

W-11045/3/2009-CRSP
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

12th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated : 04.06.2009

To

As per list enclosed

Subject: - Invitation of Tender for outsourcing of a support Agency for Nirmal Gram Puraskar for the year 2009.

Date & Time up to which Tenders Invited	16.06.2009 17.00 hrs.
Date & Time of Tenders Opening	16.06.2009 17.30 hrs.
Tender Quotation should remain valid for acceptance till	60 days from the date of opening of tenders

Dear Sir,

The undersigned is directed to say that Rajiv Gandhi National Drinking Water Mission under the Department of Drinking Water Supply, Ministry of Rural Development intends to engage the services of a Support Agency for verification application for Nirmal Gram Puraskar 2009.

The main objectives for such an agency are indicated as per the Terms of Reference (TOR) enclosed at Annexure-I

It is requested that you may submit your proposal accordingly duly indicating various terms and conditions along with financial requirements for this purpose. Your proposal should reach the undersigned in a sealed cover by 16.06.2009 (17.00 hrs). The proposals received after this date will not be entertained in any case. Tenders will be opened on the same day at 17.30 hours in the presence of the tenderers who may wish to participate.

Government of India reserves the right to accept or reject any offer which it finds inconvenient or not up to the expectations.

The prospective agency will have to furnish security deposit amounting to 10% of the total quoted value of the proposal for due performance of the contract to be entered between the Government of India and the prospective agency.

P.T.O.

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TD(SSG)

The following information is required to be furnished along with the proposal without fail :

- Constitution and legal status of the management
- Registration with specified agencies and previous pre-qualification (s) for similar contract (s)
- Experience on similar works (s) during last three years with details including year-wise monetary value, clients, and proof of satisfactory completion
- Financial standing as certified by Bankers, Audited profit & loss account and Balance sheet, Annual turnover in last three years, access to adequate working capital
- Key personnel available and proposed to be engaged for management and supervision, their qualifications and experience
- Information regarding projects in hand, current litigation, orders regarding execution/expulsion or black listing, if any
- A copy of the current and valid ITCC/PAN.

Please note incomplete or vague quotations are liable to be ignored without any reference.

Yours faithfully,



(K.NARAYANA REDDY)

UNDER SECRETARY TO THE GOVT. OF INDIA

Copy to: The Director (NIC) Tech. for hosting on Web.

SUPPORT AGENCY FOR ASSISTING D/o DWS IN
ACTIVITIES RELATING TO NGP – 2009

TERMS OF REFERENCE

Context:

To give a fillip to the Total Sanitation Campaign (TSC), Government of India launched the Nirmal Gram Puraskar (NGP) in October 2003 and gave away the first awards in 2005. NGP seeks to recognise the efforts made by PRIs and institutions who have contributed significantly towards ensuring full sanitation coverage in their areas of operation. TSC lays strong emphasis on Information, Education and Communication (IEC), capacity building and hygiene education for effective behaviour change with the involvement of PRIs, CBOs, NGOs, etc. NGP is aimed at augmenting the efforts made under this IEC campaign.

During the first year of NGP (2004-05), 478 PRIs applied for the award. However, after due verification only 40 (8.31 per cent) of them were found eligible. The number of PRIs that applied during 2005-06 was 1,582, of which 769 (45.77 per cent) were finally awarded. During 2006-07, 9,867 PRIs sent in applications. Only 4,959 (49.63 per cent) of them were found eligible for the award. During 2007-08 more than 30,563 applications were received for NGP award. Of these only 12,382 (39.%) were found eligible for the award. Even after the selection process, there were a number of complaints regarding the verification process, malpractices indulged in by the verification agencies, etc. which prompted the Government of India to carry out reverification of a number of Gram Panchayats.

The following can receive the Nirmal Gram Puraskar (Copy of NGP guidelines enclosed)

- a) Gram Panchayats, Blocks and Districts, which achieve 100% sanitation coverage in terms of
 - 100% sanitation coverage of individual house holds,
 - 100% school sanitation coverage
 - Free from open defecation and
 - Clean environment maintenance.

- b) Individuals and organizations, which have been the driving force for effecting full sanitation coverage in the respective geographical area.

The procedure for applying for the Nirmal Gram Puraskar is as follows:

The application forms for Nirmal Gram Puraskar are available on the Website of the DDWS: <http://www.ddws.gov.in>, or www.ddws.nic.in which can be downloaded. If required, the same can be translated in local language by the State Government or Project Implementing Agencies and circulated to all the eligible applicants.

The applications are to be duly scrutinized at the District Level and on being satisfied with regard to the eligibility, it is to be forwarded to the State Government.

The State Government has to get the physical verification done of the applications through Voluntary Agencies empanelled for the purpose with the approval of Department of Drinking Water Supply. The eligible applications are to be forwarded to Department of Drinking Water Supply, Ministry of rural Development for further consideration.

The Department, in turn, will examine all the applications and cross verify 30% of the applicants by physical verification through empanelled agencies. If an error of more than 10% is noticed in the forwarded applications, the verifying agency will be blacklisted, the third and final installments will not be released and other punitive actions including refund of fees paid may be initiated against the agency.

Stages of Processing of Applications:

Applications are received in DDWS from PRIs through State Governments and parallelly uploaded on the website of the Department by respective states. The entries on the website need to be checked with the hard copies by the selected agency. Some applications, if received, in the hard copy only are required to be entered in the database server of the online system. The applications need to be examined to verify that all relevant information as per the checklist has been supplied. The applications

that are complete in all respect are to be placed before the Scrutiny Committee. The scrutinised applications are to be sent for field verification by independent agencies and their reports tagged with the relevant application. The verification reports are again to be placed before the Scrutiny Committee. With their recommendation the applications are then to be placed before the National Committee on NGP for approval of the award.

In the process, some complains and objections may also be received against applications or field verifications. These are also to be paired with the relevant application.

Quantum of Work:

Around 30,000 applications were received for NGP 2008. This year the expected application may be of the order of 20000 taking into consideration the revised NGP guideline and raising of bar. These applications would need to be indexed, entered on the computer, sorted, sent for verification. In addition, the complaints and other issues are required to be tagged to the applications.

The applications are to be re-verified by teams constituted with members from States, UNICEF, eminent persons in the field of sanitation. The re-verification report is also to be tagged with the original verification report and compared.

The total quantum of work will be calculated after completion of work in terms of per 500 applications received and processed or part thereof.

Duty Station:

Office of the Department of Drinking Water Supply at Paryawaran Bhawan, New Delhi.

Time and Duration of Contract:

From June 2009 till December 2009, Seven Months. (Subject to change depending on the NGP programme)

Requirements:

Support Agency with capability to provide services for the work as specified above. Adequate manpower and infrastructure including computers and software required for the job that is to be placed at Duty Station. Since the job is time bound, the Agency would be required to work within the deadlines of timeframes and in close coordination with the Department of Drinking Water Supply. It is estimated that a team of minimum 15 persons would be required to work during this period. This number may increase depending upon the need at any point. The agency will have to provide staff as per

requirement of Department of DWS on short notice. Further/ the services of four consultants having minimum qualification as follows shall also be required for a period of six months from the date of their posting by the department to work in following fields:

1. Supporting Event Management of NGP 2 Nos
2. Monitoring & Evaluation 1 Nos
3. IEC 1 Nos

Qualification for Consultants

Event Management

- a) Certificate/Diploma in Event Management or Public Relations
- b) Experience in event management for at least two years
- c) Knowledge, ability to use computer, MS office including graphics is essential
- d) Knowledge of web based / web enabled M & E programmes desirable.
- e) Excellent written and oral communication skills.
- f) Ability to work independently without any secretarial support.
- g) Ability to establish good working relationships analyze, negotiate will be additional advantage.
- h) Knowledge and experience of using various tools and techniques of monitoring and evaluation.

M & E

- a) A degree/diploma in Environmental/ Public Health Engineering; or degree/diploma in Science / Statistics / Social Science / with at least 3 years experience in the field of Rural Water Supply and Sanitation Programme/Rural Development.
- b) Knowledge, ability to use computer, MS office including graphics is essential
- c) Knowledge of web based / web enabled M & E programmes desirable.
- d) Excellent written and oral communication skills.
- e) Ability to work independently without any secretarial support.
- f) Ability to establish good working relationships analyze, negotiate will be additional advantage.
- g) Knowledge and experience of using various tools and techniques of monitoring and evaluation.

IEC

- a) A degree/diploma in Social Science / Extension Services / Communications for Development with at least 3 years experience in the field of communication for Rural Water Supply & Sanitation / Community Health/Rural Development

- b) Experience in Communication Strategy development, implementation and impact assessment of IEC interventions.
- c) Knowledge, ability to use computer; MS Office including graphics is essential.
- d) Excellent written and oral communication skills.
- e) Ability to work independently without any secretarial support.
- f) Ability to establish good working relationships, analyse, negotiate will be additional advantage.

Deliverables:

- a) Comparison of data of hard copy of application with the soft copy loaded on the internet based data system, updating and appending the database in this regard where necessary
- b) The application for NGP to be verified for completion of details as per check list and get the same completed in case of discrepancies
- c) Placing the completed application before the Selection Committee
- d) Compilation of application, scrutiny report, verification report etc. in requisite order for presentation before National Committee on NGP
- e) Verification of data and report sent by verifying agencies, if needed at a very short notice, by deputing persons in the field
- f) To assist the Department in organisation of meetings/functions at appropriate locations in connection with NGP
- g) Uploading of the re-verification report received from re-verification teams and comparing the date with verification report.
- h) Supporting department in organising NGP through contract service.
- i) Analysing NGP data and preparing reports and documents on NGP & TSC
- j) Preparing material for media, publicity, functions etc. for NGP
- k) Any other work in connection with NGP that may arise.

Essential Credentials:

Database management, Experience in indexing of paper records etc.

Desired Credentials:

Availability of team/persons with experience in sanitation/NGP.

Payment Procedure:

Payments will be made in three instalments. First instalment of 30% of the total fee will be paid on acceptance of the contract. Next instalment of 50% will be paid after scrutinising the field verification reports and comparison with the re-verification reports and finalisation of list of awardees. Last instalment of 20% will be paid on completion of work in all respect i.e. after award function to the satisfaction of the Department of Drinking Water Supply.

Dispute:

- a. The decision of the Secretary to the Government of India, Department of Drinking Water Supply, Ministry of Rural Development, shall be final and binding.
- b. In the event of breach or violation of any of the terms and conditions mentioned herein or in the letter issued subsequently allocating the work or sanction of payments or any other letter, the agency shall refund to the Government on its own or on demand and without demur the entire amount paid by the Government along with interest therein at the rate of 12% (twelve percent) per annum from the date of receipt of any amount paid in this regard up to the date of refund thereof failing which the impugned amount would be recoverable as arrears of land revenue.

Enclosures

1. NGP guidelines with annexures

Guidelines for Nirmal Gram Puraskar

To give a fillip to the Total Sanitation Campaign (TSC), Government of India launched the Nirmal Gram Puraskar (NGP) in October 2003 and gave away the first awards in 2005. NGP seeks to recognise the efforts made by PRIs and institutions who have contributed significantly towards ensuring full sanitation coverage in their areas of operation. TSC lays strong emphasis on Information, Education and Communication (IEC), capacity building and hygiene education for effective behaviour change with the involvement of PRIs, CBOs, NGOs, etc. NGP is aimed at augmenting the efforts made under this IEC campaign.

During the first year of NGP (2004-05), 478 PRIs applied for the award. However, after due verification only 40 (8.31 per cent) of them were found eligible. The number of PRIs that applied during 2005-06 was 1,582, of which 769 (45.77 per cent) were finally awarded. During 2006-07, 9,867 PRIs sent in applications. Only 4,959 (49.63 per cent) of them were found eligible for the award. During 2007-08 more than 30,563 applications were received for NGP award. Of these only 12,382 (39.%) were found eligible for the award. Even after the selection process, there were a number of complaints regarding the verification process, malpractices indulged in by the verification agencies, etc. which prompted the Government of India to carry out re-verification of a number of Gram Panchayats. In 2007-08 all NGP awardees of previous years were re-verified to ensure they had sustained their NGP status before the NGP 2008 awardees for each State were finally selected.

Over the last four years, it has been found that State and District authorities have been simply forwarding the applications, at times in anticipation of the PRI attaining the "Nirmal" status. There is a need to increase the stake of States and Districts as well. Also, the Puraskar is an incentive to promote Total Sanitation Campaign. It should be linked to the progress and goals of the Campaign itself. These guidelines seek to incorporate the concepts of increasing involvement of State and District, decentralization of the scrutiny process and linking the Puraskar to the progress of TSC, incorporating the learnings accrued over the years and make the entire process transparent and objective.

Objectives of Nirmal Gram Puraskar

The main objectives of Nirmal Gram Puraskar (NGP) are:

- open defecation within their jurisdiction. The resolution must also include provision for imposing suitable penalty on the offenders and a system for monitoring to prevent open defecation. A copy of the resolution should be attached with the application.
- All water sources to have proper platforms and drainages around them.
 - The PRI must have a functional mechanism for household garbage disposal and a functional drainage system and cleanliness should be maintained in the inhabited areas. No garbage dumping and water logging should exist within the inhabited gaothan/gramthana/lal dora areas of the villages in the PRI. Prevention of open defecation and increasing use of safe sanitation would lead to positive impact on health parameters. There should be a reduction in the number of diarrheal cases and diarrheal deaths in the PRI jurisdiction according to the statistics maintained by the concerned ANM/PHU/PHC.
 - PRIs that promote innovative methods to universalize sanitation, such as SHGs making sanitary pads and their safe disposal through incinerators in schools / community, safe disposal of infant faeces, systems designed for accessibility and use of aged, infirm, physically challenged, etc. would be given weightage in selection for NGP.

2. Organizations such as NGOs, CBOs and SHGs who have been the driving force for effecting full sanitation coverage in the respective PRI area, duly recommended and nominated by the State are eligible to be considered for the NGP. Only such organizations will be considered for the awards that have made outstanding contribution to the cause of sanitation. The criteria for recommendation and nomination will be as follows:

- The area of operation of the Organisation should be at the Block or District level.
- The Block/District Panchayat as the case may be, must have got the Nirmal Gram Puraskar.
- The Organisation should have been working in at least 25 per cent GPs of Intermediate / District Panchayat and should have verifiably contributed to their getting the NGP.
- Subject to the condition that the concerned Block/District Panchayat having got the NGP, organizations that have promoted innovations like accessibility to public toilets by differently abled persons, environment friendly garbage disposal, re-use and recycling of waste water and garbage, etc., or done exemplary work in special circumstances like disasters, difficult areas etc, may also be nominated by the State.

1. To bring the topic of sanitation to the forefront of social and political development discourse in rural India.
2. To develop open defecation free and clean villages which will act as models for others to emulate.
3. To give incentive to PRIs to sustain the initiatives taken by them to eliminate the practice of open defecation from their respective geographical area by way of full sanitation coverage.
4. To increase social mobilization in TSC implementation, by recognizing the catalytic role played by organizations in attaining universal sanitation coverage.

Eligibility Criteria for NGP applicants

The Award shall be given in two categories:

1. All Panchayati Raj Institutions, ie, Gram Panchayats, Intermediate Panchayats and District Panchayats, are eligible to apply for the Nirmal Gram Puraskar. No PRI can apply for NGP more than thrice, including re-verification application, if any.

The eligibility criteria for NGP award are that:

- All households in the PRI area must have access to and all members should be using individual toilets or community complexes.
- Where households are using community toilet complexes instead of individual toilets, the community toilet complex should have one latrine seat for every one to a maximum of three such households. Each latrine seat should be exclusively used and maintained by these households only. Each family should have duplicate individual keys and be responsible for its maintenance.
- All Government, private aided and unaided schools and Anganwadis must have functional and clean toilets and urinals. All co-educational schools above primary level must have separate urinals and toilet blocks for boys and girls. Toilets and urinals should be available separately for boys and girls in adequate proportion, one urinal for every 20 to 40 and one lavatory for every 80-120 boys/ enrolled in the school.
- Complete elimination of open defecation within the boundaries of the PRI. Nobody, including floating population, defecates in the open and child faeces are disposed of in toilets.
- The applicant Gram Panchayat/ all Gram Panchayats in applicant PRI jurisdiction should adopt a resolution in the Gram Sabha to ban

- open defecation within their jurisdiction. The resolution must also include provision for imposing suitable penalty on the offenders and a system for monitoring to prevent open defecation. A copy of the resolution should be attached with the application.
- All water sources to have proper platforms and drainages around them.
 - The PRI must have a functional mechanism for household garbage disposal and a functional drainage system and cleanliness should be maintained in the inhabited areas. No garbage dumping and water logging should exist within the inhabited gaathan/gramthana/lal dora areas of the villages in the PRI. Prevention of open defecation and increasing use of safe sanitation would lead to positive impact on health parameters. There should be a reduction in the number of diarrheal cases and diarrheal deaths in the PRI jurisdiction according to the statistics maintained by the concerned ANM/PHU/PHC.
 - PRIs that promote innovative methods to universalize sanitation, such as SHGs making sanitary pads and their safe disposal through incinerators in schools / community, safe disposal of infant faeces, systems designed for accessibility and use of aged, infirm, physically challenged, etc. would be given weightage in selection for NGP.

2. Organizations such as NGOs, CBOs and SHGs who have been the driving force for effecting full sanitation coverage in the respective PRI area, duly recommended and nominated by the State are eligible to be considered for the NGP. Only such organizations will be considered for the awards that have made outstanding contribution to the cause of sanitation. The criteria for recommendation and nomination will be as follows:

- The area of operation of the Organisation should be at the Block or District level.
- The Block/District Panchayat as the case may be, must have got the Nirmal Gram Puraskar.
- The Organisation should have been working in at least 25 per cent GPs of Intermediate / District Panchayat and should have verifiably contributed to their getting the NGP.
- Subject to the condition that the concerned Block/District Panchayat having got the NGP, organizations that have promoted innovations like accessibility to public toilets by differently abled persons, environment friendly garbage disposal, re-use and re-cycling of waste water and garbage, etc., or done exemplary work in special circumstances like disasters, difficult areas etc, may also be nominated by the State.

Incentive Amount Pattern

Incentive amounts to PRIs are offered based on a population criterion, which is given in the table below.

PRI	Population of Gram Panchayat					Popn. Of Intermediate Panchayat		Popn. Of District Panchayat	
	Less than 1000	1000 to 1999	2000 to 4999	5000 to 9999	10,000 and above	Upto 50000	50001 and above	Upto 10,00,000	More than 10,00,000
Population Criteria as per Census 2001									
Incentive Amount (Rs in Lakh)	0.5	1.0	2.0	4.0	5.0	10.0	20.0	30.0	50.0

Incentive amount is offered only to PRIs. Organisations will be given citations and trophies in recognition of their efforts.

Application Procedure

For PRIs

PRIs are required to submit applications in the prescribed format given in Annexure 1. Applications submitted by PRIs will be verified by the States concerned on their own. States may decide on whether to levy a fee on each application, which will not be refunded if the applicant fails to win the award.

For Organisations

Organisations are required to be nominated by district level officials. After getting nominated, such organisations are required to submit their applications in the prescribed format given in Annexure 2.

Dates of Application, Verification and Award

The NGP function will be held in the month of November every year. Applications can be entered or submitted by the PRIs throughout the year. All applications received upto 15th February will be considered for that year's award. Verification by States should be completed by 15th April and final names to be sent to DDWS by 15th May through the on-line system of the Department. DDWS will complete the sample verification by

15th June and publish the provisional list of Awardees by 15th July. Any request for re-verification will be entertained upto 15th August only and final list of Awardees published by 15th September. Requests not adhering to this timeline will be considered for the next year list.

However in the case of awards for 2009, the last date for receipt of applications would be 30th June, 2009. Verification by States to be completed by 15th August and final names to be sent to DDWS by 15th August through the online system of the Dept. The provisional list of awardees will be published by DDWS by 15th October, 2009.

Verification Process

States may devise procedures for verification at district level including setting up of District Scrutiny Committees if required.

State Governments will identify verifying agencies from a panel prepared by DDWS and get the applications verified by them. The formal report to be submitted by the verifying agencies is at Annexure 3. Verifying agencies may be chosen from among:

- NGOs which have been working in the sanitation or rural development field for more than three years
- Research organizations
- Team of district officials and earlier NGP awardees
- Functionaries of the verifying agencies should be trained at Key Resource Centres (KRCs), Communication and Capacity Development Units (CCDUs) and State Institutes of Rural Development (SIRDs). IEC, CCDU funds may be utilized for training of verification agencies.

No sub-contracting of the verification process by any agency should be allowed. Any agency found sub-contracting the verification should be/will be debarred.

Uniform formats and reporting guidelines as prescribed by DDWS should be followed by all verification agencies at all levels.

Scrutiny by State Government

After receiving the verification reports from the verifying agencies, these along with the PRI applications should be placed before the NGP State Scrutiny Committee headed by the State Secretary incharge of Sanitation. The composition of the Committee would be:

- State Secretary incharge of sanitation – Chairperson
- Total Sanitation Campaign Coordinator
- State Project Director, Sarva Shiksha Abhiyan
- State Mission Director, NRHM
- Director, Women and Child Development
- Engineer-in-Chief/Chief Engineer, PHE/PRE Dept.
- One expert in sanitation to be nominated by the State Govt.
- One representative of a prominent NGO working in sanitation field for more than 10 years.

Based on the applications, field verification and other relevant information the State Scrutiny Committee would certify the eligibility of the applicant PRIs and recommend the eligible scrutinised applications to the Government of India on the on-line system of the Department. Hard copies under the signature of the State Secretary will also be required to be sent to DDWS by the specified date. Certificates signed by any other officer would not be accepted.

DDWS, on its part, will verify 30% of the recommended applications at the field level through other verifying agencies. Such agencies will be selected from the database prepared and maintained for the purpose by the Government of India. The recommendation made by the State Committee would be finally confirmed by the National NGP Selection Committee/s.

In the case of recommendations for Intermediate Panchayats the DDWS will take into account all the Gram Panchayats awarded upto the previous year. DDWS will check 25% of the constituent GPs for NGP status for verifying the selection.

The NGP is a prestigious award. Its importance should not be devalued by routine forwardal / cursory examination without proper verification. If the final verification and scrutiny at the DDWS level results in more than 10% of the recommended applications being found to be ineligible then the DDWS would reverify all the remaining applications also and would also deduct the entire cost of verification exercise of all applications both eligible and ineligible, from the funds to be released to the State. In case more than 10% of cases recommended by a verifying agency are found on final verification by the DDWS to be ineligible, such verifying agencies will also be debarred from further verification work.

Selection by DDWS for Block & District Panchayats and Organizations

The State will after scrutiny by the State NGP Scrutiny Committee, nominate the Block and District Panchayats and Organizations that it

considers likely to be awarded the NGP for the year, following the same time-table as set for the Gram Panchayats. The Department of Drinking Water Supply will take into account all Gram Panchayats awarded the NGP upto the previous year. DDWS will check 25% of the constituent Gram Panchayats for NGP status and select the Block and District Panchayats accordingly.

The work of Organisations will also be checked by DDWS in an appropriate manner.

The applications recommended by the States would be placed for final selection before the National NGP Selection Committee(s) which would consist of:

- Joint Secretary or Officer of equivalent rank nominated by the Department of DWS
- Secretary dealing with Sanitation from concerned State Government or his representative
- Two Individuals/ Organizations with more than 10 years of experience in sanitation field

Procedure for payment of Incentive amount

Once the PRI is selected for the award by the National NGP Selection Committee, the total incentive amount for all the PRIs falling in a particular State will be transferred to the TSC account of the State concerned which will in turn release it to the awardees. GPs whose prize money is up to Rs. 0.50 lakh will get it upfront. However, GPs which are entitled to more than Rs. 1.00 or more lakh as prize money will get it in two installments. The first installment will be released immediately after GPs are selected for the award. The second installment will be retained by the State DWS Mission. Release of the second installment is contingent on the sustainability of the open defecation free (ODF) and NGP status attained by the GP. For this purpose random checks will be carried out by the State DWSM after 6 months in all the awardee GPs. If NGP and ODF status is found continuing, second installment will also be released by the State DWSM. Otherwise the second installment will be forfeited and the first instalment would be recovered from the awardee PRI.

Usage of the Incentive Amount

PRIs which receive the incentive amount should use it for improving and maintaining sanitation facilities in their respective areas. Some of the activities that could be taken up using this incentive money are:

- Creation of community sanitation facilities at market places, schools, Anganwadis, Primary Health Centres, dispensaries, etc.
- Solid and liquid waste management requirements over and above the 10 per cent of funds provided under TSC
- Purchase of land for Solid and Liquid waste management subject to approval by DWSM/ZP.
- Ensuring maintenance of sanitary facilities and sustaining ODF status
- Provision of drinking water supply and rain water harvesting.
- Promotion of vermicompost
- Promotion of Eco-san
- Promotion of toilets for disabled/aged
- Promotion of biogas linked toilets in groups or for individual households
- Production of sanitary napkins and construction of incinerators or any other means of disposal
- Any other innovative means of solid and liquid waste disposal, including biogas units.
- Incentive money could be utilised for creating individual facilities for SC/ST families where they are using community toilets.

Blocks and Districts may use the funds to set up monitoring mechanisms for sanitation. They may also allocate additional funds to Gram Panchayats for maintenance of cleanliness and promoting collection of user charges for community facilities. No permanent posts or salary liabilities should be created with these funds.

GPs winning NGP should function as training centers for people from other GPs aspiring to achieve full sanitation coverage and Pradhans from such GPs may be used as facilitators and motivators. Blocks and Districts may use the NGP funds for providing remuneration to such Pradhans.

The incentive amount should not be used for the following purposes:

- Organisation of workshops, seminars, etc.
- Organisation of Melas
- Organisation of sports events, etc.
- Purchase of vehicles, mobiles, computers, furniture etc.

Maintenance of Accounts

The PRIs will maintain a proper account of incentive amount received and the purpose for which it is spent along with vouchers, etc. After utilising the money, they will have to furnish Utilisation Certificate to the agency implementing TSC at the district level. Such agencies will in turn forward the consolidated Utilisation Certificate to the State Government.

Any interest accrued on this fund will be utilised for the same purpose to which the incentive money is put to.

Disincentives in case of relapse from ODF status

Every award winning GP is entitled to put up an 'NGP Board / Logo' (Annexure 4) declaring the open defecation free status of the GP. However, this right will be withdrawn if the GP fails to sustain the open defecation free status. If a GP relapses, it will not get the second installment of the award money, the first instalment would be recovered and it will lose the right to display the 'NGP Board / Logo'. Even after the release of second installment, there will be random checks to ensure that GPs maintain their open defecation free status. Complementary monitoring indicators such as outbreak of waterborne diseases, bacteriological content of the drinking water source etc. will also be used to assess the sustainability of sanitation coverage. If open defecation is found at any point of time in a GP, there will be a public announcement of de-recognition.

The list of NGP winners will be posted on the website of the Department to facilitate social auditing of the results.

Appeals

The National NGP Selection Committee shall be the final authority to decide on all appeals for selection, verification process, and any related matter. This Committee shall also have the mandate to overrule any aspect of this Guideline for State specific issues and bring in force any changes in these Guidelines.

APPLICATION FORM FOR NIRMAL GRAM PURASKAR

(For Panchayati Raj Institutions)

GP	BP	ZP
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1. Category of PRI

.....

2. State

.....

3. District

.....

4. Block
(Mention only if the application is from a Block/ Tehsil / Mandal or Gram Panchayat)

.....

5. Gram Panchayat
(Mention only if the application is from a Gram Panchayat)

.....

6. Population of the applicant PRI

.....

7. Complete Postal address of the PRI

.....

Pin Code:

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8. Household details at the time of conducting Baseline Survey -

8.1 Date/Period of Baseline Survey Conducted in GP/BP/ZP

.....

8.2 Status during the Baseline Survey -

No of Households	Population	BPL Households		APL Households	
		With Toilet	Without Toilet	With Toilet	Without Toilet

8.3 Date of achieving NGP status by fulfilling eligibility criteria.
(Should achieve by 31/03/2009)

.....

8.4 Status of coverage of households as on 31/03/2009 -

No of Household	Population	BPL Household		APL Household		No. Of Households using Community Toilet	No. Of usable toilet seats available in these community Toilets
		With Toilet	Without Toilet	With Toilet	Without Toilet		

8.5 Status of coverage of Anganwadi as on 31/03/2009-

Anganwadi Name	No. Of Children in Anganwadi	No. Of Toilet seats available	No. Of Urinal spaces available

8.6 Status of coverage of Schools as on 31/03/2009 -

School Name	School Category *	School Type#	Total Students@			Total urinal Seats available@			Total Toilet Seats available@		
			Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls

* School Category: Primary/Upper Primary/High School/Higher Secondary
 # School Type: Boys/Girls/Co-educational
 @ Only in case of Coeducational Upper Primary/High school/higher Secondary schools Boys and Girls columns needs to be filled. Other wise in addition to Total only Boys/Girls column needs to be filled.

8.7 Number of diarrhea cases in the last 3 years?(Data to be taken from ANM/PHU/PHC records)

Year	2006	2007	2008
No of diarrhea cases			

- 9 Whether the eligibility conditions have been met? Yes / No
- 9.1 Whether the PRI area is free from Open Defecation? Yes /No
- 9.2 Whether all members of all households in the PRI are using Toilets? Yes / No
- 9.3 Whether households using Community Toilets have at least one Latrine seat per three Households? Yes / No
- 9.4 Whether all Schools and Anganwadi in the PRI have Toilets? Yes / No
- 9.5 Whether all schools and Anganwadi have Toilet seats and Urinal spaces in proportion to the number of boys/girls separately? Yes /No
- 9.6 Is there functional mechanism for garbage disposal and drainage system? Yes / No
- 9.7 Do all drinking water sources have proper platforms and drainages around them? Yes / No

CERTIFICATION

This is to certify that all members of all households in the PRI are using toilets. This is to further certify that the practice of open defecation has been fully eliminated in our PRI area.

This is to also certify that all schools in our PRI are having adequate and functional toilets and urinals facility, which are being used by children. There are separate toilet blocks for boys and girls in all CO-EDUCATIONAL Upper Primary/High school/Higher secondary schools in the PRI. All the toilets are properly maintained and students are educated about hygiene and sanitation aspects.

In view of this, we request that our PRI should be awarded Nirmal Gram Puraskar. We also undertake to utilize the award money for further improving sanitation facilities in our PRI.

Chairman, PRI
(Name, Signature and Date)

Member Secretary, PRI
(Name, Signature and Date)

Application Verified and Recommended by

1) Executive Officer, Block Panchayat
(Name, Signature and Date with official seal)

2) Chief Executive Officer, Zilla Panchayat
(Name, Signature and Date with official seal)

Resolution

We the members of _____ Gram Sabha of
Village : _____
Gram Panchayat : _____
Block : _____
District : _____

Hereby resolve that in order to safeguard the health, dignity, privacy and security of women, children, aged and all people in our village, no one should defecate in the open. Child faeces should be disposed of in toilets alone.

We the members of the Gram Sabha resolve that a administrative fee/penalty of _____ be imposed on anyone infringing this resolution by defecating in the open or disposing of child faeces in the open. We also resolve to set up the following system of monitoring to prevent open defecation.

In each cell the Signature of President/Members with his/her full name to be given.

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15

STATE CHECK LIST FOR NIRMAL GRAM PURASKAR
(For Panchayat Raj Institutions)
To be filled in by State Government

GP	BP	ZP
----	----	----

1. Category of PRI
.....
2. Gram Panchayat
(In case of GP application)
.....
3. Block
(In case of BP/GP application)
.....
4. District
.....
5. State
..... Yes/No
6. Whether the PRI is free from open defecation? Yes/No
7. Whether all households in the PRI are using toilets? Yes/No
8. Whether the households using community toilet have at least one latrine seat
per three households? Yes/No
9. Whether all households and Anganwadis in the PRIs have functional toilets? Yes/No
10. Whether separate Toilet Block provided for girls in all schools? Yes/No
11. Whether all schools and Anganwadis have toilet seats and urinal spaces and in
proportion to the numbers of boys and girls separately? Yes/No
12. Is there a functional mechanism of garbage disposal and drainage system? Yes/No
13. Whether clean environment is maintained in the PRI area? Yes/No
14. Do all drinking water sources have proper platform and drainages around them? Yes/No
15. Whether ZP has recommended the award? Yes/No
16. Whether the State Selection committee has recommended the PRI for NGP? Yes/No

This is to certify that the application of ----- PRI has been checked and verified with all due diligence, on the basis of which the PRI is found to fulfill the NGP eligibility conditions and is therefore recommended for award of Nirmal Gram Puraskar.

Signature
Secretary to the State Government

(Only signature of Secretary will be accepted. Cases signed by other officers, or signed on behalf of Secretary will not be considered)
(Hardcopies of only applications which are duly recommended for consideration may please be sent to DDWS)

APPLICATION FORM FOR NIRMAL GRAM PURASKAR

(For Organizations)

1. Name of Applicant Organization
2. Complete Postal address
.....
.....
3. Name of Contact person
 Phone No (with STD Code)
 Email Id
4. Area of work
 (PRI Level of Applicant in Sanitation Program i.e Whether BP/ZP)
5. Whether the BP/ZP has been awarded NGP or has become eligible in current year? Yes/No
6. The role played by Applicant (a brief description)
.....
.....

7. Whether applicant has worked for (more than one may be ticked)

Sl No	Item	Yes	No	Details of each may be provided below
(i)	Program Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii)	IEC	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii)	RSM/PC	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

(iv)	Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(v)	School sanitation & Hygiene education	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(vi)	As Motivator	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(vii)	Innovations promoted by the organization			
	(a) Disabled friendly toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(b) Environment friendly garbage disposal and reuse/recycling	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(c) Reuse or recycling wastewater	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(d) Sanitation work in disaster situation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(e) Sanitation work in difficult area	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(viii)	Innovative methods to Universalize Sanitation			
	(i) Sanitary pad production	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(ii) Safe disposal of sanitary pad	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(iii) Sanitation for aged, Infant, physically challenged	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

8. What are the quantifiable results of the efforts of the applicant? (Please mention briefly)

.....

.....

.....

CERTIFICATION

This is to certify that all the information furnished by me is true and I have not presented any wrong or distorted information. If at any point of time the information furnished by me is found to be wrong, I will forfeit my claim for Nirmal Gram Puraskar.

I request the Government of India to consider me for award of NGP

Yours faithfully

Name:

Designation:

Date:

(Signature of Applicant)

Recommendation by EO, BP

I have verified the claims of the organization as given above and certify that they are true on the basis of the verification.

Executive Officer, Block Panchayat
(Name and Signature with official seal)

Date:

Recommendation by CEO, ZP

I have got verified the claims of the organization as given above and on the basis of the verification, I recommend the application of the organization for the NGP award.

Recommended by Chief Executive Officer, Zilla Panchayat
(Name and Signature with official seal)

Date:

**CHECK LIST FOR NIRMAL GRAM PURASKAR
(For Organizations)**

RECOMMENDATION BY STATE GOVERNMENT

1. Name of Applicant Organization
.....
2. Address of Applicant
.....
.....
.....
3. Name of Contact person
Phone No (with STD code)
Email Id
4. PRI where Applicant organization has worked (BP/ZP)
Name of PRI
Block
District
State
Population of the PRI
5. Whether the organization mentioned above is eligible for NGP? Yes No

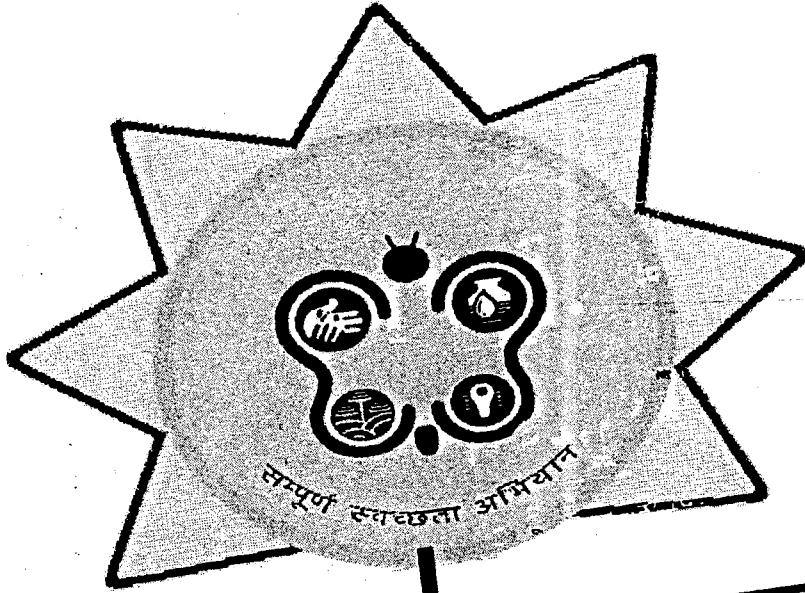
Recommendation of State Government

The State Government recommends the organization mentioned above for NGP award.

**Signature
Secretary to the State Government**

Sign for NGP Village





Nirmal Gram