

No.W-11045/12/2012-CRSP
Government of India
Ministry of Drinking Water and Sanitation

12th floor, Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi – 110 003.
Dated the 7th May, 2013

To

Principal Secretaries/ Secretaries
In- Charge of Rural Sanitation
All states/ UTs

Dear Sir/Madam,

As you are aware, GOI launched an award based Incentive Scheme for fully sanitized and open defecation free Gram Panchayats, Blocks, Districts and States called "Nirmal Gram Puraskar" (NGP) in October 2003. NGP award scheme has been modified from time to time based on feedback received from States.

Till 2011 Nirmal Gram Puraskar was given by Ministry of Drinking Water and Sanitation (MoDWS), Government of India at all levels of PRIs that is Gram Panchayat, Block Panchayat and District Panchayat. But with transition from Total Sanitation campaign to Nirmal Bharat Abhiyan in 2012, there has been a change in approach of selection of Panchayats. It has been decided that the selection of Gram Panchayats to be awarded Nirmal Gram Puraskar will be taken up by the States, while selection of the Blocks, District Panchayats shall continue to be with the Centre.

Under revised Nirmal Gram Puraskar Guideline, (December-2012), the new scoring pattern has been introduced with the objective of undertaking proper scrutiny of the ODF status of these aspiring GP's. To make the selection of these Nirmal Grams more transparent and uniform across the country, a Generic Guideline is being issued along-with this letter to assist the states regarding the survey methodology to be adopted, tasks to be conducted and generic observations to be made while awarding marks under the new scoring pattern.

Since its inception, NGP scheme has played a role of catalyst in accelerating Sanitation coverage. I am sure that changed approach with exhaustive criteria will definitely help in selecting Panchayati Raj Institutions (PRIs) and organisations which have contributed significantly towards ensuring full sanitation coverage in their areas of operation.

It is requested that the enclosed Generic Guidelines may kindly be noted and may be brought to the notice of all concerned for necessary action.

Yours faithfully,



(Saraswati Prasad)
Joint Secretary (S&A)

Copy to: NBA Coordinators, All States/UTs.

Generic Guidelines Detailing Survey Methodology for Selection of Gram Panchayats for NGPs

1. Background:

Government of India (GOI) has been promoting sanitation coverage in a campaign mode to ensure better health and quality of life for people in rural India. To add vigour to its objective of making the country open defecation free, GOI launched an award based Incentive scheme for fully sanitized and open defecation free Gram Panchayats, Blocks, Districts and States called "Nirmal Gram Puraskar" (NGP) in October 2003. NGP award scheme has been modified from time to time based on feedback received from States.

With the changeover from Total Sanitation campaign to Nirmal Bharat Abhiyan in 2012, there has been a change in approach of selection of Panchayats and giving of the awards. Nirmal Gram Puraskar till 2011 was given by Ministry of Drinking Water and Sanitation (MoDWS), Government of India at all levels of PRIs that is Gram Panchayat, Block Panchayat and District Panchayat. But under revised NGP guideline, it has been decided that the selection of Gram Panchayats to be awarded Nirmal Gram Puraskar will be taken up by the States, while selection of the Blocks, District Panchayats shall continue to be with the Centre.

2. Eligibility for qualifying for NGPs:

A Gram Panchayat will be eligible to apply for the NGP if it fulfils the following criteria

- The Gram Panchayat has adopted a resolution to ban open defecation within its entire area inclusive of all habitations and villages.
- All habitations within the Gram Panchayat jurisdiction have access to water for drinking and sanitation purposes.
- The Gram Panchayat has achieved objectives for all components as approved in the District Project and entered it in the IMIS of the Ministry of Drinking Water and Sanitation.

3. Procedure for selection at the state level:

District Water and Sanitation Mission (DWSM) will call for applications from the Gram Panchayats and verify the applications through inter-district survey team by following methodology, checklist as mentioned in this guideline. The survey team will then give their report based on the scoring pattern as per NGP guidelines to the DWSM. The DWSM will examine them and make the final recommendations to the State. The final recommendations shall be placed before the State NGP Selection Committee for selection of GPs for NGP.

4. **Scope of work of the Inter-district survey team:**

- Collect a copy of the resolution adopted by the GP towards banning open defecation in the GP.
- All schools, Anganwadis and community toilets should be visited and the toilets inspected in the GP. The team shall also interview students in Primary classes and collect information to ascertain (a) How many have Toilets in their houses and (b) Usage of toilets by them and their family members.
- Discussions should be conducted with PRI members, School teachers, Anganwadi workers, NGOs, ANM and district/block level officials regarding general sanitation in the GP including open defecation, availability of adequate water, IEC activities witnessed and provisions in place for disposal of solid and liquid waste in the Gram Panchayat.
- Discussions to be conducted with school teachers, ASHAs, NGOs, village elders regarding the IEC activities on sanitation that they have witnessed during the preceding year.
- The team should ascertain whether the practice of open defecation has been eliminated/ stopped by visiting the traditional places of open defecation at night and in the wee hours of the morning.
- The team should ascertain what all IEC / BCC activities have been conducted in the GP during the past year. They should also look for posters/ wall writings etc that have been put up in the GP.
- The survey team shall visit all the villages/clusters in the GP to assess the general cleanliness in the village and see if any garbage/waste is dumped near any public drinking water source/public areas/Panchayat Bhawan etc. The survey team shall also see if there are any choked drains in the village or pools of stagnant water that can act as breeding place for mosquitoes and report the same.

5. **Survey methodology to be adopted**

- a) *Households to be surveyed should be selected following Cluster Random Sampling technique so as to invariably represent all the villages or clusters of GP in the same proportion as total BPL and APL and SC/ST households in the GP. The respondents covered should include a fair sampling of women.*

b) For **Individual Household Latrines, Availability of water for each household and for proper system of SLWM at household level**, the surveying team will visit the applicant PRIs and conduct the survey as per the sample mentioned below

- GPs having less than 1000 households = min 50 households to be surveyed
- GP having more than 1000 households = min 70 households to be surveyed

c) The surveying team will visit the applicant PRIs and conduct the survey in all the **Community Toilets/ School toilets/ Anganwadi Toilets** in the GP.

d) For **Solid and Liquid Waste management**, The survey team will see the general cleanliness and proper system of transportation and disposal in village level as per NGP guideline(scoring pattern)

e) **Information Education Communication**

Check in the GP as per the NGP guidelines scoring pattern criteria

6.a. Scoring Pattern as per NGP guidelines:

	Criteria	Max Marks	
	Mandatory criteria		85
1	Individual household latrine (IHHL)	50	
2	School Sanitation	8	
3	Anganwadi Sanitation	8	
4	Access to adequate water as per National Rural Drinking Water Program (NRDWP) Guidelines	10	
5	IEC activities	9	5
	Other Criteria		
6	Solid Waste Management	5	
7	Liquid Waste Management	10	
	Total Marks	100	90

6.b. **Details of the criteria:**

	Sub-criteria	Marks
1	IHHL	
1.1	Toilet usage by all households, migrant labor and at public places and no open defecation found in GP	30
1.2	Toilets constructed in a way that safely confines feces (improved/safe sanitation)	5
1.3	Household and public/community toilets are properly maintained	5

1.4	Child stools are safely disposed	5
1.5	No manual scavenging	5
	Sub-total	50
2	School Sanitation	
2.1	Availability of separate and adequate toilets for boys and girls in schools	2
2.2	Toilets are being used by students and teachers	2
2.3	School toilets are properly maintained	2
2.4	Soap is available for hand-washing	1
2.5	Availability of adequate water for drinking and other purposes at School	1
	Sub-total	8
3	Anganwadi Sanitation	
3.1	Availability of toilet in the Anganwadi	2
3.2	Toilets are being used by children	2
3.3	Anganwadi toilet is properly maintained	2
3.4	Soap is available for hand-washing	1
3.5	Availability of adequate water for drinking and other purposes at Anganwadi	1
	Sub-total	8
4	Availability of Water as per NRDWP Guidelines	
4.1	Availability of 55 lcpd water for each inhabitant of the GP	4
4.2	Availability of water source for each household within a distance of 100 meters	4
4.3	Regular Testing of all water sources	2
	Sub-total	10
5	Information Education Communication	
5.1	Children friendly drawings and paintings around the school and Anganwadi toilets	1
5.2	Sanitation and Cleanliness messages displayed in Public places in the Gram Panchayat	2
5.3	Appointment and Engagement of <i>Swachata Doots for interpersonal communication</i>	2
5.4	Organized outdoor and traditional media activities like street theater, folk art, dance drama etc, at public places in the GPs to create awareness	1

5.5	Organized community mobilization activities like creation of network of community leaders, youth groups, women's group to disseminate information about sanitation and hygiene in the GPs	1
5.6	Fines being collected for violation of open defecation ban	2
	Sub-total	9
6	Solid Waste Management	
6.1	Proper system of segregation of solid waste at household and village level	2
6.2	Proper system of safe transportation and/or disposal of solid waste at household or village level	2
6.3	General cleanliness in the streets, open spaces and surroundings	1
	Sub-total	5
7	Liquid Waste Management	
7.1	Proper disposal and management of liquid waste at household level	4
7.2	Proper platform around water sources and drainage	3
7.3	Proper disposal and management of wastewater in the public areas and near public water sources	3
	Sub-total	10
	GRAND TOTAL	100

In addition to the above, an awardee GP will also get 5 bonus marks for having household piped water supply connections in all its habitations. The bonus marks received shall be indicated separately by the survey team.

7. Checklist to be adopted for ensuring compliance against criteria/ sub-criteria under Scoring pattern

A generic checklist for observation needs to be followed before awarding the required mandatory marks as mentioned above.

I. For IHHL/ Community Toilets

- Observe if toilet in the household are used by all family members.
- Observe if the toilets are functional and is fit for daily use

- Toilets are located at safe distance from drinking water source
- Observe that there is no chance for flies / insects to come in contact with faecal matter
- Observe that the (pan/ platform) toilets are clean
- Observe if soap/ ash is available for hand washing in/ near toilets
- Observe if child feces are properly disposed in the toilet and not thrown in dustbins/ garbage heaps etc.
- Observe if community toilets and urinals are present in the Gram Panchayath
- Find out that if anyone/ agency in the GP has been assigned the responsibility of maintenance of the community toilet
- Observe that there is no open defecation happening in the GP.
- Make sure that no manual scavenger exists or is available in the GP
- Make sure that scavenging by animals do not exist in the GP
- Make sure that no night soil is released into open drains in the GP

II. For School Sanitation

- Observe if there are separate toilets for boys and girls in schools
- Observe if the toilets are used by teachers and students alike
- Observe if the toilets are cleaned and maintained in a hygienic manner
- Observe if there is provision and supply of adequate water in the toilets
- Observe if there is hand washing facility with soap/ ash in or near the toilets
- Observe if there is separate and safe drinking water facility in the school.
- Observe if there is safe and separate drinking water facility in the school.

III. For Anganwadi Sanitation

- Observe if there are clean toilets in Anganwadis
- Observe if the toilets are child friendly being used by children
- Observe if the Anganwadi has stock of cleaning agent for keeping toilets clean
- Observe if there is proper supply of water to the toilets
- Observe if soap is available for hand washing in the toilets
- Observe if there is provision for clean drinking water in the Anganwadi

IV. Availability of Water

- Make sure that each inhabitant of the GP has access to adequate amount of water
- Find out if piped water supply connection is available in all its habitations.

- Observe if there is availability of water source within a distance of 100 meters for all inhabitants of the village
- Find out if water testing is carried out at the GP level and records are maintained on bacterial and chemical contamination of water.

V. Information Education Communication

- Observe if there are any posters, hoardings, wall writings etc being displayed at public places in the Gram Panchayat to sensitize the general public on sanitation issues
- Observe if child friendly drawings/ paintings inculcating sanitation friendly messages have been put up around school/ Anganwadi toilets.
- Check the records to see if Swachhata doots/ district coordinators have been appointed (Swachhata Preraks have a key role to play in streamlining IEC activities in the district)
- Check if the GP has involved youth forums, women's groups or involved religious leaders or created a committee for carrying out IEC activities on sanitation in the GP
- Check if the GP has organized outdoor communication activities like nukkad natak, puppet shows, dance dramas, folk theater or folk art based communication activities to propagate sanitation messages in the GP.
- Check if there is any provision for collecting of fines from people defecating in the open

VI. Solid Waste Management

- Observe if solid waste is separately sorted out at the household/ village level
- Observe if kitchen and other solid wastes are not thrown on the streets or anywhere in the GP
- There is no accumulation of heap of waste anywhere in the GP
- Check if the GP has systems in place for collection of public waste like dustbins, koodadans etc
- Has the GP initiated any innovative activities like Vermin composting/ set up bio gas plants
- Check if there is arrangement for transportation or disposal of waste at the GP level
- Check if systems are in place/ sweepers or cleaners engaged for upkeep of public places

VII. **Liquid Waste Management**

- Observe if there is a functional drainage system in the Panchayath
- Check if there are soak pit arrangements in households that are not connected to the village drainage system
- Check that there is no stagnant waste water in any part of the GP
- Check if systems are in place for cleaning of drains / soak pits in the GP
- Observe if the platform and area around hand pumps are kept clean and there is no collection of stagnant water around it
- Has the GP devised any system for the reuse of waste water

8. **Deliverables to be submitted by the survey team**

1. Filled in Performa of NGP fulfilling the Mandatory 90 marks criteria
2. Detailed note on granting of NGP based on the observation checklist
3. Color photographs for each G.P clearly showing the following:
 - a) Gram Panchayat office, PRI members and survey team during the visit
 - b) Open defecation sites seen (if any)
 - c) School and Anganwadi toilets found not functional/not clean (if any)
 - d) Pictures of IEC/ social mobilization activities/ copies of any IEC materials that have been developed like posters/ pamphlets etc.
 - e) Pictures of drains/ dustbins that are used
 - f) Picture of transportation of wastes
 - g) Picture of any SLWM initiatives
 - h) Garbage/waste dumped near specified areas(if any)
 - i) Proof of cleanliness in the village (if any) (Pictures of places such as Village streets, Panchayat Bhawan, Outside/near School(s), other public places.)