOs (Facilitator) would be the executive body to carry out the actual campaign in the Taluka.



- To establish coordination and co-operation with Taluka Panchayat review committee and involve members of committee for extension of TSC project implementation activity in taluka.
- To facilitate for implementation of village TSC plan to village panchayat sanitation committee. Prepare document of village sanitation plan for submission to DRDA.
- To facilitate for formation of parents teachers association in schools and anganwadis.
- To orient and involve local cooperatives S.H.G.s for implementation of community / women complexes and its maintenance.
- To develop effective functional linkages between the village level motivators and Dist. level implementing agency.
- To identify the local level motivators for initiating the various IEC campaign at the Gram Panchayat level / Community level.
- To support village motivators in implementation of IEC plan and preliminary surveys including process of educating community. NGO will work shoulder to shoulder with motivators and provide guidance and prepare progress reports in various prescribed formats.

- The functions at community level.
 - a. To provide input of basic sanitation parameters
 - b. To organize the media inputs
 - c. To sensitize the rural community
 - d. It is also required that a base line survey of the rural community in that block will be conducted to assert the existing status of awareness, motivation of the community towards sanitation, excreta disposal and environmental sanitation with Hygiene Education.
- To provide support/assistance for preparing village committee for finalization of village action plan for TSC implementation and prepare village action plan document for submission to DRDA for approval.
- To identify traditional media group.
- To reorient media group in consultation with Dist. Implementing Agency.
- To make the schedule of performance at the village level in consultation with motivators and Panchayats
- To deliver the appropriate printing material to the motivator for running the campaign.
- To arrange the re-orientation /training courses (3 days) for motivators at the taluka level in consultation with Dist. Implementing Agency.
- progress of the campaign in the villages.
- To prepare and send fortnightly report to the DRDAs.
- To identify locally available cheap material at village level in consultation with motivator for writing messages in the village and making status cards of each and every house.
- To brief regularly the local media persons particularly correspondence/ stingers of district level newspapers.
- To co-ordinate with various government departments for the success of the campaign on administrative matters.
- To report to the DRDAs .
- To submit the regular report to DRDAs..

- The Taluka NGOs should identify few Rural Mistris (senior masons) who could be trained for the construction of latrines and other sanitation facilities and also to act as trainers for other masons available at Village Panchayat level.
- To assist village panchayats and schoolteachers / Anganwadi workers in physical implementation of TSC programme & school sanitation programme.
- To provide guidance regarding implementation in alternate sanitation systems / co-ordinate in availing financial incentive / self finance resources to individual beneficiaries / school sanitation / women & community complexes.

9.6 FUNCTIONS OF VILLAGE LEVEL MOTIVATORS

The motivator would be primarily responsible for execution of the activities at village level. Facilitating Taluka NGO will provide



all sort of support and guidance to the motivators.

- To organize Pad Yatra in community to focus peoples attention at the beginning of the campaign at the behest of facilitating N.G.O.s.
- To organize a small group of women to function as a pressure and advisory group among women in the village.
- To organize a small group of youths to function as a pressure group in the community as a whole:
- To motivate the village mason to create awareness about the benefits of household latrines including sanitation facilities in the community by pointing out the immediate financial reward he/ him selves will reap in the process;
- To get messages written on village houses, school walls, Panchayat building etc.

- To get a sanitation status card made for each house with support & guidance from facilitating N.G.O.s
- To organize show / performance by traditional media artists on sanitation and safe drinking water:
- To report activities and progress to Taluka coordinator
- To conduct a regular village contact drive to sustain interest in the programme:
- To monitor and give feedback to Taluka NGOs on the access, acceptance and potential of media by the community.
- To explain village community regarding various alternates of toilets/sanitation complexes/soak pits/solid-hygiene waste disposal systems with details of financial incentives and facilitation for loan-finance as self-financing the system with N.G.O's support & guidance.
- Co-ordinate hygiene education programme for school & Anganwadi children.
- Assist village committee in preparation of financial accounts (if revised), physical and financial progress reports as well as record keeping and documentation of programme activities.
- Active role in resolving differences among community on issue of development programmes such as TSC etc.
- Active role in preparation of village project for TSC and its physical implementation.

(Note :- All above activities will be monitored by Taluka N.G.O.s and reports etc. paper works will be coordinated by its representative.)

- Collect data on the status of sanitation in the village and also conduct a rapid KAP survey of some hygiene habits as being practiced.
- To tune all social mobilization activities in the village based on the findings of the above survey. For example, if the KAP shows that hand washing is a problem in the village, maybe all messages could be tuned in to deal with this issue.

10 IMPLEMENTATION OF COMMUNICATION PLAN FOR ORIENTATION AWARENESS AND DEMAND GENERATION OF SANITATION FACILITIES

➤ GOALS OF THE COMMUNICATION PLAN

- ❖ Promotion of Household / school sanitation / women / community sanitation complexes and hygiene practices / efficient solid waste and sullage water disposal practices.
- ❖ Sanitary aspects of WS and promotion and usage of water with safe handling of waste water and solid waste.
- ❖ Water supply details & its sustainability.

➤ OBJECTIVES

- ❖ Social marketing of household low cost sanitation. /women sanitation complexes / school sanitation.
- ❖ Promotion of hygienic practices like hand washing, water handling, waste management etc
- ❖ Sensitization on issues of women's privacy and dignity.
- ❖ Creating awareness on the diseases – sanitation linked.
- ❖ Social mobilization to encourage women's participation and empowerment.
- ❖ Information on options of sanitary toilets and sources of support.

➤ ACTIONS OF TALUKA NGO

- ❖ To liaison with the Taluka, Panchayat, and with WATSAN committee at Taluka level
- ❖ Appoint VMS
- ❖ Orient and train VMS

- ❖ Manage to carry out base line survey to understand the existing status of awareness and motivation of the people
- ❖ Implement the IEC in all the villages of the Taluka
- ❖ Report regularly to Dist. Sanitation Committee (i.e. Director, DRDA).

➤ **ACTIONS OF VILLAGE MOTIVATOR (VM)**

- ❖ Implement the campaign in the village by working at village level
- ❖ Contact the people in community
- ❖ Provide inputs to the community
- ❖ Organize all village level media inputs
- ❖ Do liaison with Village Sanitation Committee and with gram Panchayat
- ❖ Report regularly to Taluka NGOs

➤ **OUTCOME OF IEC**

- ❖ Increase awareness.
- ❖ Willingness to pay the cost as contribution and self-financing for creation of facilities.
- ❖ Reduce mortality rate due to water borne diseases and unsanitary / unhygienic living habit.
- ❖ Maintenance in the hands of villagers / villages committee user group.
- ❖ Reduce tendency for not using facilities by community & laxity in maintenance.
- ❖ Cleanness in the villages
- ❖ Proportion of families adopting household sanitary toilets
- ❖ Proportion of families practicing hand washing before feeding/ cooking and after defecation or cleaning faces
- ❖ Reduction in incidence of diarrhoeal and other water borne diseases
- ❖ Proportion of villages contributing towards maintenance charges of common facilities through village committee

10.1 IEC IMPLEMENTATION PLAN

❖ SUBJECTS OF IEC

A. Hygiene

- Personal hygiene including hand washing
- Village cleanliness
- Need of toilets, sanitation and requirement of soak pits
- Cleanliness of “Gaman”, village
- Cleanliness of well and surrounding area
- Solid and Liquid Waste management and compost/leach pit.
- Cleanliness of toilets
- Handling of water

B. Health

Diseases due to unsanitary conditions, Prevention & Cure.

- Diarrhea, vomiting
- worms infection (Ring worm)
- Malaria
- Jaundice
- Skin diseases
- Typhoid
- Cholera

Dos and Don'ts

While implementation of the Project within the district, following Do's and Don'ts should be kept in mind for equitability, affectivity and sustainability of the program:

Do's:

- Training at all levels is a must.
- Concept & spirit clarity is needed.
- People's involvement in the program.

- Appropriate media & quality of programme.
- Preparation for activities before execution,
 - a) Proper planning,
 - b) Selection of Subject & matters for discussions.
 - c) Selection of media,
 - d) Local time & place,
 - e) Gathering & involvement of people,
 - f) Transport if needed,
 - g) Feedback mechanism.
 - h) monitoring of IEC activities
- Timely reporting at all levels is a must (including H.O).
- Facilitate people's actions.
- Let people identify solutions to issues & problems.

Don'ts:

- Influenced by Political or religious pressures.
- Surrendering the program to any particular group committed to subjective learning.
- Negative approach & unnecessary discussions on generic problems.
- Making false promises to the people.
- Tokenism in the name of peoples' participation
- A loose unstructured approach to IEC activities

VILLAGE GROUPING

Grouping villages in size of population and social development index can help in effective trainings, supervision, media tools and monitoring . The following criteria can be considered for effective grouping :

(ILLUSTRATION)

Village's distribution as per the population

(Talukawise)

Sr. no.	Name of Taluka	Below 600	600 to 800	800 to 1000	1000 to 1500	Above 1500	Total villages
1	A	102	26	14	22	17	181
2	B	163	25	12	11	6	211
3	C	12	7	3	11	49	82
4	D	28	19	18	27	33	135
5	E	16	13	14	22	27	92
6	F	22	9	10	13	38	92
7	G	31	13	11	15	24	94
8	H	4	3	10	9	14	40
9	I	90	25	20	46	30	211
10	J	49	12	13	18	24	116
11	K	43	22	19	32	25	141
12	L	38	18	25	31	21	133
Total		608	192	169	251	308	1534

**Distribution of the activities with respect to the
population at village level:**

Population	Activities
600 and below	<ol style="list-style-type: none"> 1. Wall Painting 2. Slogans 3. Group Meeting (2 Per Each Falia) 4. Puppet Show 5. Gram Safai And Repairing
601 to 800	<ol style="list-style-type: none"> 1. Wall Painting 2. Slogans 3. Mela (Exhibition) 4. Pheri With Music And Songs 5. Gram Safai And Repairing
801 to 1500	<ol style="list-style-type: none"> 1. Wall Painting 2. Slogans 3. Mela (Exhibition) 4. Pheri With Music And Songs 5. P.R.A 6. Gram Safai And Repairing 7. School Programmes
1501 and above	<ol style="list-style-type: none"> 1. Wall Painting 2. Bhit Chitra 3. Mela (Exhibition) 4. Bhavai Programme 5. School Programme

PART: II

IEC MEDIA TOOLS, METHODOLOGY AND FINANCIAL NORMS

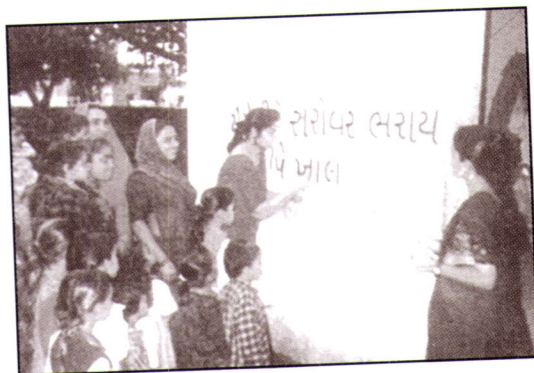
This is a exhaustive list indicative of what activities can be undertaken in what manner. The NGO and motivator in consultation with the community will have to decide what is best suited in their context and how to conduct these activities.

A: Slogans

In each village maximum 8 slogans will be written and if the population is above the 1500 then more than eight slogans will be written.

Place for writing slogans:

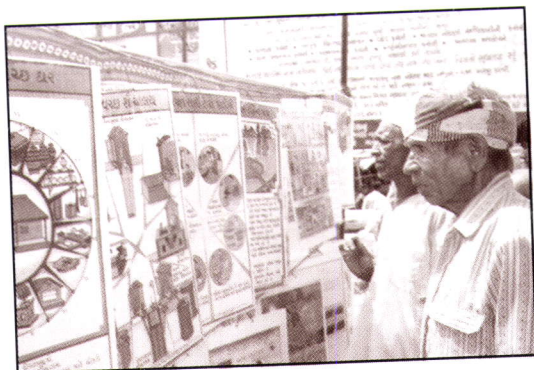
- Gram Panchayat
- Village water tank/ where ever there is the tap for the villagers.
- School / Anganvadi
- Community hall
- Milk dairy
- Center temple
- Village shopping center/ Hatt
- Bus Stand / Hospital/ P.H.C Center



The format of estimate for slogan writing is given as **Annexure-E**

B: Picture frames

These are to be put up in public places in the villages, along with the slogans to bring home the messages and make the place attractive. They can be done by local painters or painted on boards size of 2.5 x 2 feet pictures



should be related sources :

- a. Sanitation
- b. Health
- c. People's participation
- d. Water supply pattern

In villages up to 1500 population 4 plates would suffice. In villages above 1500 population 6 to 8 plates should be considered.

Cost of picture frames : = Rs.

Charges to local painter per set : = Rs.

Color and brush : = Rs.

C: Group meetings

This to be done in villages below 600 population. A group meeting must have minimum of 30-35 people.

Subject to be covered:

Need and use of HH toilets, community complex, school sanitation and efficient disposal of used water is our responsibility.

- Sanitation: importance of sanitation perception and attitude, personal and village hygiene available government schemes, responsibilities and contribution.
- Health: water related diseases, prevention and precaution. This should be done last summing up all the other two meeting, related them with one another.



These are falia wise meetings 2 meetings per falia, Total 6 to 8 meetings

- Media to be used:**
- a) Flash card.
 - b) Video / Slides.
 - c) Games

Feedback from the group in the form of

- Charts made by them, Questionnaire.

Flash card

One set for each subject, i.e.

- Sanitation related showing its importance, perception and attitudes of people towards its personal and village hygiene, our responsibility and contribution.
- Health Relation and water related diseases, prevention / precaution.
- Use of water cleanliness, efficient disposal of wastewater is our responsibility.



Games

- Use of toilets & sanitation facilities by privileged people, a mis-norm as monopoly.
Estimated cost: = Rs.
- People's participation related like
Estimated cost: = Rs.
- Sanitation and cleanness related like snakes and ladder
Estimated cost: = Rs.

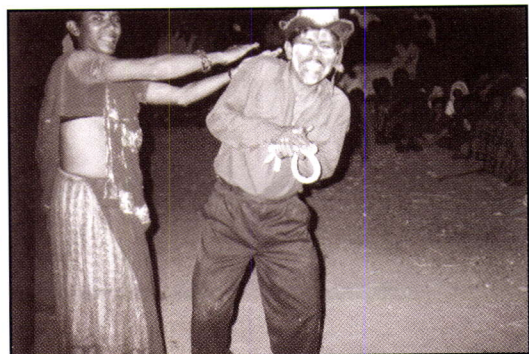
One set of 3 i.e. 1 each of above

D: Bhavai / Street Play

Bhavai performance should be done in villages with population 1500 and above. Street play should be done in villages with population 600 to 800.

❖ Covered in the script -1

Need of HH toilets, community complexes, school/anganwadi, sanitation blocks and efficient disposal of



wastewater and solid waste is a need of family/society and it is our responsibility.

❖ **Subjects to be covered in script -2**

Sanitation and health related including disposal of waste water, soak pits, cleanness, around water sources, disposable of solid waste as in compost pits, use of sanitary latrines, school sanitation, schemes available, when all above is not followed in right perspective, diseases follow like malaria, gastro-enteritis, worm infection, jaundice, nuisance of flies and mosquitoes, etc. We suffer and pay for this, loose wages and government also expends, our responsibility.

Steps to follow:

- Script writing.
- The actors in Bhavai and street play should be from village level motivators.
- They should be 7 to 10 actors in each troupe.

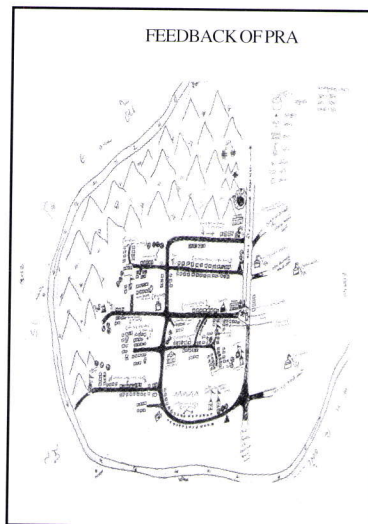
The Budget format of Bhavai and Street play writing is given as **Annexure-F**

E: Participatory Rural Appraisal

Participatory rural appraisal (P.R.A) should be done in the villages where the population is between 800 to 1500.

To collect primary data regarding:

- Water distribution pattern.
- Sanitation facilities.
- Health status as in malaria, diarrhea, jaundice, cholera.
- Analysis of the reasons for disease
- Analysis of expenditure on treatment of ailments
- HH toilets/community complexes/ school toilet blocks, general sanitation of village and public places, methods of disposal of liquid & solid waste.
- To government schemes and coverage.
- People's responsibility and contribution.



For doing this we can go as per the below order. Following tools can be used: (A short write up on these tools maybe prepared if needed)

- Village resource mapping
- Seasonal Disease calendar
- Problem tree analysis
- Household expenditure pie chart
- Visioning a dream village
- Matrix of identified actions with responsibilities and time frame
- Resource mapping on all of above.
- People's priorities to be listed.
- Solutions by people to be listed by them.

List peoples originations and their leaders. Like Mahila Mandals.

- v PRA is prescribed to make the people feeling or generate participation sense regarding assessment of needs available resources, short falls, shortcomings and solutions.
- v Self-participation of need assessment and solutions.

F: Exhibition

Sanitation related

- Different kinds of sanitation latrines available and their costs.
- Use of pits for manure, biogas.
- Soak pits.
- Cleaniness of cattle shed.
- Maintenance and its benefits.
- Different types of HH toilets, community complexes, school/ Anganwadi sanitation complexes, alternates in efficient waste water disposal and solid wastes



- Maintenance methods and easy ways of sanitation components.
- Appropriate uses of HH toilets, community sanitation complexes,


school sanitation complexes, school / Anganwadi complexes and solid & liquid wastes.

- Cleanness of water sources and disposal of wastewater.
- Child's Environment corner comprising of flash cards on hygiene, toilet models, chloroscope and water testing kit.

Health related

- Water pollution due to insanitation conditions and diseases like Cholera, Typhoid, Jaundice and Gastro Enteritis, their causes, Prevention and Precaution.
- Absence of facility for safe disposal of used water and diseases related to Malaria, Filarial, Teneaphlytis, Dengue Fever, Mosquitoes Breeding Stimulants, prevention and precaution of issues related to disposable of wastewater and soak pits, solid waste disposal.
- Fluoride content of water related diseases like Dental Flourosis and affecting joints and ligaments.
- Scanty water and lack of personal hygiene related to skin diseases.

Facilitator's responsibility

- A picture story depicting different types of toilets, soak pits, waste water disposal, general sanitation methods, design erected in a village, people at first using it, in disrepair and broken down condition - posing questions where are we (posters)?
- 
- Similarly people being taken ill because of contamination due to inefficient disposal of liquid & solid wastes and non-use of toilets? What I can do (posters)? What we can do (posters)?
 - People individually looking at such and walking away/ discussing amongst them.
 - A group meeting / village meeting where issues are being discussed.
 - People taking up actions on their own like, repairs, cleanness etc.
 - People owing up their personal and village assets created with the help of outside agencies, contributing for it and forming own

Samities which take up responsibility of the villages, forming their own regulations regarding the concerned subjects.

Models to be displayed

- Integrated community sanitation / school-anganwadi sanitation complex
- Sanitation latrine.
- Biogas, smokeless Chula.
- Soak pit.
- Clean village.

One corner for the continuous video show:

Cassettes regarding the non-use of toilets and inefficient disposal of waste water & solid waste and diseases related to it.

G: Children's corner having the following activities

Games: two sets of games each developed for group meetings:

- Making pictures on all exhibit theme.
- Mud models.
- Craft corner.

H: Dhoom Machao Group

A group of five to six volunteers with Dholak, Khanjri, and Manjira making rounds in the village every hour to enthuse people to come to the Mela.



I: Decoration

The Mela place should be festooned with balloons paper strippers, banners and paper durations.

J: Exhibition

The exhibition for message of T.S.C. Campaign is to be Prepared for group of villages by facilitating NGO'S and will be use during Gram Sabha, Mela, Hat, the format of estimate for exhibition is given as **Annexure - G**

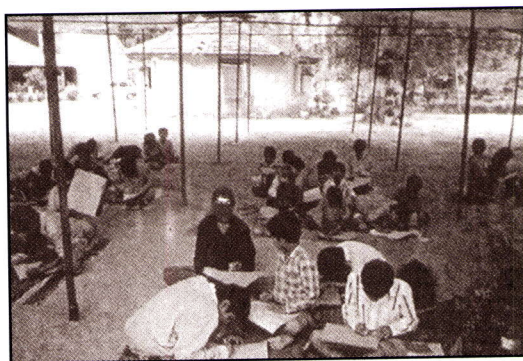


K: School Project

School children are the citizen of future. They are to be educated about importance of environmental sanitation and hygiene education. They adopt and become the Ambassadors of the campaign for generating awareness among their families. The school programme such as “ **quiz, Elocution** .

Competition “ Essay writing and on spot paintings” competitions are planned to be organized.

The format of estimate is given as **Annexure - H**



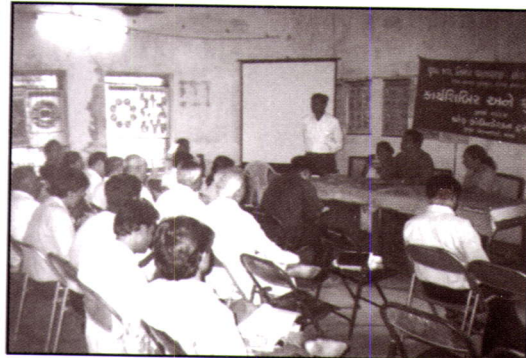
Waste paper basket project for all the classes

- Every school will make four groups of each class in each standard.
- Each group will make waste paper baskets from thin material and decorate it.
- An exhibition for display of this will be arranged for selection of three best basket by judges.
- Prize should be distributed to best three in front of the parents.
- Prize will be equal for all three e.g. Rs. 25/- for each prize.

11. PROJECT COMMUNITY CAPACITY DEVELOPMENT PLAN

CCDU –Communication and Capacity Development Unit

The project plan for community capacity development is to sensitize and orient district, taluka and village level functionaries. The project is to be conceptualized, planned and



implemented by different stakeholders such as Government departments, NGOs, PRI representatives etc. Physical implementation of project is to be done by village panchayat.

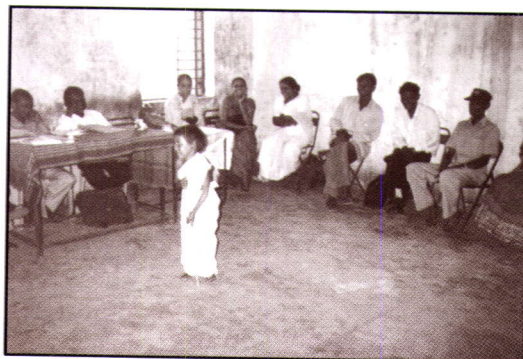
Training modules for training to Trainers, masons Hygiene education for schools and Anganwadis will be prepared and accordingly training schedule to be implemented.

➤ C.C.D.U.

A support institutional arrangement from state level is to provide guidance, technical support, encouragement and facilitation as a catalyst. C.C.D.U. will provide support in preparation of training modules and IEC tool.

➤ Hygiene Education

The children in primary schools and anganwadis are future citizens to lead the nation. Best sanitation practices and hygiene education programme will



imbibe good habits and better health. Modules for good sanitation practices and hygiene behavior training is to be prepared to educate school children which is to be implemented by primary school teachers and anganwadi workers. Trainers training to group of trainers will be provided and in turn there will reach to bottom level by cascading system.

Orientation & sensitization of project managers and implementers is proposed as per **Annexure : I**

12. TRAINING GUIDELINES

Community & area specific training modules will be prepared for training to representative of stakeholders, primary school teachers and Anganwadi workers.

The training needs of the representatives of stakeholders and availability and use of existing institutions for the training of sectoral personnel will be identified by a scoping exercise. The trainers' training will be arranged at sectoral institution level and trainers are to be entrusted responsibility for training of grass-root level representatives of implementing agencies. The entire programme is to focus not only on capacity development of stakeholders, but for the result of owning, using and maintaining the assets created under TSC project.

Training would be an important tool for effective implementation of IEC programme. Therefore trainings of Taluka level NGOs / facilitation would be given due importance and would broadly cover following subjects:



Subjects to be covered

1. Background
2. Objectives
3. Roles and responsibilities
4. Managing resources

Tools & Methods

transparencies & lecture
lecture
lecture
lecture

- | | |
|--|-------------------|
| 5. Planning, implementing Strategy and reporting | writing exercise |
| 6. How to do quality work | lecture |
| 7. Skill development | games and lecture |
| 8. Supervising and evaluating the programs | role-play method |
| 9. Coordination during the project | lecture |

➤ **Block and Village level training – Key functional and operational areas to be covered**

- * Explain Community to understanding Campaign on hygiene education and generate awareness for its importance.

Present status of the village

Tools & Methods

- | | |
|--------------------------------------|------------------------|
| 1. Geographical conditions | Chart making |
| 2. Infrastructure in the village | Chart making |
| 3. Water and health status | Interactive discussion |
| 4. People's attitude towards | |
| 5. Health & hygiene | Group discussion |
| 6. Solutions to have better strategy | Group discussion |

For implementation of TSC Project.

➤ **Communication with people**

1. Behavior modification / personal hygiene.
2. Discussion on cleanliness
3. Village level cleanliness
 - Maintenance of drainage and management of waste water / solid wastes.
1. Cattle drinking water and waste management.
2. Open defecation.
3. Solid waste and cattle excreta safe disposal.

➤ **Skill development**

1. Public relation
2. Listening
3. Collection of tools to be used

4. Resolving public questions
 5. Forming different groups
 6. Leadership
 7. Teamwork
- * Implementation of the project (activities)
 - * Government liaison
 - * Organizing the program
 - * Planning the activities
 - * Survey
 - * Identifying the resources and coordination with them

➤ **Health**

1. Personal hygiene

- i Informal
- ii Lifestyle and thinking pattern
- iii Daily work
- iv Bad habits and wrong beliefs
- v Solutions and strategy

2. Communication/ media use

- i Slogan writing and demonstration
- ii Discussion
- iii Community discussion
- iv Gram feri
- v Prabhat feri
- vi Abhiyan
- vii Shari natak
- viii Religious dramas

➤ **T.S.C. Project Preparation exercise**

- (i) House listing
- (ii) Base line survey
- (iii) P.L.E. & P.R.A. exercise
- (iv) Village sanitation project preparation

- (v) Project Implementation Priorities
- (vi) Alternate toilet/sanitation components
- (vii) Arrangement to provide incentive to eligible and net working of intuitions for credit/loan.
- (viii) Formats of financial & physical progress reports.
- (ix) Concept of concurrent implementation monitoring
- (x) Project evaluation & Impact assessment.

13. Training schedule of the project implementing functionaries and facilitators of District and Taluka level, NGOs/CBOs for approach on project implementation to make them more effective and result-oriented.

(Two and a half-day program)

Day	Time	Subject for training be used	Metod to person	Resource
1	9.30 - 10.00	Registration inauguration and prayer		
	10.30 - 2.00	About Campaign on project of TSC 1. Aim and objective of the project 2. How we are going to do 3. Purpose of this training program	Transparencies & lecture	
	12.00 - 1.00	Orientation of the subjects on campaign on hyginene and communication regarding Health, and sanitation (in brief)	Lecture	
	1.00 - 2.00	Lunch break		

	2.00 - 4.00	Sanitation and its aspects, managing wastes from contamination. Proper use of the local resources for TSC programme. Skill development, public relation listening, collection of tools to be used. Resolving public questions, formatting different groups, leadership, teamwork.	Transpare- ncies, slides & lecture Skill development
	4.00 - 4.15	Tea break	
	4.15 - 6.00	Sanitation Present status of the villages Use of the sanitation facilities Different types of latrines	Transpare- ncies, slides & lecture
	6.00 - 8.00	Health and hygiene Water borne and water related diseases Diseases related to poor sanitation Formation of the groups and Assigning works to the groups	Transpare- ncies, slides & lecture
	8.00 - 9.00	Dinner	
	9.00 onward	Documentary on sanitation	Video show
2	9.30 - 10.00	Prayer, exercise and recapitulation	Presentation by the group
	10.00 - 1.00	Their roles and responsibilities Details of the activities to be done at village level. Supervising skills Liaison with the other agencies How to monitor the activities How to evaluate the programs	Lectures
	1.00 - 2.00	Lunch break	
	2.00 - 4.00	Skill development in village TSC Project preparation. House listing, baseline survey, PLE & PRA exercise, preparation of village sanitation project, implementation, progress reports, concept of concurrent monitoring and impact assessment evaluation.	
	4.00 - 4.15	Tea break	

	4.15 -	Resource utilization.	
	6.00	Strategy of working with the village motivators. Planning & reporting.	
	6.00 -	On a given topic they have to plan out the activity (in groups)	Role play method
	8.00	Evaluation of the role played by them in Groups	
	8.00-		
	9.00	Dinner	
	9.00	Movie show on hygiene education onwards and sanitation	
3	8.00 -	Prayer, exercise and recapitulation	
	8.30		
	8.30 -	Practical learning through exposure visit: Any activity to be done in the field which we are going to do in the field like: "Selection of the place for Bhit-Chitra and for slogan in the village". "Visiting to any nearby village and performing the PRA"	
	12.00-	Lunch break	
	1.00		
	1.00 -	Three months planning by them and coordination with the DRDA office.	Role play method
	2.00	Feedback of the overall training program.	
	2.00	Thanks note and Disperse onwards	

Participation :

- (1) Dairy Co-Op representative
- (2) SH.G.'s / Swa shakti Representatives
- (3) A.P.O's + Assistants from DRDA
- (4) Facilitating (5) Representatives of Taluka committee

NOTE:- 1. Village motivators will be given orientation training of one day by TALUKA LEVEL FACILITATORS/NGOs and CBOs

2. (a) Training on Hygiene Education Modules will be given to primary school teachers at DIETs in co-ordination with GCERT
- (b) Training on the same subject to Anganwadi workers will be given at District Anganwadi Training Centre. Training at DIET and DATC will be co-ordinated by District School Sanitation Cell.

14. GRASS-ROOT LEVEL TRAINING PACKAGE

In order to cater to the training needs following trainings are recommended at the grass-root level for village sanitation committee representatives:

Sr. No.	Module
1.	Various types of HH & community toilets
2.	Mason (1/3 women + on the job training)
3.	Efficient handling & safe disposal of domestic waste water
4.	Efficient handling of safe disposal of solid wastes.
5.	Management of maintenance of sanitation components.
6.	Technical supervision & importance of use of facilities.
7.	Hygienic practices related to behaviour change

Participation :

- (1) Masons
- (2) In charge of sanitation / water supply
- (3) School / Anganwadi facilities for Teachers and Anganwadi workers.

15. PROJECT PLAN COMPONENTS

Intensive IEC activity with effective Implementation capacity development plan community will be made aware and oriented to understand importance of safe disposal of human excreta by constructing toilets in household, schools, anganwadis and cluster groups of community. This will generate demand. The section of community BPL will be provided incentive as per guidelines however, self financing in creation of facility by APL and also BPL will be encouraged.

(i) IEC ACTIVITY AND CAPACITY DEVELOPMENT PLAN

Intensive communication campaigns is recommended in project plan for generating demand and owning and using facility among the community as a whole with reduction in cash components of intensive to BPL and self financing by APL. Total sanitation campaign project is a novel project, the community is too be equipped well by intensive community mobilization programmes such as conferences, workshops, exhibitions, melas and general propagation and publicity of project. Special programmes for training of stakeholders from district to village level shall have to be organized. The well-defined capacity development plan include adoption of scientific approach of carrying out scoping exercise to identify need of C.C.D. programme and available Institution. The C.C.D. plan is to be implemented using existing institutional arrangements. The aspects of school sanitation and hygiene education are to be focused. Special modules of hygiene education will be prepared for Schools and Anganwadis.

(ii) INDIVIDUAL HOUSEHOLD LATRINES

The general traditional practice in rural areas is to go for defecation in open at remote place. Non-availability of leisure and loneliness, growth in development and rise in population is reflected in for choice/option of individual remains as either to choose odd time or to go at far distance. This situation leads into avoiding natural call in time. This affects adversely on health of individual. Absences of privacy, particularly in women folk and in general in community become the cause of inconvenience, indignity and health hazard. Effective implementation of TSC project is expected to achieve 100% coverage within project period.

(iii) SCHOOL AND ANGANWADI SANITATION PROJECT

Immediately after Independence, Ministry of Health recommended for the provision of latrines, urinal and water in all day schools. The recommendation include

one urinal for 60 members, one latrine seat for 100 members and 1 source of water/water facility within vicinity of 40 meters. However, the facility as envisaged could not be developed. The system of interaction between parents and teachers has become a loose link resulting into less keenness in creation and maintenance of sanitation facilities in schools. Large numbers of Balwadis and Anganwadis have come up with the progressive policy of governments after independence. Little is being done for caring about sanitation facilities of Anganwadis and school children. 100% coverage is to be achieved by TSC Project implementation.

(iv) COMMUNITY COMPLEXES

Population living in clusters i.e. villages and habitations have little opportunity for vivacity in attending natural call (toilet) and washing and bathing. The need of facility is there, but orientation & awareness through intensive IEC will generate demand and importance of facility. Community in general and women in particular have to wait till late evening or to get up and go early morning for relieving themselves and bathing. In such circumstances community with the low income group or traditionally not inclined to accept individual household toilets would opt for sanitary complexes for falia / cluster. The members of cluster group will also maintain the cluster sanitation facility.

(v) RURAL SANITATION MARTS AND PRODUCTION CENTERS (SELF-FINANCE)

The project plan includes provision for making available necessary Graduated material to be used for construction of Toilets and integrated sanitary complexes. The ceramic industries in Gujarat are well developed. Ceramic W.C. pans 2 accessories are manufactured in all most all regions of state. Therefore production centers for such items are not recommended. Rural Sanitary marts with production facility for R.C.C. covers to be used for direct pit latrine are recommended one to two RSMS are proposed for each Taluka.

(vi) WASTE WATER DRAINS / SOAK PITS: (SELF-FINANCE)

With the raising living standard total need of household use of water has increased. Many households are having tap connections from water supply systems. Adequate storage is also created at household level. The increased use of water results in to increased quantity of wastewater. This used water need to be managed for safe disposal to avoid water related and water borne diseases. The feasible option is to drain out wastewater at safe distance out side village periphery and use for productive purpose or to dispose in soak pits if geology permits. The TSC Campaign will bring will raise demand from rural community for soak pits / surface drains.

vii) ADMINISTRATIVE EXPENDITURE

A separate set up for implementation, monitoring and managing the TSC project is to be placed in position from district to village level. The expenditure on such set up as well as administration and contingencies is envisaged to be within 5% of project cost.

16. POST COMPLETION AWARENESS

Household latrines, community sanitary complexes, school / Anganwadi sanitation on completion is put to use. The maintenance of the facility being use by community is to be explaining properly. At a some stage toilet, soak pits get full of west and seeds to function properly, in such circumstances necessary measures for putting in non use and desalting at some stage will have to be explained. The alternate pit arrangement and its connectivity also to be explain properly. The need of cleaning by using cleaning agents also should be explained properly. Regular internal will do the follow up post completion by time. The need of availability of water to be use and its storage etc. will be explained properly.

17. NIRMAL GRAM PURSHKAR

Govt. of India has launched an award scheme of National Gram Puskar Village Community (Sanitation Committee) may be encouraged and made aware of the details for participation in this national level competition. Any village panchayat claiming of achieving 100 % Sanitation aspects implementation can be motivated and assisted for participations. There is provision of financial incentive as award for village panchayat, indivisual or organisation who so ever may be drivin force behind it. (For further details reference is reguested to T.S.C. guidelines. January 2004)

18. CONCURRENT MONITORING OF PROGRESS AND QUALITY

The element of concurrent monitoring of progress and quality of work will be given mores stage for creation of sustainable facilities. The concurrent monitoring of quality will be carried out through independent arrangement. The observation quality-monitoring agency will be circulated among implementing agencies for necessary compliances or corrections. The modality of selection of agency and operation process will be decided by the district sanitation committee based on guide line provided by state CCDU.

The formats for the various reports are prescribed as under:

1. Monitoring System For TSC Campaign Activities.
Annexure - J
2. Activity information reports part - I financial.
Annexure - K
3. Physical information report part II, **Annexure - L**
4. Village level activity information report. **Annexure - M**
5. Basic information report by NGO's as facilitator.
Annexure - N

19. EVALUATION AND IMPACT ASSESSMENT

The evaluation of the impact of project implementation will be carried out through independent agencies. The evaluation process include use of completed facilities, maintenance and management of the facilities. The evaluation study will be use for improvement in overall efficiency of implementing system and quality of facilities created. This will also help in making changes in types and sizes in components as well as improvement in community involvement aspects.

The pro-active actions for implementation of Total Sanitation campaign in the district are to be initiated. The process of setting up administration and identification of facilitating NGO'S is to be taken up on hand immediately on submission of project to state govt. The process as above is as per the guidelines of Govt. of India. Norms, methodology, roles and responsibilities are defined clearly for purpose of guidance to implimentors/ facilitators. Sanitation Campaign. The TSC Project is to be completed in prescribed project period of four years or as planned in project reports.

Reference :

1. T.S.C. Guidelines published by R.G.N.D.W. Mission, Department of Drinking Water, Ministry of Rural Development , Govt. of India.
2. Text written by same author on IEC for Sector Reforms in Drinking Water and Sanitation as Director of Cell of G.W.S. and Sewerage Board and supported by 'UNICEF'.

ANNEXURES

Annexure-A

Norms and criteria for selecting a voluntary organisation as facilitator in the implementation of Total Sanitation Campaign (TSC) Project.

Introduction :-

Total Sanitation Campaign project (Sampoorna Swachchhata Abhiyan) has been introduced by Rajiv Gandhi National Drinking Water Mission, functioning under Rural Development Dept. Govt. of India. The Project puts special emphasis on participatory approach and management at the local level.

The project is under implementation in five districts of the state. It has been decided to cover the entire state under the project from April - 2004.

Govt. of India has issued instructions to constitute a Water Sanitation (WATSAN) Committee at village, district and state levels for implementation of the project. It is imperative to implement the project by creating a sense of ownership among the community along with capacity building in order to develop proper awareness with regard to the project. Voluntary Organisations shall be involved to create awareness / impart training.

Functions of voluntary organisation shall be as follow.

- (1) To constitute village sanitation committee that may function as sub committee under village panchayat.
- (2) To facilitate effective functioning of sanitation committee.
- (3) To strengthen local organisations in the village.
- (4) To make people competent for identifying proper technology, facilitate people's participation, cultivate a sense among them to use water sanitation facilities and assume responsibility to safeguard them. To develop awareness among community for tackling the problems related to hygiene education sanitation and water by helping them in understanding and thoughtful acceptance
- (5) To encourage women for taking active participation in implementation of TSC project.
- (6) To identify the need of training to sanitation committee / community and then facilitate the process of organising necessary training.
- (7) To impart training to members sanitation committee, organisation / person and health workers involved in monitoring and implementation.
- (8) To inculcate awareness among the community for aspects of sanitation by educating them.

- (9) To help the community in preparing literature on various aspects of sanitation as well as training material.
- (10) To facilitate capacity building for evaluating various works such as construction of latrines in school, Anganvadi etc. accomplished under Total Sanitation Campaign and also to check quality of works.
- (11) To build capacity for imparting training.

(To identify beneficiaries for effective implementation of TSC project)

Following criteria and marking system are prescribed to select NGO / CBO for implementation of TSC project.

- (1) The voluntary organisation must have been registered at least one year prior to the date of application. Marking pattern for evaluating them shall be as follows.

Sr.No.	Year	Marks
1	1 to 3 years	6
2	3 to 5 years	10
3	5 to 7 years	15
4	more than 7 years	20

- (A) The multiplier Index in the case of an organisation operating in the field of education, general training, dairy etc. but not in the field of water supply and sanitation shall be 0.25 on the basis of its experience in the relevant field.
 - (B) The multiplier Index in case of experience in watershed work shall be 0.5.
 - (C) A voluntary organisation having experience of successfully implementing individual latrine scheme as well as the scheme of school sanitation complex shall get full marks. Necessary certificates will have to be produced by the concerned organisation in this regard.
 - (D) Full marks shall be given to the organisation having experience of working in the field of environmental sanitation, health education, water supply, institutional development etc. with public fund and public participation.
- (2) Performance of the voluntary organisation shall be evaluated on the basis of the fund received and expenditure incurred by them under various programmes in the year 2003-2004. The marking pattern shall be as follows.

No.	Expenditure incurred x 100% Annual fund received	Marks
1	100% or more	10
2	80% to 99%	08
3	60% to 79%	06
4	40% to 59%	04
5	20% to 39%	02
6	20 or less than 20%	00

- (3) The NGO/ CBO shall also impart training to generate public awareness under TSC project. This is an important task and performance of the NGO / CBO shall be evaluated in the following manner.

Sr. No.	Number of trainees in the year 2000-2001	Marks
1	0 to 100	05
2	101 to 300	15
3	301 to 500	20
4	501 to 1000	25
5	More than 1000	30

Multiplier Index in respect of imparting training in the field other than water supply and sanitation shall be 0.5.

- (4) The voluntary organisation must be equipped with facilities for imparting training including experts in the relevant subject, staff etc. Evaluation in this regard shall be made in the following manner. The voluntary organisation must have at least four instructors. Any voluntary organisation having less than four instructors shall not be considered fit for evaluation. The expert who scores maximum marks shall be taken into consideration from that particular organisation provided that the expert has been associated with organisation for at least one year on permanent basis.

Sr. No.	Degree	Marks
1	Organisation having expert with graduate degree	04
2	Organisation having expert with post graduate degree	07
3	Organisation having expert with special degree in the fields of Water Supply, Sanitation, Participatory approach and health	10
4	For Additional experience of each year in managerial cadre, one marks shall be added maximum ten marks)	10

Full marks shall be given to the organisation for its competence to function in the regional language i.e. Gujarati. Marks shall be calculated at the rate of 0.5 multiplier factor in case of organisations which function in non-Gujarati language.

Evaluation shall be made on the basis of marks scored by each organisation under the method mentioned above.

- (5) TSC project involves imparting training on a large scale basis and therefore it is important for the organisation to have adequate staff. This competence shall be evaluated in terms of number of staff members who have been working for the organisation on permanent basis for at least one year.

Sr.No.	Number of staff members who can impart training	Marks
1	More than 10	10
2	6 to 9	08
3	3 to 5	06
4	01 to 02	03

- (6) Women instructors shall be actively involved in the implementation of TSC project. Therefore, the number of female staff plays an important role in the selection of NGO / CBO. Marking pattern in this regard shall be as follows. It should be ensured that the female staff has been associated with the organisation for at least one year.

Sr.No.	Total number of Women instructor x 100	Marks
1	More than 50%	10
2	25% to 50%	07
3	less than 25%	04
4	Nil	0

- (7) The organisation shall furnish complete details of complaints, if any, registered by the weaker sections of the society or any other individual / group of individual during implementation of any other project undertaken earlier. Deduction up to 20 marks may be effected in such cases after verification of details at the district level. The organisation shall also furnish details regarding any charge of misappropriation or misconduct registered against it. The district level committee may decide against assigning the work to such organisation if it finds that any such information is suppressed.
- (8) It is mandatory to maintain the level of competence mentioned in the application. If any dilution is detected, the recognition may be withdrawn.
- (9) At least 50% marks are desirable in respect of the norms prescribed above.

District Sanitation Committee may entrust job/work to NGO/CBO on priority basis in view of the evaluation system mentioned above.

Annexure-B

Form of agreement to be executed between District Sanitation Committee and voluntary Organisation.

programme : Total Sanitation Campaign Project (Sampoorna Swachchhata Abhiyan Yojana)

_____district has been covered for implementing The Total Sanitation Campaign Programme (including construction of toilets, bathroom etc) based on participatory approach to ensure environmental sanitation. This project envisages a different approach of building capacity among the community and the panchayats for management and planning required for implementing the TSC Project and thereby ensure their participation.

The project is to be successfully implemented through Gram Panchayats under the guidance of Director, District Rural Development Agency (DRDA) in association with voluntary organisation in accordance with the norms laid down by Govt. of India.

Parties to the agreement

Party of the First part

Director, DRDA on behalf of the District Sanitation Committee.

Party of the Second Part

Voluntary organisation or any other organisation for implementation of norms prescribed for the project.

Agreement

This agreement is executed between District Sanitation Committee of _____district (hereinafter referred to as “party of the first part”) and _____ (hereinafter referred to as “party of the second part” that is a Non Govt Organisation) for implementing Total Sanitation Campaign Project in accordance with the instructions of Rajiv Gandhi Drinking Water Mission and the State Govt.

Total Sanitation Campaign Project is based on community participation to ensure environmental sanitation through construction of toilets, bathrooms and other amenities related to sanitation and therefore the party of the second part shall also undertake efforts to generate awareness among

the community and the people in coordination with the representatives of the village in order to fulfill their demands by educating the community about the importance of cleanliness and sanitation.

Having fully understood the nature of work involved we, the party of the first part and the party of the second part agree to enter into this contract :

Functions and reasonability of the party of the first part :

- (1) The party of the first part shall acquaint the party of the second part with necessary instructions issued and rules framed by Rajiv Gandhi National Drinking Water Mission and the State Govt. for effective achievement of the objectives of TSC project.
- (2) The party of the first part shall assess the work, accomplished by the party of the second part, on the basis of the progress report communicated by the party of the first part and provide guidance on future works on the basis of the experience of the work accomplished.
- (3) The party of the first part shall make payment to the party of the second part on the basis of the work accomplished by the party of the second part.
- (4) The party of the first part shall ensure that intense PRA, PLE, IEC and capacity building are continued throughout the period of setting-up of the Village Sanitation Plan, its implementation and its subsequent review and make the payment to the party of the second part on the basis of the progress achieved in this regard.

Functions and reasonability of the party of the Second part :

The party of the second part shall -

- (1) Appoint a representative from their own side among a group of 10 villages and start the work.
- (2) Play the role of a facilitator as mentioned in the project guidelines to create awareness at the village level.
- (3) Facilitate capacity building among the community for effective participation in the implementation of TSC project.
- (4) Provide constant guidance to Gram Panchayat Committee for implementation of the project.
- (5) Attend the meetings of village sanitation committee as an invited guest and apprise them of all the details related to implementation of the project and provide necessary guidance.

- (6) Work in consultation with self-help groups and cooperatives at Taluka and village level and also with youth organisations like NSS, Nehru Yuvak Kendra, NCC etc. by establishing proper coordination with them to ensure that the project is implemented in pro-active manner.
- (7) Provide guidance to each primary school and Anganwadi, under the jurisdiction of taluka, to set-up sanitation complexes as a part of Total Sanitation Campaign Project.
- (8) Facilitate the implementation of individual household toilets, community sanitation complex, toilet block and other works related to environmental sanitation by keeping constant vigil on them.
- (9) Organise training for the members of village sanitation committee constituted at Gram Panchayat level for the implementation of TSC project.
- (10) Co-ordinate with representatives of Govt. machinery associated with local publicity at taluka level as well as representatives of Radio, Doordarshan and news papers to brief them about the project to ensure wider publicity.
- (11) Facilitate preparation of progress report, other data and reports by village sanitation committee and Taluka Sanitation Committee in accordance with the prescribed norms and ensure that they are submitted in time.
- (12) Attend the meetings of village sanitation committee and Taluka sanitation committee in the capacity of the representative of the voluntary organisation and provide necessary feedback for reviewing the implementation of the project.
- (13) Coordinate with representatives of people, employees and office bearers of panchayats and create awareness regarding the project and the way it is envisaged to be implemented.
- (14) Commence the IEC work from the date of order and prepare village sanitation plan and after three months, start preparing village sanitation plan for each of the ten villages in a phased manner for submission to the District Rural Development Agency.
- (15) Hand over the village sanitation plan, approved by the Gram Sabha, to the party of the first part and also provide a copy of the project document, based on the village sanitation plan, (with the endorsement of the village sanitation committee).

Other conditions of the contract

- (1) The party of the first part shall play the role of a mediator between the party of the second part and other parties involved in the TSC project.
- (2) For the purpose of achievement of the objectives of the TSC project and for overall success of the project, the party of the second part shall be the facilitator in implementation of the prescribed policy and the guidance provided by the party of the first part shall be binding on him. Before arriving at the final decision, both the parties shall consult with each other in the overall interest of the project.
- (3) The party of the second part shall proceed in accordance with the guidelines issued in respect of the TSC project by Govt. of India and the Project Implementation Plan and abide by any additional instruction issued in this regard from time to time by Govt. of India and State Government.
- (4) The party of the second part shall also abide by the additions and alteration suggested by the District Committee at the behest of the party of the first part.
- (5) The party of the second part shall be responsible for creating an environment that may facilitate the successful implementation of the project and this will include imparting necessary education and disseminating information, evaluating the progress, issuing necessary instructions from time to time and preparing future road map to ensure increasing participation from the community to achieve the objectives of the project.
- (6) The party of the second part shall facilitate the formation of village level committee for effective and meaningful implementation of the TSC project and ensure active participation of the community in implementation.
- (7) The party of the second part shall invariably send monthly progress report in respect of the works accomplished under the TSC project and mention therein the progress achieved against the target, financial details manpower engaged in the work, hurdles and obstacles experienced during the course of the work etc.
- (8) The party of the second part shall maintain proper and complete record of the work carried out in the context of the TSC project and allow the party of the first part to scrutinize the same and provide copies thereof as per the demand made by the party of the first part.

- (9) The party of the second part shall be responsible to create suitable climate for successful implementation of the project, form groups, make proper review of the progress achieved in the context of imparting sanitation related education.
- (10) The party of the first part shall have the first right to execute another contract, if necessary, with an NGO or any other facilitator than the party of the second part for similar purposes for a definite time.
- (11) The District Sanitation Committee shall use its discretion to terminate the agreement due to following reasons
- a. If the information provided to the District Sanitation Committee by the party of the second part is false and misleading.
 - b. If effective participation of the beneficiaries of the TSC project is not ensured in the actual implementation of the project by the party of the second part
 - c. If the party of the second part fails to furnish the financial details in time.
 - d. If the party of the second part stops the work for 10 continuous days even if it has not been authorised by the District Sanitation Committee at the time of finalising the details regarding implementation.
 - e. If the District Sanitation Committee or any person or agency appointed by it or any representative appointed either by the Rajiv Gandhi National Drinking Water Mission or the State Sanitation Committee suggests that this contract is breached by a particular lacuna and yet the party of the second part fails to rectify the mistake within a time limit (Specified by the District Sanitation Committee).
- (12) The party of the first part shall have the right to terminate the contract by giving a weeks time notice to the party of the second part if it is found that the party of the second part has acted contrary to the objectives of the TSC project.
- (13) The party of the second part may terminate the contract by giving notice of three months to the party of the first part. However, the party of the second part shall be responsible for any damage or loss caused to the party of the first part or the project as a result of such termination and the party of the first part shall not be awarded any

further work for rural development from Govt of Guajrat for three years.

- (14) The party of the second part shall commence the work within two weeks of the execution of this contract.
- (15) The party of the first part shall not be responsible for any mistake committed by the party of the second part or any of its representatives but the party of the second part shall be responsible for any loss or damage caused to the project by or any of its representatives.
- (16) In case of any dispute, the decision of the party of the first part shall be binding on both the parties.

Both the parties have read this agreement and having agreed to it, affixed their respective signatures to day.

**signature of the party
of the first part**

**signature of the party
of the second part.**

	Witness	Name	Name of father	Address
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____

Annexure-C

BASELINE SURVEY AND KAP STUDY

TOTAL SANITATION CAMPAIGN PROJECT

Village : _____ Taluka : _____ Dist : _____

Name of Evaluator :

Name of replier:-

Caste	Male	Female
-------	------	--------

1. Name of Head of the family
Caste / Sub Caste

Address: Falia
Street

Occupation :-

2. Number of _____ | men _____ women _____ Children _____
members of family | Children _____ Graduates _____
| (going schools)

3. Type of house Pucca Semipucca Rough

Economic condition Sound Medium Poor

Observation

4. Proportion of land V'gha

Number of cattle

Cow	Bullock	Buffalo
Sheep	Goats	Other

5. Is there toilet in house ? Yes / No

Do all the members use toilet? Yes / No

6. Level of cleanliness of homes : Good / Medium / Poor
(Observation)
7. Is there water place (Paniyara)? Yes/No
Is there Doyo near water place (Paniyara) ? Yes/No
8. Note if water logging/ Ukarda or
Dust dump is observed outside home/in street ? Yes/No
10. Source of income : Main _____ Subsidiary _____

11. Water

Fetching water from secured / unsecured source (in winter and in monsoon)

		From where do you get water ?					
		Hand pump	Stand post	Well	Pond	River	Tap in house
1	For drinking and cooking						
2	For bath, washing clothes and utensils						

12. What is facility of water for home?

Hand Pump / Submersible / water dip well / No facility

13. At how many feet does your source contain water?

In winter: _____ In summer: _____ In monsoon: _____

14. What is the reason for non use of the source? No water /
No repairing has been done or other.

15. What is the taste of water?

Sweet Salty Bhambharu Other

16. Toilet Facilities :

- 16.1 Is there toilet in the house ? Yes / No

- 16.2 Do you use house or public toilet? Yes / No
If no, where and how far do you go for toilet?

- 16.3 What arrangement is made for disabled person of house? Yes / No

- 16.4 What and when do the women go for Toilet?
- 16.5 Do you like to publicly go for toilet? Yes / No
- 16.6 Have you thought of making toilet in a house? Yes / No
- 16.7 What difficulty is there in making toilet for a house?
(Lack of finance and place)
- 16.8 What do you prefer? Toilet at house or public toilet ? House /
Public
17. School toilet:
- 17.1 Is there toilet facility in the school where
your children are studying? Yes / No
- 17.2 Is there an incident in which the girl of house who
has stopped going to school due to lack of toilet
facility in the school?
18. Cattle waste disposal arrangements
- 18.1 Whether there is separate cattle shed
away from living place ? Yes / No
- 18.2 How do you arrange drinking water for cattle ?
- 18.3 How many times do you clean the place of cattle?
- 18.4 How far is the dump for the disposal of cattle waste ?
- 18.5 Is ukarda (dump) in the village or outside village?
- 18.6 Is dump (Ukarda) in the pit or on the land?
- 18.7 Do you press the waste / garbage on
regular interval in the dump (Ukarda)?

19. Disease:-

Did any one of your family suffer any disease from the following last six months?

Sr. No.	Disease	Yes/No	To How many persons	Note
1	Malaria			
2	Diarrhea			
3	Skin disease			
4	Eyes			
5	Warms			
6	Hepatitis/Typhoid/ Aankadi /Caramiya & Others			

20. Filtering of Water:

20.1 Do you filter the drinking water using fine cloth before using it?

Yes / No

If yes, how
(Note: Cleanliness of filter (Galani) must be checked.

1. Filter (through plastic/cloth)
2. Boil
3. Chlorine
4. Other

21. Practices of personal hygiene :

21.1 When did you last bath?

- Today
- Yesterday
- Day before yesterday
- Alternative day
- Other

Inquire:

If haven't bath today, ask following questions:

What are the reasons for your not bathing today?

1. lack of water
2. No bathroom
3. Lack of time
4. If may cause cold
5. For bath, far place has to be approached
6. Other

21.2 Where do you bath?

At home	Well of farm	River	Pond	Swimming place (Ghatt)	Other

21.3 Do you cut nail regularly ?

Yes / No

Time of interval for nail cutting :

_____ days

21.4 Where do you dispose off the stool of children?

Simtal	Toilet house	Near from home and water facility	Away water facility	Near	Ukarada	Other

21.5 Disposal of water used in homes

21.5.1 Do you throw it on road? Yes / No

21.5.2 Do you release it in nick? Yes / No

21.5.3 Do you release it in gutter? Yes / No

21.5.4 Do you release it in soak pit? Yes / No

21.5.5 Do you clean Nick / Gutter/Soakpit ? Yes / No.

If Yes, Interval of cleaning : daily / _____ days

22. Observations

	Yes	No	Not observed	Note
(22.1) Is loto/ Doyo/ Glass/ Other Used?				
(22.2.1) Clean the hands of children and check that they clean them properly.				
(22.2.2) Whether all family members cut their nail regularly				
(22.2.3) Do family members clean / wash hair regularly and set them in order ?				
(22.2.4) Whether clothes put on by the family members are washed and cleaned ?				
(22.2.5) Kitchen is nit and clean ?				
(22.2.6) Living rooms are nit and Clean?				
(22.2.7) Courtyard / falia is boomed?				
22.3 Has the drinking water kept at clean place?				
22.4 Is there food storage is covered or closed?				
22.5 Are the children below five years have clean face and hands and without any fly?				
22.6 Are the clothes of adult persons of house clean and nit?				

23. Where do you dump waste?
In Faliya / In street / At padar / In farm / Other / end of village
24. How do you prepare manure?
Is there gober gas ? Yes / No
25. What is the reason of it's closure?
Lack of water / Insufficient dung (chhaan) / Lack of other
(Maintenance)
26. What type of toilet is there?
Khaalkuvo with two pits / other.
Special Observation
27. Specific Observations and
Comment of Evaluator

Date :

Signature of Evaluator

VILLAGE SANITATION PLAN

Name of Village : _____ Taluka : _____ District : _____

1. Particulars of Village :

1.1 Type of land and main crop :

1.2 Particular of village :

1.2.1 Approach road from Taluka to Village
(Number or name, whatever is there)

1.2.2 Distance of village from taluka :

1.2.3 Nearby city :

1.2.4 Nearby Railway Station :

1.3 Particulars on Panchayat :

1.3.1 Independent / Group Panchayat :

1.3.2 List of Sarpanch and Members of
Group Panchayat. :

1.3.3 Date of last election of Panchayat :

1.3.4 Days of visit Talati-cum-Mantri
of Panchayat. :

1.3.5 Details of Panchayat employees :

No.	Designation of employee	Name	Monthly Salary
1	Talati Mantri		
2	Clerk		
3	Peon		
4	Water works Operator		

1.3.6 Details of income and expenditure of Panchayat :

Source of income and type _____

Annual amount _____

Type of expenditure _____

Annual expenditure _____

1.4 Geographical area and house :

Detail area of village site (Gamtal) in Hectare

- Area of original area :
- Land converted as non-agriculture :
- Total residential area :

1.5 Physical condition and number of houses :

- Pucca Houses :
- Kuchha Houses :
- Half pucca houses :
- Total no. of houses :
- No. of tenants :
- No. of empty houses :

1.6 Density of population per sq. metre. :

1.7 Facilities and amenities :

1.7.1 Educational :

Educational Complex	Students		Teachers		Is sanitation facility available?		
	Boys	Girls	Men	Women	Facility of drinking water.	Toilet	Separate Toilet for Girls is available?
Anganwadi / Balmandir							
Primary School							
Secondary School							
Higher Secondary School							
Madresa							

1.7.2 Medical :

Particular	Name and Address	Qualification	Time of checking a patient	No. of patients per day.
Sub P.H.C.				
Private Doctor				

1.7.3 Telegraph-post and telephone :

- Post office :
- Telegraph office :
- Telephone office :
- Total no. of telephone connections :
- No. of private STD – PCO :

1.7.4 Electricity

- No. of ele. connections in houses :
- Is the electricity available in houses of village for 24 hours : Yes / No
- How many wells in Sim (land on the border of village) have electricity facility ? :
(Is Motor pump available)
- Average Horse power of motor on well / bore in Sim :

1.7.5 Road facilities in village :

- Pucca Roads _____ Km.
- Roads _____ Km.
- Kachha Roads _____ Km.

1.7.6 Facility of Transportation :

Details	Number of trips per day.
S. T. Bus	
Railway	
Auto-rickshaw	
Diesel Rickshaw / Chhakado	

1.7.7 Drinking water facility :

1.7.8 Facility for Sanitation :

Details	Place	Number/length metre	Continue of closed
Community Toilets / Sanitation complex			
Underground Gutter length			
Open gutter length			
Dump (Ukarada)			
Khaalkuva (Covered)			
Khaalkuva (Open)			

2. Observation in village about individual and environmental sanitation:

General information (Observe behaviors of people) Every worker must prepare note on his own.

1. Environmental Cleanliness
 - Surrounding public place
 - Surrounding temple
 - Surrounding Panchayat condition on entering the village

2. Is cattle waste is observed in home or street?
3. Human excreta (Are water facilities observed in surrounding areas?)
4. Is there facility of drainage disposal arrangement for dirty water of the house?
5. How is the arrangement for disposal of waste?
6. How is cleanliness in and around school?
7. How is cleanliness around drinking water facilities?
8. Are the utensils or clothes cleaned?
9. From where do the cattle drink water?

Note:- Note on details of social education and cultural information of village can also be prepared.

3. Total rain in monsoon and rainy days :

Sr. No.	Details	1999-2000		1999-2000		1999-2000	
		Total Rain (mm)	Days	Total Rain (mm)	Days	Total Rain (mm)	Days
1	Village						
2	District average						
3	Taluka average						

Note :-

1. Regular monsoon will be counted from 16th of June.
2. A rainy day with less than 25 mm. of rain cannot be considered as a rainy day.

Results on rain :

Rain m.m. / day	Proportion of rain
00.00 to 00.10	No rain
00.11 to 07.50	No rain
7.51 to 35.00	Mild rain
35.10 to 65.00	Proper rain
65.10 to 125.00	Heavy rain
125.10 and More	Excessive rain

4. Particulars on the present water supply condition :

Details	Place	Year of Construction	Water surface (depth in ft.)			Closed or in use.
			Monsoon	Winter	Summer	
1. Hand Pump						
2. Stand Post						
3. Well / Dug-well						
1						
2						
3						
4. Tube well (Bore)						
1						
2						
3						
4						
5. Pond/check dam						
1						
2						
3						
4						
5						
6. River						
1.						
7. Canal						
1.						

4.1

- From which scheme does the village get water ? Is the water sufficient ? :
- Availability of water _____ liters per capita
- Water is fit / unfit for drinking purpose
- Water supply arrangements:
 - Household connections: _____
 - Households taking water taking from public stand posts : _____

5. Man power / workers :

Occupation / employment	Members of engaged
Mason	
Carpenter	
Blacksmith	
Plumber	
Others (Specify)	

6. Names of President / Secretary of Organization / Mandal :

Name	Active / Inactive	Name of President	Name of Secretary
Yuvak Mandal			
Mahila Mandal			
Women Savings Mandal			
Seva Sahakari Mandali			
Milk Cooperative Society			
Swadhyay Pravrutti			
Nehru Yuva Kendra			

7. Number of houses and population :

Details	1981	1991	2002	Increase of last years (Percentage)
Number of houses				
Men				
Women				
Children				
Total population				

7.1 Number of families and population as per economic criteria in year 2001.

Sr. No.	Number of total families	Population	No. of families below poverty line	Population of families below poverty line	No. of families above poverty line	Population of families above poverty line
1	2	3	4	5	6	7

8 Particulars on facility of toilet :

(A) Particulars on personal toilet arrangement

Classification	Total families	Families having toilet facility	No. of families without facility of toilet
APL			
BPL			
Total			

(B) Community Sanitation Complex :

Type of Community Sanitation Complex	Number	Management
Toilet (with bathroom, tank, chowkdi etc.)		
Toilet (without bathroom etc. facility)		

(C) Particulars of School Sanitation Complex :

Type	Particulars on facilities of Sanitation Complex								Total
	Boy students		Girl students		Joint		Total		Number
	With toilet	Without toilet	With toilet	Without toilet	With toilet	Without toilet	With toilet	Without toilet	

(D) Particulars on toilet facilities in Anganwadi/Balwadi

Type	Total number	With toilet	Without toilet
Government			
Private			

(E) Tub set-foot set (Paga) etc.

Details of products / sale facility for the necessary equipments of toilet / bathroom.

Number of production Centre	
Number of Sales Centre	

Is production /sales centre required at village / taluka level ?

(A) Is it required in village ?

Yes / No

(B) If not required, from where it will be procured ? _____

9. With the help of Voluntary Organization under Village Sukhakari Programme :

9.1 Procedure made by the people at rural level :

Note on Gramsabha

How many persons were present ? Male _____ Female _____

Total Faliya _____

Number / Name of representatives / persons of the faliya _____

Discussed points : (1) _____

(2) _____

(3) _____

Decisions taken : (1) _____

(2) _____

(3) _____

Form of Village Committee Registration :- (Give as enclosure)

Details of members of Village Committee:

No.	Name	Occupation	Age	Caste	Residence

Note on bank account

Members Operating bank account

9.2 Note on works of voluntary organisations for awareness of public.

9.2.1 Programmes on awareness of public conducted by the voluntary organisations.

9.2.2 Household survey

9.2.3 PRA

9.2.4 Focus group discussion

9.2.5 School Programme

9.2.6 Note on demand of people

Public toilet,
Women's toilet,
Anganwadi toilet,
School toilet and
individual toilet
and other.

9.2.7 Management of toilet facilities as per the selection / priority of villagers, planning for resolving the problems.

9.2.8 Detail about the facilities desired by the people

- (A) Individual toilet
(Number = A.P.L. _____ + B.P.L. _____)
- (B) Number of toilets per faliya or public toilet
(Number _____)
- (C) Anganwadi / School toilet
(Number = Govt. _____ + Private _____)
- (D) Place of selection (Public Toilet) with “Rojkaam ” details
(Number _____)
- (E) Detail about the Solid Waste generated
 - (a) Waste from cleaning of house / doorstep
(Average member of houses _____ and
_____ tractor / bullock cart per year per house)
 - (b) Average quantity _____ tractor / bullock cart of the
waste comprising of excreta / urine and grass
 - (c) Detail about the scheme suggested in Gramsabha for the
drainage of water used in homes. _____

9.2.9 Note of Gramsabha in which the scheme was recommended.

9.2.10 Estimated cost of the scheme : As per attached statement contribution of public for scheme from every home / person. Arrangement for estimated repairing and maintenance expenditure.

Method of collection of money from people :

- (A) for Community Sanitation Complex
- (B) For School / Anganwadi Complex

9.2.11 Requirement of training to Sanitation Committee

10. Village Sanitation Plan :

10.1 Planning of Total Sanitation Arrangement :

Sr. No.	Points to be noted	Present situation	Planning	Who will do what at rural level ? Sanitation of villagers committee/voluntary organisation/DRDA	Time
1	Public Toilet				
2	Women Toilet				
3	Anganwadi Toilet				
4	School Toilet				
5	Individual Toilet				

10.2 Household Sanitation :

1	Arrangement for drainage of water used for home	
2	Arrangement for disposal of Solid Waste	
3	Arrangement for public sanitation (liquid and solid waste)	

10.3 Individual Sanitation :

1	Use of water from safe source	
2	Minimum average 15 liter water for drinking and cooking	Yes / No
3	Proper safe arrangement for water storage	
4	Washing face twice in a day	
5	Bath every alternate day	
6	Wash hands before eating and cooking	
7	Wash hands by soap after toilet	
8	Cutting nails in a week	
9	Use "Doyo" (A cup like vessel with long handle)	

11. Sanitation scheme under total sanitation campaign programme of Government of India.

11.1 Statement on selection of place :

Village :

Faliya :

Type of Facility

Number of facilities

Map of place.

11.2 Description of Place for Community Toilets / Community Sanitation Complexes

Names and signatures of at least five women from various houses of nearby areas of the place selected showing their consent.

Sr. No.	Name	Sign/ Thumb impression
1		
2		
3		
4		
5		

Signatures for deciding approval (with date)

1. Employee of Taluka Panchayat / Talati cum Mantri of Village Sanitation Committee.
2. Sarpanch
3. Members of water committee from the relevant faliya :
4. Representative of voluntary organization :
Use of this form : copies of this form must be given to village sanitation committee/ Gram Panchayat which implements this project.

Conclusion

A short note on peoples' expectation about Total sanitation in Village, in relation to social dignity.

Statement – I

Village Sanitation Plan

Name of Village :-

Sr. No.	Details	Project Cost (Rs.)
1.	(A) Individual toilet for BPL beneficiary (B) Community Sanitation Complex	
2	(A) School Sanitation Complex (B) Anganwadi toilet.	
3	Administrative expenditure	
4	Checking of constant progress and quality of the work (As per 0.20 % of the project cost)	
5	Review of project work and it's effects (0.5 % of project cost)	
	Total.....	
	Self money	
6	Individual toilet for APL beneficiary	
7	Gutter and Absorbent pit (" Shoshkhado") for drainage of dirty water.	
	Total	
	Gross Total	

Statement – II

Physical Planning for Individual Toilet

Name of Village :-

Total Rural families	Total families		Covered families		Families to be covered		Year wise planning				Total	Note
	BPL	APL	BPL	APL	BPL	APL	2004-05	2005-06	2006-07	2007-08		

Statement – III

Financial Planning for Individual Toilet for BPL families.

Families to be covered.	families as per unit cost		Total provision			Year wise planning			
	A – Type Rs. 625/-	B – Type Rs. 1000/-	A – Type	B – Type	Total	2004-05 15 %	2005-06 25 %	2006-07 40 %	2007-08 20 %

Note :- Approximately 20 % BPL beneficiaries will prefer community toilet due to lack of place.

Statement - IV
Financial planning (Self provision) for Individual Toilet to APL families.

Families to be covered	Unit Cost	Total Project Cost	Year wise planning			Note
			2004-05	2005-06	2006-07	

Statement - V
Physical planning School Sanitation Complex

Total Primary Schools	Covered Schools	Schools to be covered.	Year wise planning			Remarks
			2004-05	2005-06	2006-07	

Statement - VI

Financial Planning for School Sanitation Complex

Number of schools to be covered.	Total Sanitation Complex	Unit Cost	Year wise planning			Remarks
			2004-05	2005-06	2006-07	

Statement - VII

Physical Planning for Anganwadi Sanitation Complex

Total Anganwadi / Balwadi	Covered Anganwadi / Balwadi	Anganwadi / Balwadi to be covered.	Year wise planning			Remarks
			2004-05	2005-06	2006-07	

Statement - VIII
Financial Planning for Anganwadi Sanitation Complex

Total Anganwadi	Anganwadi Balwadi	Anganwadi to be covered.	Unit Cost	Year wise planning			Remarks
				2004-05	2005-06	2006-07	
						Total	

Statement - IX
Planning of Community Sanitation Complex

Sr. No.	Proposed Community Sanitation Complex	Unit Cost	Total provision of Sanitation Complex	Year wise planning		
				2004-05 Number Price	2005-06 Number Price	2006-07 Number Price
						2007-08 Number Price

Statement - X
Gutter on land and "Khaalkuvo" for drainage of dirty water

Unit Cost	Number of Gutter / Khaalkuvo	Total cost of Gutter/ Khaalkuvo	Year wise planning				Note
			2004-05 Number	2004-05 Cost (Rs.)	2005-06 Number	2005-06 Cost (Rs.)	

Statement - XI
Component wise budget of T. S. C.

Sr. No	Component (Matter)	Percentage of provision prescribed as per TSC project.	Contribution			Total
			Government of India	State Government	Beneficiary/ family collective	
1	(A) Individual toilet for BPL	In the limit of 60 %				
2	(B) Community Sanitation Complex	More than 10 %				
3	(A) School Sanitation Complex					
4	(B) Anganwadi toilet	Less than 5 %				
5	Administrative expenditure	In the limit of 0.5 %				
6	Constant review of work and checking quality (as per 0.20% of project cost)					
7	Total					
	Self Money					
	Personal toilet for APL beneficiary.					
	Gutter and ' Shoshkhada ' for drainage of dirty water.					
	Total					
	Gross Total.....					

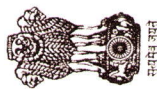
Statement – XII

Year-wise Project Budget Allocation

Sr. No.	Component	Year	Central contribution	State contribution	Beneficiary contribution	Total
1	(A) Toilet for BPL beneficiary A – Type	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
	(B) Toilet for BPL beneficiary B – Type	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
	(C) Community Sanitation Complex	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
2	Individual toilet for APL beneficiary.	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
3	(1) School Sanitation Complex	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
	(2) Anganwadi toilet	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					
4	Administrative expenditure	2004-05				
		2005-06				
		2006-07				
		2007-08				
	Total					

Annexure : C 1

Water Supply and Sanitation



Under Total Sanitation Campaign (TSC) District Project

Checklist for Baseline Survey

**Department of Drinking Water
Ministry of Rural Development
Government of India**

Introductory Note

Those districts, which have already received the 1st installment of funds of Government of India, baseline Survey (BLS) is to be conducted. From the current of financial year fund @ Rs.10 lakh is being given to interested districts to conduct baseline survey and submit detailed project report based on BLS findings. Such districts should conduct BLS immediately after the start up fund s received. BLS gives the current status of sanitation coverage in the Individual Households, Schools, Anganwadi Centers, and Community Sanitary Complexes. Also reveals Knowledge, Aptitude and Practices of the community regarding sanitation and hygiene practices and information on incidence of water and sanitation related diseases.

This document contains checklist for conducting

- (a) **Household survey** –There are two forms at household level for conducting the baseline survey. The first one collects information about the hardware and it needs to be filled from every household and the second form for hygiene behavior in households need needs to be done on a sample survey basis.
- (b) **School/Anganwadi** - There are two forms for School/Anganwadi. The hardware form needs to fill the form from every rural school and Anganwadi on sample basis. The 2nd form on hygiene behavior on School/Anganwadi needs to be filled up on a sample basis. This information will be useful for development of Information, Education and Communication (IEC) of Total Sanitation Campaign and Water Supply programme

Checklist for Baseline Survey **Household Schedule (Hardware facility)**

Checklist for baseline survey for household needs to be filled up from every household.

State District Block

Gram Panchayat Village Date of Interview

S. No	Name of Respondent	Category (APL/BPL)	Sanitation Facility					Water Supply				
			Toilet Facility		If the respondent		If the respondent does has toilet		Source of Drinking Water not have toilet			
			Y/N	Usage of toilet (Y/N)	Purpose* for having toilet	Type of latrine**	Reasons for not constructing toilet	Interested in Toilet in construction (Y/N)	Well	HP Supply	Piped Water	Pond/ Surface
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: * Purpose – Health (P) Hazard (H), Privacy (P), Convenience (C), dignity (D), Social Pressure (S), Others (O)
***** Type of Latrine** – Single Pit, Double Pit, VIP, Septic Tank

Checklist for Baseline Survey Household Schedule (KAP study)

The checklist for household needs to be collected only from 3 sample GPs in each block, which can be selected randomly. About 25 households have to be interviewed in each Gram Panchayat. All parts should be filled up for chosen households. This information will be useful for development of Information, Education and Communication (IEC) strategy and modules for effective implementation of Total Sanitation Campaign (TSC).

State		District		Block	
Gram Panchayat		Village		Date of Interview	

Part-1

S. No	Name of Respondent	Water and Sanitation Practices			
		Means of handling drinking water		Proper collection and storage of drinking water	Regular Scrubbing and washing of vessels
		Inserting hand	Long handle ladles	Other vessels	Yes/No
1	2	3	4	5	6
					7

Part-2

[illegible]

Part-3

[illegible]

Checklist for Baseline Survey

School and Anganwadi (Hardware facility)

The data needs to be collected from every rural School both government and private covering all category (Primary, Secondary and Higher secondary). This checklist can also be used to collect data from Anganwadi centers functioning in both (government or private building)

State District Block

Date of Interview

Part-1

S.No	Name of the School/Anganwadi	Gram Panchayat	Type of School Govt./ Private/ Govt. Aided	Category of School/Anganwadi*	No of students in School/Anganwadi			No of teachers in School	
					Boys	Girls	Total	Male	Female
1	2	3	4	5	6	7	8	9	10

Note: * Category of school – Primary (P), Secondary (S) and Higher Secondary (HS)
Category of Anganwadi– Government building (G) and Private building (P)

Part-2

S.No	Drinking Water Facility	Toilet Facility in School/Anganwadi	No of toilet blocks in School*		No of urinals in Schools**		No of lavatory in Schools**		Hand washing facility in School/Anganwadi	Type of hand washing facility in School/Anganwadi
	Yes/No	Yes/No	Boys	Girls	Boys	Girls	Boys	Girls	Yes/No	
11	12	13	14	15	16	17	18	19	20	21

Note: * Toilet blocks – A toilet block consists Urinal, lavatory and hand washing facilities

**** Urinals and Lavatory** – subset of toilet block and should be counted separately

Checklist for Baseline Survey for School/Anganwadi (KAP Study)

The data for checklist for baseline survey for School/Anganwadi needs to be collected from rural schools/anganwadi using a sample survey of about 5 percent Schools/anganwadi in each block which can be randomly selected, keeping in mind the different category of schools (Primary, Secondary and Higher Secondary and anganwadi functioning in both government and private building. This information will be useful for development of Information, Education and Communication (IEC) strategy and modules for effective implementation of Total Sanitation Campaign (TSC).

1. Name of the school/anganwadi
2. Name of the village
3. Name of Gram Panchayat
4. Name of Block
5. Name of the District
6. Date of Interview
7. Category of School /Anganwadi
School: (Primary, upper primary, middle and higher)
Anganwadi: (Government, Private)
8. Name of the headmaster of the School/Anganwadi worker

9. No of shifts and students in the school/anganwadi

Shifts	Boys, Girls and Co-ed	No of Students	No of Teachers
Shift 1			
Shift 2			

10. Schoolyard, compound and classroom clean? (Free from visible garbage on ground and in classroom, classrooms with waste containers, solid waste disposed away from school) (Yes/No)

Water

11. Is there water facility within the school premises/anganwadi (Yes/No)
12. Is there a functioning water point within the school area/anganwadi? (Yes/No)
13. Is there a public water point within 100 meters of the school/anganwadi? (Yes/No)
14. Is the water apparently of drinking quality at the water point? (Yes/No)
15. Is there water storage facility in the school / anganwadi? (Yes/No)

16. Type of water storage facility

1.

2.

3.

17. Are there ladles or cups with handles used by children and teachers for taking the drinking water? (Yes/No)

Sanitation

18. Are there toilets in the School premises/anganwadi? (Yes/No)

19. Provision of sanitation facility (in numbers) in School/anganwadi

	Girls	Boys	Total
Toilets			
Urinals			
Lavatory			

20. If it is a co-ed school, provision of separate toilets for girls (Yes/No)

21. Are the toilets and urinals clean? (Free from visible garbage, faecal matter on floor, smell not too bad enough to stop use, no puddles, not too many flies) (Yes/No)

22. Is there water storage facility and mug inside or beside the toilets? (Yes/No)

23. Do teachers have separate latrines in School? (Yes/No)

24. On what day(s) is the toilet cleaned in School/Anganwadi?

25. Who cleans the toilets

26. Are the toilets easy to open or kept in lock and key in School? (Yes/No)
27. Is there any hand washing facility in the school in School/Anganwadi? (Yes/No)
28. Type of hand washing facility in School/Anganwadi? (*washbasin, hand pump, water stored in a bucket or any vessel, washing space, others*)

1.
2.
3.

29. Have the teachers/Anganwadi of this school been trained in hygiene education? (Yes/No)

30. What and how are the resource generated for soaps, mugs, buckets etc?

31. Have the teachers/Anganwadi worker taught anything about hygiene (*safe water, household sanitation, personal hygiene*)?

32. Status of institutions associated with the school water supply and sanitation

Institutions	Key Role	Active (Y/N)	Frequency of Meeting	Contributions (Financial, Monitoring, etc),
SMC				
PTA				
WWSC				
Gram Panchayat				

33. Which are the common water borne and sanitation related disease prevalent among children in school and anganwadi? (Last one year record) (*Diarrhea, Dysentery, Typhoid, Cholera, Malaria, Others*)

- 1.
- 2.
- 3.

34. Has there been regular health check ups in the school? (Y/N) (Last two year record)

35. Has the de-worming process been taken up in the school? (Y/N)

36. Do the children have health Index card? (Y/N)

37. What are the enrollment, attendance and dropout rate among students? (Last two years)

	Enrollment	Drop out	Attendance
Girls			
Boys			
Total			

38. Is there any school based monitoring system? (Y/N)

CENTRAL RURAL SANITATION PROGRAMME TOTAL SANITATION CAMPAIGN

MONTHLY PROGRESS REPORT FOR THE MONTH _____ DISTRICT _____

A. PHYSICAL PROGRESS REPORT

[illegible]

B. PHYSICAL & FINANCIAL PROGRESS REPORT FOR SC/ST

[illegible]

Dist.	Household latrines			Sanitary Complex			Latrine for Schools			Latrine for Balwadies etc.		
	Centre 2	State 3	Beneficiary 4	Centre 5	State 6	Panchayat 7	Centre 8	State 9	PTA * 10	Centre 11	State 12	Panchayat 13
1												
Total												

Dist.	RSM / PCs		Start-up activities	Admn. Charges		IEC		Total		
	Centre 14	State 15		Centre 16	State 17	Centre 18	State 19	Centre 20	State 21	Beneficiary./PTA 23
Total										

C. RECEIPT OF FUNDS

Dist.	Centre	State	Panchayat	Benefic.	Total
Total....					

House hold latrines constructed under MNP (State sponsored Programme)
(APL Beneficiary)

Dist.	Year : _____		Year : _____	
	No. of Latrines	Exp. in Lakhs	No. of Latrines	Exp. in Lakhs

Annexure-E

ESTIMATED COST OF SLOGANS WRITING

Slogan 1	31 words * 20 Rs.	=
Slogan 2	23 words * 20 Rs.	=
Slogan 3	18 words * 20 Rs.	=
Slogan 4	28 words * 20 Rs.	=
Slogan 5	33 words* 20 Rs.	=
Slogan 6	33 words * 20 Rs.	=
Slogan 7	23 words * 20 Rs.	=
Slogan 8	27 words * 20 Rs.	=
Total (for one set)		= Rs.

Additional cost for the printing:

Bucket =

Brush =

Color =

Annexure - F

BUDGET FOR BHAVAI AND STREET PLAY

Script writing	Rs.	/- per script * 4 = Rs.
Acting fees	Rs.	/= per actor per performance
	Rs.	*7= /- per performance
Dress material	Rs.	/-
Musical instruments: Token rent	Rs.	/- to local Mandal per performance
Stage decoration and lighting	Rs.	/- per performance
Conveyance	Rs.	/- per program
Training to actors	Rs.	/- per script per group.

Annexure - G

EXHIBITION (ILLUSTRATION)			
Charts (size 2.5- 2 inc. in size)	51*	=	Rs.
Models	6 no.*	=	Rs.
Videocassettes 4 no.		=	Rs.
V.C.P	29*	=	Rs.
Games	2 sets *	=	Rs.
Craft corner (Stationeries for hundred)		=	Rs.
(Children's per exhibition Mud cost included Rs. per bag)			
Decoration (Per exhibition)		=	Rs.
Musical instruments.	Dholak 1 No.	=	Rs.
Khanjri 3 No.		=	Rs.
Manjira 3 No.		=	Rs.
Trunk box 2 big sizes (With 100 Rs. locks) 9*2		=	Rs.
Transportation by tractor		=	Rs.
Display stands		=	Rs.
Per exhibition			
Honorarium for 9 people*	Rs.	=	Rs.
Food cost for volunteers		=	Rs.
Capital cost per exhibition set		=	Rs.
Recurring cost		=	Rs.

Annexure - H

SCHOOL PROGRAMMES (Illustration)

Carry out the Survey of schools in each Taluka and then listing the schools between 5th to 9th standard.

No. of schools standard 5th to 7th in each Taluka.

Quiz competition for std.8th and 9th

1. Four groups each of three students should be made.
2. Naming the groups.
3. There should be at forty questions in the quiz.
1. Winning group and runners group will get the prizes.
- (i) Winning group prize Rs. /-
- (ii) Runners up Rs. /-

Elocution Competition for std. 7th

1. Each student should be allowed three minutes only.
2. Topic should be related only to water and sanitation themes
ex. My village is clean/ purification of water.
1. Prize first Rs. /-
2. Second Rs. /-
3. Third Rs. /-

Essay competition for std. 6th

1. Each student should be allowed three minutes only.
2. Topic should be related only to water and sanitation themes
ex. My village is clean/ purification of water.
1. Prize first Rs. /-
2. Second Rs. /-
3. Third Rs. /-

On the spot painting competition for std. 5th

Participating students should be given one hour.

1. Materials needed -

Wax color crayon box	50* = /-
Pencils	50* = /-
Eraser	50* = /-
Paper (15 inch by 11 inch)	150* = /-
- Prize

First prize	Rs. /-
Second prize	Rs. /-
Third prize	Rs. /-

Annexure: I

TOTAL SANITATION CAMPAIGN PROJECT CAPACITY DEVELOPMENT PLAN (TSC PCDP) ORIENTATION AND SENSITIZATION AT DISTRICT, TALUKA AND VILLAGE LEVEL 1 : AWARENESS CAMPAIGN AT DISTRICT LEVEL.

Activity	Objective Schedule	Project ement	Manag	Participants days	No. of	Expected Output	Remarks
1 District Level Workshop (Sensitization)	2 To sensitize District level officers. Orientation to the new guideline approach. Defining different departments' roles and reasonability and integrated approach	3 Workshop (after project preparation)	4 <u>GSRDC</u> <u>C.C.D.U.</u>	5 Collector, DDO, Dy. DDOs, PD-DRDA, DHO, DEO, Ex. Engr. (Panchayat-GWSSB), Soil & Water Conservations, Irrigation, Forestry, Health & Education	6 1	7 Awareness about the new approach and clarity about individual role in the project	8 To be made compulsory for all senior officers of the Stakeholder departments in Districts.

District Panchayat (Non-official) meeting	Orientation to the new guideline approach	Workshop (after Project preparation)	C.C.D.U. and consultant	District level elected representatives	1	They know about the new approach	
Orientation for Director (DRDA)	To identify training needs for implementation of TSC Project	Before implementation of the project	C.C.D.U. G.S.R.D.C.	Directors of DRDAs	1	List of TSC programme material to be identified. Strategy of work plan Finalization of training programme	Can have representatives from NGOs. Field test of materials before finalizing details, if required.
NGOs identification	For implementation of TSC project (Taluka facilitators)	Simultaneously with project preparation activities	A.P.Os.		1	Capacity development. Selection of Taluka NGOs for project. Training & facilitation	

Technical alternates in types & sizes of rural sanitation components	Training on various alternatives	On getting approval of district plan.	CCDU, GSRDC, & SIRD	APOS/A.ES. (Project Admini- strators)	2	Capacity development of trainers & orientation	
—do—	Training on various alternatives in sanitation components	—do—	At district level by DRDA, CCDU	Representatives of NGOs & DRDA staff	2	—do—	To be organized by APO in coordination with CCDU.

2: AWARENESS CAMPAIGN AT TALUKA LEVEL

Talk level workshop (Officials)	To sensitize taluka level officers. Orientation to the new guidelines approach. To define different departments' roles & responsibility and integrated approach.	After sanction of project. Follow up of district level workshops.	CCDU DRDA	TDO, EXT. Officers, MOs, BEO, CDPO, Dy. Engr.GWSSB, Soil Conservation, Irrigation, Forestry, Education.	1 Talk level officers are aware of the new approach and their role in the project.	It will be made compulsory for all stakeholders taluka level officers.
Taluka Panchayat (Workshop)	Orientation to the new guideline approach	After project sanctioned	CCDU DRDA	Talk level elected representatives	1 They know about the new approach	—
NGOs and APOs training	To create coordination between NGOs and APOs.	After approval of project plan.	CCDU GSRDC	APO's/A.E.'s NGOs working at field level and taluka level Asstt. Engineers	2 Distribution of area of work. Team formation	—
	To define common approach & understanding of community participation			And Addl.Enginr, Panchayat Engineer.	And tentative action plan for awareness campaign.	—

Talk level committee workshop	To define their role in the project	Once committees are formed	CCDU DRDA	TDO's Asstt. Engineer, NGOs representatives (YY), MO, CDPO, Panchayat Engr. Sarpanch of big VPs, Village Leader.	1	Talk level committees formed and their role in the project is defined. Project Schedule & Monthly meeting dates are fixed.
-------------------------------	-------------------------------------	----------------------------	--------------	--	---	--

3 : VILLAGE LEVEL AWARENESS CAMPAIGN

Activity	Objective	Methodology	Programme details	Participation	Expected output	No. of Days & Other details
Village entry by NGO	To take GP & local leaders in confidence. A formal process to inform villagers.	Informing in writing to GP, informing about the project, village visits date. Meeting sarpanch and GP member, local leaders, village level government functionaries. Village profile, secondary data, PRA methods	About a week after formal letter. Fix the date for group meetings.	Representative of NGOs,, Talati/Mantri shall remain present.	NGOs representative and Asstt.Engr. /Adl.Asstt.Engr. should plan the meeting with the help of village Talati/Officer. Fix the responsibilities. Inform in writing to the Talati/Sarpanch @ Village visit by N.G.O.	1
Group meetings	To inform women. SC/ST and motivate them to attend Gram Sabha.	Small group discussion, especially with women group, Mahila Mandal, Youth group, SC/ST. Teachers inform children.	Can be immediate after village entry	Representatives of NGOs, village Development Officer also to attend meeting. Anganwadi workers, ANM, Teachers.	Preparations of flip charts, which will have information about the new approach. Relation between water & sanitation.	Depend on the size of village (Average - 3.Group Meetings)

School activity Angan-wadi Primary Schools	To pass information via children to parents. Awareness among children regarding water, health and sanitation & Formation of Parents-Teachers Association	By telling stories, demonstration, posters, school cleaning, proper water storage system, Essay writing, painting my "Clean Village" competition, village for preparation of slogans. Clean house competition which will include storage of water, proper sanitation.	During village awareness	School teachers, NGOs, Anganwadi worker, Health staff.	School children will be aware and will start practice. Children will learn how to make soak pits and be aware of importance of water. Proper use of sanitation facilities, toilets be promoted among school/ Anganwadi children and every house. Children will motivate parents for better hygienic living and sanitation at home and village.	Simultaneously with village Group meetings.
Involve-ment of existing groups	To involve them in awareness campaign.	Meeting with existing Mahila Bhajan Mandala and Swadhayay groups.	During village awareness campaign	NGOs & VLT (Village Level Team Govt. functionaries)	Awareness through different forums.	

Involvement of SGSY (SGSY)	To involve BPL people	Open discussion	During village awareness campaign	NGOs and VLT	For increasing participation of unreached section of society.
Exhibition	Mass awareness	Exhibition, street plays announcement, etc. at weekly market.	During village awareness campaign	DRDA/Taluka Panchayat committee/NGOs, VLT, Youth groups	Masses know about the approach & understand need of environment sanitation
Doctors advice hygiene,	To make aware of importance of sanitation and cleanliness and its relationship with the different diseases.	At OPD, doctor can explain in brief when patients are waiting outside. Can explain the posters displayed. Proper water storage at PHC and sanitation facilities for the patients.	On going process	All medical staff	People will know relation between health, water and sanitation. Doctor can also explain how much they are loosing their wages due to illness.

Gram Sabha	Guarantee ownership of TSC project by villagers and formation of village sanitation commit. To discuss aspects of village sanitation plan.	With the help of potential leaders, youth group, informing villagers through local tools in Gram Sabha. Briefing about new approach. Involving people in selecting their representative as per norms.	Immediately after group meeting	Representatives of NGOs, Village Development Officer to attend. Anganwadi workers, ANM, teachers. In difficult and big villages, TDOs and Taluka panchayat programme review committee members. NGO & DRDA Village representative	Display of posters (3 days before Gram Sabha), this can be done during visit for group meetings. Prepare details of the existing problems, which may be related to the Sanitation problems, so that objective of Gram Sabha is not diversified. 1-2 DAYS	1 day
Exposure visit	Motivation	Exposure visit to successful village where village sanitation plans is implemented.	1-2 days			

NOTE:-

- (1) A scooping exercise for finalization of TSC-PCDP is recommended for the implementing officers.
- (2) Scooping exercise with be conducted by the SR. Consultant of C.C.D.U. in GSRDC.

Annexure - J

MONITORING SYSTEM FOR TSC CAMPAIGN ACTIVITIES

Basic Information District Level

State: _____

Code: _____

District: _____

Code: _____

1. Block Details

Sr. No.	Name of Taluka	Code	Nos. of NGOs
1			
2			
3			
4			
5			

2. Has District Facilitating/implementing Agency been appointed ?

If yes,

- a) Name of Agency.
- b) Date of engaging Agency.
- c) Type of agency— Govt. / Autonomous Institution / NGO / Any others.
- d) Details of Functionaries.

Sr No.	Functionaries (Designation)	Name	Monthly Compensation	Contact Tele No.
1				
2				
3				
4				
5				

e) Release of Funds by DRDA

1st Installment

Date

2nd Installment

Date

3. Has Dist. Sanitation Committee at district level been constituted?

If Yes,

a) Date of Constitution of Committee.

b) Details of Dist. Sanitation Committee Members.

Sr No.	Name	Designation	Organization	Contact Tele No.
1				
2				
3				
4				
5				

4. District School Sanitation Cell.

a) Has District School Sanitation Cell been constituted?

b) Date of Constitution.

c) If yes, details of the members of the cell.

Sr. No.	Name	Designation	Organization	Contact Tele No.
1				
2				
3				
4				
5				

5. Taluka level NGO

Sr No.	Taluka Name Cod	Name Of NGO	Date Of Joining	Orientation Date Place	Address Of NGO	Compensation
1						
2						
3						
4						
5						

Annexure - K

ACTIVITY INFORMATION REPORT FINANCIAL

1. EXPENDITURE

Allocation so far

1. Total expenditure up to the previous year _____
2. Expenditure in the current, quarter in the current year _____
3. Cumulative expenditure in the current year _____
4. Total expenditure so far _____

a. EXPENDITURE OF IMPLEMENTING AGENCY/DRDA.

1. Amount paid as Hon/Compensation to members of IMPLEMENTING AGENCY _____
2. TA/DA paid to members of IMPLEMENTING AGENCY _____
3. Total Amount _____

2. EXPENDITURE ON DIFFERENT ACTIVITIES.

(Rs. in Lakhs)

Sr. No	Activity	Expenditure			Total
		Up To The Previous Year	During The Quarter In Current Year	Cumulative During The Year	
1	Exhibition				
2	Audio-Video				
	Programs/Film/ Spots				
3	Printing Work				
4	Orientation/Training				
5	Any Other				
	TOTAL.....				

3. DISTRICT WISE EXPENDITURE (Quarterly)

Sr. No	Block Name	Code	Expenditure On Block Co-Coordiators			Expenditure On Motivators			Total
			Comp nsation	TA/ DA	Other Activity	Compe- nsation	TA/ DA	Other Activity	
1									
2									
3									
4									
5									
		TOTAL							

Annexure : L

PHYSICAL INFORMATION REPORT

1. AUDIO-VISUAL PROGRAMMES FILM/SPOTS ETC

a). Any such activities undertaken

Yes/No.

b). If yes,

Sr. No.	Type	Cost	Duration	Media of Showing	No Of Villages It To People	Copy Sent To Covered Mission to DRDA	Yes/No
1							
2							
3							
4							
5							

2. PRINTED MATERIALS FOR IEC

(a) Was any such material printed.

(b) Nature of material.

(c) No. of copies.

3. ORIENTATION / SENSITIZATION

(a) Have such activities been undertaken

(b) If yes,

4. DISTRICT SANITATION COMMITTEE

5. SCHOOL SANITATION CELL

Annexure - M

ACTIVITY INFORMATION REPORT VILLAGE LEVEL

STATE _____	CODE _____
DISTRICT _____	CODE _____
VILLAGE _____	CODE _____
PANCHAYAT _____	CODE _____
MOTIVATOR _____	CODE _____

1. VISITS FOR INTERPERSONAL INTERACTION

Sr. No.	Date	How Many Person	Activity Done
1			

Sr. No.	Dates Of Meeting	No Of Members Present	Board Decision	Copy Sent To Mission
1				
2				
3				
4				
5				

2. TRADITIONAL SHOWS

Sr. No.	Date	Name Of Group Who performed	Address Of Group
1			
2			
3			
4			
5			

3. SLOGANS

Sr. No.	Date	Mode Of Writing Slogans	Remarks
1			
2			
3			
4			

4. OTHER ACTIVITIES

Sr. No.	Activity	Date	Remarks
1			
2			
3			
4			
5			

5. Has village level committee been constituted for TSC Campaign implementation ? Yes / No
6. Any others remarkable achievement related to objectives of Total Sanitation Campaign Programmed.

Annexure- N

BASIC INFORMATION REPORT TALUKA NGO'S AS FACILITATED

State _____ Code _____

District _____ Code _____

Taluka _____ Code _____

Taluka
NGO's _____

1. Name of NGO's _____
2. Address _____
3. Status _____
4. Amount of facilitated contract _____
5. Date of engaging _____
6. Orientation
a) Date _____
b) Place _____
7. No. Of village in Taluka
Name of villages _____

NOTE:

The TSC Project is to be implemented for all purposes as per the guidelines issued by Department of Drinking Water Supply, RGNDW Mission letter No.W-11013/4/2000-CRSP dated February 10, 2004. All formats given in guidelines Total Sanitation Campaign guidelines issued by Department of Drinking Water Supply, RGNDW Mission letter No.W-11013/4/2000-CRSP dated February 10, 2004 shall be applicable and District Sanitation Committee would ensure that all reports are prepared and submitted in the above prescribed formats. (Page Nos. 15 to 39)

Appendix - I

Set-up under Total Sanitation Campaign for the implementation of Rural Sanitation Programme

Govt. of Gujarat Panchayat, Rural Housing and Rural Development Dept.

Res. No. TSC / 10 / 2004 / SFS / 12 - / Kh-2

Sachivalay, Gandhinagar

Date :- 21-4-2004

Read :

1. Govt. Resolution, Narmada Water Resources and Water Supply Dept. No. LCL / 1098 / 975 / Kh-3. Dt. 19-11-98
2. Govt. Resolution, Panchayat, Rural Housing and Rural Development Dept. No. ૫૨૫ / 1098 / 460 / Kh-2. Dt. 24-11-99
3. Govt. Resolution, Panchayat, Rural Housing and Rural Development Dept. No. ૫૨૫ / 10 / 2000 / SFS / 14 / Kh-2. Dt. 22-06-2000
4. Govt. Resolution, Panchayat, Rural Housing and Rural Development Dept. No. ૫૨૫ / 2001 / SFS / 8 / Kh-2. Dt. 05-09-2003
5. Notification of the state Govt. General Administration Dept. No. ૫૨૫ / 2003-13 / ૫૨૫ -2003 (4) Ku Dt. 5-7-2003.
6. Letter of Central Govt. No. w / 11013 / 4 / 2000 / CRSP Dt. 10-2-04

Preamble

The Rural Sanitation Programme has been transferred to Panchayat, Rural Housing and Rural Development Dept. vide Govt. Resolution dated 19-11-98 cited at (1) above and the programme is now being implemented by this Dept. in pursuance of Govt. Resolution dated 24-11-99 cited at (2) above. Govt. has from time to time issued guide lines on the implementation of Rural Sanitation Programme vide resolutions cited at Sr. 2,3,4,5 and 6 above.

The centrally sponsored Total Sanitation Campaign project has been introduced vide the letter cited at (6) above. Under the project, the

Central Govt. has made financial provision emphasising the need to construct toilet blocks and sanitation complexes in primary schools and Anganwadies to impart "Hygiene Education" to the students at a very early age at the school level to ensure technically sound and efficient sanitation facilities in a sustained manner. The objective of the project is also to motivate the beneficiaries for behavioral change and encourage them to make use of the sanitation facilities on permanent basis. The Govt. is expected to play the role of a facilitator. As per Govt. of India project - guidelines, the project is to be implemented through Panchayati Raj Institutes in a Campaign mode.

The project is to be implemented under the monitoring and the guidance of the state Govt. The scheme has been under implementation as a pilot project in Surat, Rajkot, Mehsana and subsequently scaled up in Ahmedabad and Gandhinagar districts (Five districts). It was under consideration of the Govt. to cover all the remaining districts of the state under this project from the year 2004-2005. For effective implementation of the project in the entire State, a state Sanitation Mission (Governing Council) to decide policy matters and review the performance at the state level has been envisaged. Similarly, it was also under consideration to form three implementation committees to ensure effective implementation of the project at State, District and Block levels.

Resolution

After careful consideration in this regard, Govt. hereby decides to supercede all the prevailing provisions under the state sponsored Rural Sanitation Programme and implement centrally sponsored Total Sanitation Campaign Project in accordance with the Govt. of India guidelines. Govt. also decides to implement the project accepting in principle the approach to create demand for toilet facilities and total sanitation through public awareness. Govt. decides to form committees as mentioned below with their functions to facilitate the implementation of TSC Project.

1. (A) The State Sanitation Mission (Governing Council)

- | | |
|---|-----------------|
| (1) Hon'ble Chief Secretary | Chairman |
| (2) Secretary and Commissioner, Rural Development | Member |
| (3) Secretary, Panchayat and Rural Housing | Member |
| (4) Secretary, Water supply | Member |
| (5) Secretary, Education | Member |
| (6) Secretary, Health | Member |

- | | |
|--|-----------------------------|
| (7) Secretary, Information and Broadcasting | Member |
| (8) Secretary, Women and Child Welfare Dept. | Member |
| (9) Representative of Govt. of India | Member |
| (10) Managing Director, Gujarat State
Rural Development Corporation Ltd.
Gandhinagar | Member |
| (11) Project Co-Ordinator, Communication and
Capacity Development Unit (CCDU) | Member
Secretary |

The State Sanitation Mission (Governing Council) shall be the Apex committee for implementation of state level Rural Sanitation Programme.

Functions of the Mission

The Mission shall

- (1) Provide guidance in policy matters related to the implementation of Total Sanitation Campaign Project.
- (2) Suggest modifications, if necessary, in the implementation process of the project.
- (3) Take final decision in respect of the scope and expansion of the project.
- (4) Review progress of the project and give necessary suggestions / instructions.
- (5) Assess the implementation of the entire project and suggest necessary modifications in the project., if any.
- (6) Make necessary suggestions / modifications in the rules framed for implementation of the project keeping in view the instructions given by Govt. of India from time to time.
- (7) Convene its meeting twice in a year.
- (8) The Member Secretary shall call the meeting, conduct the meeting, prepare the agenda, record the minutes and undertake all other ancillary tasks related to the meetings.

1. (B) The State Level Programme Implementation and Monitoring committee.

The Committee shall comprise

- | | | |
|--|--|-----------------|
| (1) Secretary and
Commissioner
Rural Development | Panchayat, Rural Housing
and Rural Dev. Dept.
Gujarat State, Gandhinagar | Chairman |
|--|--|-----------------|

(2)	Secretary and Commissioner	Women and Child Welfare Dept.	Member
(3)	Secretary and Commissioner	Family Welfare Dept. Gujarat State, Gandhinagar	Member
(4)	Commissioner, Education	Education Dept. Guj. State, Gandhinagar.	Member
(5)	Development Commissioner,	Gujarat State, Gandhinagar	Member
(6)	Director	Information, Broadcasting and Tourism Dept. Guj. State Gandhinagar	Member
(7)	State Representative	'UNICEF'	Member
(8)	Chief Engineer and Additional Secretary (Water supply)	Narmada Water Resources and Water Supply Dept. Guj. State, Gandhinagar	Member
(9)	Director	Primary Education, Gujarat State, Gandhinagar	Member
(10)	Managing Director	Gujarat State Rural Dev. Corporation Ltd. Gandhinagar	Member
(11)	Project Co-ordinator	Communication And Capacity Development Unit (CCDU)	Member Secretary

Functions of the Committee

The Committee shall

- (1) Make all arrangements for implementation of the project in accordance with the guidelines issued by the State and the Central Govt. from time to time for TSC Project.
- (2) Create environment conducive to smooth implementation of the project.
- (3) Co-ordinate with other stakeholders and departments.
- (4) Prepare project report for all the districts of the state under TSC. and submit them to the Govt. of India.
- (5) Provide guidance to District Committees.
- (6) Review implementation of the project from time to time.

Meeting of the committee shall be convened once in every two months.

The Member Secretary shall call the meeting, conduct the meeting, prepare the agenda, record the minutes and undertake all other ancillary tasks related to the meeting.

2. District Sanitation Committee (At the District Level)

The committee shall comprise :

(1) District Development Officer	Chairman
(2) Director, District Rural Development Agency	Member
	Secretary
(3) District Information Officer	Member
(4) Chief District Health Officer, District Panchayat	Member
(5) District Primary Education Officer, District Panchayat	Member
(6) Executive Engineer, Gujarat W.S.& S.Board	Member
(7) One representative from NGO's, CBO's selected for TSC project in the districts.	Member
(8) Programme Officer, ICDS	Member
(9) District Social Welfare Officer of Dist. Panchayat	Member
(10) Programme APO in charge of the TSC project.	Programme Co-ordinator

Functions of the Committee

The Committee shall

- (1) Prepare project for the relevant District and implement the project in a manner that would achieve the objectives of the scheme.
- (2) Execute contracts on competitive basis with Panchyati Raj Institutes / Voluntary organisations and Co operative enterprize and organisations as per the norms for implementation of the project.
- (3) Create awareness among the representatives of the people, office bearers of panchayats, concerned Govt. Officers and the local leaders regarding implementation of the project.
- (4) Review the functioning of the Sanitation Committees at the Block and Gram Panchayt levels and provide guidance to them.
- (5) Organise orientation / awareness programmes for all the participants and beneficiaries linked with the implementation and maintenance of the project.

- (6) Deposit the funds, received under the project, in a separate Bank Account and use it only for the implementation of this project.
- (7) The Member Secretary / Director, Office of the District Rural Development Agency shall undertake all the activities as the Administrative Officer for implementation of the project.

3 Taluka Sanitation Committee

(Committee for review and guidance for implementation of the project at the block level)

The committee shall comprise :

(1) Block Development Officer (T.D.O.)	Chairman
(2) Taluka Mamlatdar	Member
(3) Project Officer , ICDS	Member
4) Senior Health Officer (Health Centre /Taluka Referral Hospital)	Member
(5) Deputy Engineer, Water Supply Board (Civil) Sub-Division	Member
(6) Extension Officer - Education	Member
(7) Extension Officer - Social Welfare	Member
(8) Extension Officer - Civil Works	Member Secretary

Functions of the Committee

The committee shall

- (1) Review the project implemented by the Village Sanitation Committee and provide guidance.
- (2) Ensure that orientation training in respect of hygiene and sanitation is imparted in Schools, Anganwadi / Balwadi through Parent Teacher Association, teachers of the School and Anganwadi / Balwadi workers.
- (3) Co-ordinate the activities of Village Sanitation Committee and voluntary organisations.
- (4) While on tours, members of the committee will supervise the implementation in villages and they would furnish information regarding implementation of the TSC Project in the Committee and hold discussion in order to ensure better implementation.

- (5) Funds received under the project shall be deposited in a separate Bank Account and the Committee shall use the fund only for the purpose of implementing the project.

4. Village Sanitation Committee

Village Sanitation Committee shall be constituted for each Gram Panchayat. The committee shall comprise :

- | | |
|---|-------------------------|
| (1) Sarpanch / Administrator | Chairman |
| (2) Three more members of the Gram Panchayat and one among them should be a woman member and one belonging to SC / ST | Member |
| (3) Head Master of the primary school | Member |
| (4) Anganvadi / Balwadi Worker | Member |
| (5) Chariman of the milk cooperative / service cooperative | Member |
| (6) Representative of Self Help Group | Member |
| (7) Chairman of the consumer group for drinking water under watershed programme (if any) | Member |
| (8) Talati Cum Mantri, Gram Panchyat | Member Secretary |

This committee shall function as an additional committee to the Gram Panchayat in accordance with the sub-rules under the Panchayati Raj Act.

The committee shall work towards creating demand for toilets by generating awareness regarding sanitation and undertake every activity related to implementation and monitoring of the project. Necessary modifications may be made from time to time with regard to its functions and responsibilities under the instructions and guidance of the District Committee.

Functions of the committee

The Committee shall

- (1) Invariably include the matter related to Total Sanitation Campaign in every meeting of the Gram Sabha / Gram Panchayat.
- (2) Organise / Collect contribution (in cash or kind) for capital cost and use it for that purpose.

- (3) The Gram Panchayat shall open a separate account in a Bank and deposit contributions / donations in that account and spend money from that account for the purpose of the TSC Project. It will monitor the financial transactions and provide guidance in that regard.
 - (4) Execute contracts with different organisations / units / persons for the implementation of Total Sanitation Campaign Project.
 - (5) Organise sanitation activities.
 - (6) Procure necessary material on competitive basis to implement components of sanitation project.
 - (7) Supervise the construction activities in respect of the project.
 - (8) Create awareness regarding hygiene and sanitation
 - (9) Make arrangements for construction of community toilets and sanitation complexes and manage as well as maintain them.
- (5) Creation of Communication And Capacity Development Unit (CCDU).**

In Para - 14 of the TSC Guidelines issued by the Govt. of India, suggestion has been made to form a state level CCDU with the help of expert persons who have the experience of conducting such programmes or who belong to such field. It has also been suggested to engage experts to undertake relevant activities.

In above reference, it is decided to create the setup of CCDU with the experts and assistants mentioned below.

1. Senior Consultant
2. Communication consultant
3. Education and Hygiene Consultant
4. Training Officer
5. Assi. Manager (Administration)
6. Administrative Assistant (Finance and Administration)
7. Computer Operator
8. Peon.

Experts shall be engaged on contract basis under the CCDU. No permanent establishment will be created for this purpose. The staff required for this purpose shall be allocated from the existing establishment of the Gujarat State Rural Development Corporation Ltd.
As per provision made in para - 14 of the TSC Guidelines,

expenditure on this account shall be borne by the Central and the State Govts. in the ratio of 75 : 25 respectively. Approval to seek aid from UNICEF is given by Finance Department on Women & Child Development Department file No. ICD / 02004 / 402 / B. UNICEF has agreed to provide financial aid for engaging experts as technical support. Expenditure towards the establishment of this Cell shall be met from the assistance received from the UNICEF or grant received from the Central Govt. and the state share as mentioned above.

The Gujarat State Rural Development Corporation Ltd. shall act as the support organisation for implementation of the project and make necessary planning and arrangement with the Implementing Officers in co ordination with the CCDU Cell. For this purpose, amount within the limit of 1% shall be admissible from the overall Administrative Expenditure allocated.

(6) Formation of TSC Cell at the District Level.

Formation of a TSC Cell under the control of District Committee has been proposed in order to ensure effective implementation of the project. New recruitment of establishment will not be made for this purpose; but employees / officers available from the Gujarat State Rural Development Corporation Ltd. / District Panchyat shall be appointed on deputation during the project - period. Expenditure towards their pay and allowances shall be met from the grant made available under the TSC Project. It is decided to create a Cell in the office of the Director, District Rural Development Agency for TSC Project related work at the District level. The Cell shall comprise :

1. District Co-ordinator
2. Account Assistant - 2
3. Engi. Supervisor - 1
4. Assistant - 1 (clerk)
5. Data Entry Operator - 1
6. Peon - 1

At the Block level, participation of voluntary organisations will be ensured to co-ordinate the work involving IEC and hardware. Voluntary organisations shall function under the guidance of the District Sanitation Committee in accordance with the contract executed in this regard. They will also seek guidance from the District TSC Cell and prepare reports from time to time or within the prescribed time and submit them to the authorities implementing the project.

The voluntary organisation and the village level motivator shall be paid remuneration from the grant made available for the IEC component of the scheme. The remuneration shall be decided by the District Committee. Blockwise selection of voluntary organisation shall be made by the relevant District Implementation Committee.

By order and in the name of the Governor of Gujarat



(D.J.Dharaiya)

Joint Secretary

Panchayt, Rural Housing and Rural
Development Dept.

(Note :- Translated from original circular in Gujarati language)

Copy to :-

- Secretary to Hon'ble Chief Minister, Sachivalay, Gandhinagar.
- Private Secretary to Hon'ble Minister (All), Sachivalay, Gandhinagar.
- Private Secretary to Hon'ble Minister for State (All), Sachivalay, Gandhinagar.
- Private Secretary to Hon'ble Deputy Minister (All), Sachivalay, Gandhinagar.
- P.S. to Chief Secretary, Sachivalay, Gandhinagar.
- Secretary (R.D.) Panchayat, Rural Housing and Rural Development Dept., Sachivalay, Gandhinagar.
- Secretary, Narmada, Water Resources and Water Supply Dept. Sachivalay, Gandhinagar.
- All the Sachivalay Departments
- Commissioner, Rural Development, Gujarat State, Gandhinagar
- All District Development Officer.
- Director, District Rural Development Agency (All)
- Managing Director, Gujarat State, Rural Development Corporation Ltd., Gandhinagar
- Member Secretary, Gujarat Water Supply and Suwerage Board, Gandhinagar.
- All the Members.
- Select File
- Deputy Section Officer - Select File.

ABBREVIATIONS

APL	Above Poverty Line
AWTC	Anganwadi Workers' Training Centre
BISAG	Bhashkaracharya Institute for Space Applications and Geoinformatics
BLS	Base Line Survey
BPL	Below Poverty Line
CA	Chartered Accountant
CBO	Community Based Organisation
CCD	Community Capacity Development
CCDU	Communication and Capacity Development Unit
CEO	Chief Executive Officer
CHC	Community Health Centre
DDO	District Development Officer
DDWS	Department of Drinking Water Supply
DECU	Development Education Communication Unit
DEO	District Education Officer
DHO	District Health Officer
DIA	District Implementing Agency
Dr.	Doctor
DRDA	District Rural Development Agency
Er.	Engineer
ESI	Environmental Sanitation Institute
GCERT	Gujarat Council for Educational Research and Training
GJTI	Gujarat Jalseva Training Institute
GoG	Government of Gujarat
GoI	Government of India
GSMMF	Gujarat State Milk Marketing Federation
HH	House hold
ICDS	Integrated Child Development Scheme
IEC	Information, Education and Communication
IHHL	Individual House Hold Latrines
IMPCC	Inter Media Publicity Coordination Committee
ISRO	Indian Space Research Organisation
KAP	Knowledge, Aptitude and Practice
NCC	National Cadet Corps
NGO	Non Government Organisation
NSS	National Service Scheme
NYK	Nehru Yuvak Kendra
PC	Production Centre
PHC	Primary Health Centre
PLE	Participatory Learning Exercise
PRA	Participatory Rural Appraisal
PRIs	Panchayati Raj Institutions
PTA	Parent Teachers Association
RSM	Rural Sanitary Mart
SIRD	State Institute of Rural Development
SSO	State Level Support Organisation
TSC Project	Total Sanitation Campaign Project
VSC	Village Sanitation Committee
VSP	Village Sanitation Plan
WC	Water Closed
WSC	Women Sanitation Committee

જિલ્લા
ગ્રામ વિકાસ
એજન્સીઓ



ગુજરાત
રાજ્ય

શ્રમયોગ • સંગઠન • સમૃદ્ધિ

**Rural Development
Department**