STRATEGIES TO BE FOLLOWED TO DECLARE ULB TOWN ODF

IHHTs

- Verify Ward wise IHHT progress with sanctioned (Col. No.3/Completed) (Col. No.12/) Yet to be grounded (Col. No.3-9) / Balance (Col. No.3-12). (item no.1.1 in the attachment)
- The progress on IHHTs, CTs, PTs and ODF Wards may be reviewed on daily basis.
- All the in-eligible cases
  i.e. 1. Already having Toilet
  2. Having No site
  3. Double entries
  4. HHs in encroachments
  5. Court cases
  May be deleted from the target list
- All the in-eligible case HHs to be tagged to nearest Community Toilet
- Arrive the ward wise list as above and entrust to different functionaries of ULB.
- Petty contractors may be asked to take up the balance IHHTs and to complete the same by 15th of September, 2016.
- In respect of ineligible cases if FTO not generated can be deleted at Commissioner’s login itself. If FTO is generated and to be deleted and recover the amount paid to the beneficiaries/SLF and remit to the SAC in mode of DD payable to Swachha Andhra Corporation Limited at Hyderabad.
- If there is any deficit of Graduate Engineers in the ULB, the commissioners may locally engage the GE's (the remuneration may be fixed as per GoAP orders) or can utilise the services of GE's of PH Department for a period of 2 months i.e. September & October and salaries can be met from Capacity Building Funds released to the ULBs otherwise can report for additional funds that will be arranged by SAC.
- Monitor the Timelines and Procedure to be adopted for achieving the ODF status which is enclosed.(item no. 3.2 & 3.3 in the attachment)

CTs/PTs/STs

- All the details of CTs/PTs/STs to be uploaded in the SAC Website duly Geo-tagging the photos. (item nos. 4.1 to 4.3 in the attachment)
- Monitor the progress of Community Toilets as per the sanctioned list enclosed.(item no.1.3 in the attachment)
1. To Monitor the IHHTs progress

1) Go to website www.sac.ap.gov.in
2) Click on reports
3) Select and click on progress of IHT from the drop down list
4) This displays state abstract. Click on the name of the district to view ULB wise progress
5) You will see the ULB wise progress of the district assigned. Column 5 is the target and Column 12 is achievement
6) Click on the ULB name you will get ward wise progress.

Note: All the information contained can be exported to Excel. Please click on Export to Excel button.

Each functionary at ULB shall be assigned wards and progress shall be reviewed ward wise.
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Declaring your City/Town OPEN DEFECATION FREE
A ready-reckoner for Urban Local Bodies
The Swachh Bharat Mission, launched on 2nd October 2014, has one of its stated objectives the achievement of Open Defecation Free (ODF) status in all the 4041 Urban Local Bodies (ULBs) in India, by October 2019. This is probably the best tribute the country can pay to the father of our nation, Mahatma Gandhi.

While 5929 wards and 115 cities have already become ODF, 681 cities, 8000 wards, three states (Andhra Pradesh, Kerala and Gujarat) and one UT (Chandigarh) are poised to become ODF by March 2017. Obviously, we still have a long way to go in terms of achieving the goal of an ODF Urban India. As we all appreciate, this would be possible not only through creation of infrastructure (individual, community and public toilets, and urinals), but also through a change in attitude and mindset towards safe and sanitary habits, along with mass scale participation from all stakeholders.

In a bid to step up the pace of ODF achievement, our Ministry is now monitoring outcomes (number of ODF wards and cities) in a focused manner, rather than outputs (numbers of toilets built). In this regard, I am happy to see this manual on Open Defecation Free cities which can be a very useful ready reckoner for all Urban Local Bodies that are working towards their ODF goals. ULBs can follow the guidelines provided in the pages to prepare themselves to declare themselves as ODF, as per the prescribed protocols.

It is my firm belief that this will go a long way in building the capacities of our municipal bodies, in our collective journey towards a “Swachh Bharat” by 2nd October 2019.
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Background, Objectives & Scope

Background
India’s urban population has sharply increased from 19.9% in 1971 to 31.2% in 2011. This unprecedented growth, along with high economic growth, has resulted in a severe challenge for Urban India, in terms of addressing the incremental infrastructural needs of a fast-growing urban population. One of the major challenges arising out of increased migration of the populace from rural areas to cities and towns in search of an improved quality of life has been the issue of access to sanitary facilities, and the attendant menace of open defecation, especially in areas housing economically weaker sections of society, where OD spots are more likely to be found.

The Swachh Bharat Mission – Urban aims to fulfil the objective of 100% Open Defecation Free status in all 4,041 Urban Local Bodies in the country by October 2019. This will entail providing access to toilet facilities (i.e. construction of sanitary latrines – individual household toilets, community and public toilets). In parallel, it will also entail operation and maintenance of these facilities to maintain their functionality, along with behavior change initiatives through intensive participation of key stakeholders – self-help groups, students and youth, corporate organizations, to ensure that these sanitary facilities are used regularly.

Objectives
The purpose of this manual is to provide a readiness check and guideline for cities and towns that are working towards achieving Open Defecation Free status. Addressing the issue of open defecation from a process as well as outcome point of view, the manual provides a detailed compilation of the ODF protocol laid down by the Ministry of Urban Development (MOUD), and ODF declaration formats from various stakeholders, that wards and cities are required to submit, as part of the ODF declaration process. It also describes the third party declaration process to verify and certify ODF claims by ULBs.

Scope
This ready reckoner can serve as a readiness manual for all Urban Local Bodies to prepare themselves and their concerned stakeholders in achieving Open Defecation Free status and officially declaring the same, following the protocol outlined.
Definitions and Necessary conditions

Definition of Open Defecation Free city / ward
A city / ward can be notified/declared as ODF city/ ODF ward if, at any point of the day, not a single person is found defecating in the open.

Necessary infrastructure and regulatory conditions to be achieved before declaring a city/ ward as Open Defecation Free:
1) All households that have space to construct toilet, have constructed one.
2) All occupants of those households that do not have space to construct toilet have access to a community toilet within a distance of 500 meters.
3) All commercial areas have public toilets within a distance of 1 kilometer.
4) City has a mechanism in place through which fines are imposed fine on people found defecating in the open.
ODF Declaration Protocols

The following protocol is to be adopted for declaring a city / ward as Open Defecation Free (ODF):

All ‘necessary conditions’ on infrastructure and regulations have to be fulfilled by the city/ward

Declaration has to be obtained from all wards of a city, without exception, declaring the wards as ODF

Once the declarations are obtained from all wards by ULB, it may pass a preliminary resolution declaring city to be ODF

A suitable public announcement may be made for the same as well

Public Objections/Feedback may be invited with a 15 day timeline

State govt. may ensure that claim of the city is verified by third party verification process before formally according city ODF status

If no substantial objections received, a final resolution is adopted by the ULB and same is communication to respective state govt.
The protocol is elaborated below:

1) All the ‘necessary conditions’ on infrastructure and regulations have to be fulfilled by the city / ward

2) Following the fulfilment of (1) above, a declaration has to be obtained from all wards of the city/town, without exception, declaring respective wards as ODF. All wards of a city may make this self-declaration and submit to city municipal administration as per due process. The following sub-declarations are to be obtained by the ward/s in order to facilitate the above self-declaration:
   i. Every school in a ward provides self-declaration that all students enrolled in it have access to, and are routinely using toilets at home and at school.
   ii. Every self-help group active in a ward gives a declaration that all residents of that ward have access to, and are routinely using, toilets at home.
      (Formats for the above declarations are provided later in this document)

b) Once the above declarations have been obtained from all wards by the respective city municipal administration, the city municipal administration may pass a preliminary resolution declaring the city to be Open Defecation Free.

c) A suitable public announcement may be made for the same as well.

d) Following such resolution, public objections/feedback may be invited, with a fifteen day timeline. If no substantial objections are received at the end of this time, a final resolution is adopted by the city municipal administration and the same is communicated to respective state governments.

e) On receipt of the said communication, the state government may ensure that the claim of the city is verified through an appropriate third party verification process (in a time bound process) before formally according the city the status of being ODF.

f) MOUD will then carry out the “Swachh Certification” process (detailed later in this document), which also needs to be re-certified every six months.
ODF Declaration Formats

1. **Format for declaration to be submitted by City / town**

I, ............ Mayor / Chairperson of ..................... (name of Municipal corporation / municipality / town panchayat) do hereby declare that:

a) All Chairpersons of ward committees in the city / town have submitted their self-declarations regarding ODF status
b) Preliminary resolution has been passed declaring the city / town as open defecation free;
c) Above resolution has been publicly announced, inviting public feedback / objection within 15 days of announcement.
d) The city has a mechanism in place to impose fines on open defecators
e) Since no objections have been received within the stipulated time period / since objections and feedback received from the public have been addressed, a final resolution has been adopted by this office regarding ODF status
f) This final resolution has been communicated to the state government for further verification.
g) Third party verification process of ODF status has been completed.

Accordingly, ..................... (name of city/ town) is hereby declared Open Defecation Free.

MoUD is now requested to carry out the “Swachh Certification” process for ............ (name of city/town).

..........................................................
(Signature, and Name of Mayor / Chairperson)

Date: 

Seal
2. **Format for declaration to be submitted by Ward Councilor**

I, Ward councilor of ............................................(ward details), under .................................................................................................................. (name of Municipal corporation / municipality / town panchayat) do hereby declare that:

a) At any point in a day, nobody in the ward is found defecating in the open

b) All households in the ward that have space to construct toilets, have constructed one

c) All occupants of households in the ward that do not have space to construct toilets, have access to a community toilet within a distance of 500 meters

d) All commercial areas in the ward have public toilets within a distance of 1 KM

e) All primary and secondary schools in the ward have submitted self-declarations to me that all their enrolled students have access to, and are routinely using toilets at home and at school

f) All self-help groups in the ward have submitted self-declarations to me that all residents of the ward have access to, and are routinely using, toilets at home.

I further declare that I have formally submitted this declaration to the ...................... (name of Municipal corporation / municipality / town panchayat) for further necessary action.

.................................................................
(Signature, and Name of Ward Councilor)

Date:

Seal:
3. **Format for declaration to be submitted by schools**

I do hereby declare that:

- ……………………………school (name of school), in ward no..........., under ……………………………………….. (name of Municipal Corporation / municipality), has ………….. numbers of students, and ………………………… numbers of staff (including teachers).

- The school has sufficient numbers of functional toilets for all students and staff. None of the students or staff go out for defecation or urination while in school.

- Every student in the school, along with their family members, uses a toilet at home / uses a community toilet situated near the neighborhood, for defecation.

- The self-declaration from each of the students and staff are attached herewith (refer Annexures 1 and 2)

…………………………………………………………

(Signature and Name of Principal / Headmaster / Headmistress of School)

Date:
Annexure - 1
Format for self-declaration by school students
(to be attached with the school declaration)

I, ................................................................. (name of student) do hereby declare that neither I nor any of my family members go out for defecation. I declare that my family members and I use a toilet at home / use a community toilet in the neighborhood, for defecation.

.................................................................
(Signature and Name of student) / (Signature and name of guardian for students of class nursery – class 4)

Date:
Annexure - 2
Format for self-declaration by school staff and teachers
(to be attached with the school declaration)

I, ........................................... (name of staff or teacher) do hereby declare that neither
I nor any of my family members go out for defecation. I declare that my family members
and I use a toilet at home / use a community toilet
in the neighborhood, for defecation.

..........................................................
(Signature and Name of staff)

Date:
4. Format for self-declaration to be submitted by Self-Help Groups

This is to declare that every member of the Self-Help Group .......... (Name of Self-help group) in Ward number............. of .................. (name of municipal corporation, comprising .......... members (number of members), whose names are attached as annexure, along with their family members, uses a toilet at home / uses a community toilet situated near the neighborhood, for defecation and urination.

.................................................................
(Signature OR thumb impression, and Name, of President of the Self-Help Group)

Date:

(Attach list of names of SHG members)
Swachh Certification for ODF

Once a city has communicated to MoUD the final resolution declaring the city to be ODF, a third party verification process (“Swachh Certification”) is to be adopted, for the final ODF certification. Subsequently, recertification of ODF will happen at fixed intervals (every six months), so as to ensure that there is no slippage of the ODF status.

1. City/Town self declares itself as ODF and communicated the same to MoUD, through state SBM Mission Directorate
2. Upon request by ULB or MoUD, third party assessor (selected by MoUD) will conduct verification within a period of 30 days
3. Initial verification [assessing Service Level Status + conducting independent observations]
4. Certificate will need to be recertified every 6 months
5. MoUD will issue a certificate to the city based upon third party recommendation
6. Based on assessment, third party will make recommendations to MoUD for cities to be certified ODF
7. Certificate will need to be recertified 6 months from initial date of issue
8. For recertification, upon request, third party will conduct independent observations within 30 days (SLS will not be assessed)
Protocol to be followed for Swachh Certification for ODF

The following protocol will need to be followed for receiving the Swachh Certification:

a. City self-declares itself as “Open Defecation Free” for the first time and communicates the same to MoUD through the state SBM Mission Directorate.

b. Upon request by ULB or MoUD, a third party (selected by MOUD) will mobilize assessors to conduct the verification within a period of 30 days.

c. For the initial verification, the third party will assess both Service Level Status as well as conduct Independent Observation.

d. Based upon the result of the assessment, the third party will make recommendations to MoUD for cities to be certified ODF.

e. MoUD will subsequently issue a certificate to the city for the same based upon the recommendation of the third party.

f. The certificate, when issued, will need to be recertified every 6 months.

g. For recertification, upon receiving request, the third party will conduct independent observation within the city within a period of 30 days.

h. It is to be noted that Service Level Status will not be re-checked during the re-assessment.

Methodology for Swachh Certification for ODF

The verification process will be conducted in two parts:

i. Service Level Status

ii. Independent Observations

a. Service Level Status:

i. Preliminary data will be collected in advance by a process of self-assessment from municipals as per the defined protocol.

ii. Third party assessors will visit ULBs to review the documentation and collect the data systematically ensuring that the process is independent and unbiased.

b. Independent Observations:

i. The collection of data will be based on physical observation by the third party assessors.
ii. The questionnaire to facilitate data collection will be created by the third party in conjunction with Ministry of Urban Development.

iii. The survey assessors will use IT enabled devices to record their observations and findings along with photographs.

iv. The third party will systematically collect photos as evidence for field observations ensuring that the location, date and time are tagged on all the pictures.

v. For the assessment, cities will be classified based on population as below. Based upon the size of the city, it will be divided into 2 or 4 zones.

vi. For larger cities (greater than 5 lakh population) the city will be divided into 4 zones – North, South, East and West.

vii. For smaller cities (lesser than 5 lakh population) the city will be divided into 2 zones – North and South.

viii. All locations will be finalized based on the third party’s discussion with the ULBs.

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<th>No. of location per city (&lt;5 lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slum</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>School</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Public Area (Main Market, Religious Area)</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Residential Area</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Bus Station/ Railway Station</td>
<td>1 per city</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
<td><strong>17</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>S.No</td>
<td>Name of the Activity</td>
<td>Period</td>
<td>To be attended by</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>--------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>1</td>
<td>Deleting the names of ineligible beneficiaries from the list</td>
<td>9/1/2016 9/5/2016</td>
<td>All the Commissioners are requested to delete the names of ineligible beneficiaries from the list as option was already given to all Commissioners. In case if any payment is already made, the amount shall be recovered and a DD in favour swachha Andhra Corporation (SWM) shall be sent to SAC. Deletions will be done at head office level.</td>
</tr>
<tr>
<td>2</td>
<td>Obtaining declaration forms from self-help group active in that ward.</td>
<td>9/3/2016 9/5/2016</td>
<td>All the PD MEPMAs are requested to conduct meetings with the self-help group of that ward and explain the procedure and obtain the declaration statements that all residents of that ward have access to, and are routinely using, toilets at home.</td>
</tr>
<tr>
<td>3</td>
<td>Obtaining declaration forms from the Head Masters / Teachers (i/c).</td>
<td>9/3/2016 9/5/2016</td>
<td>All the Head Masters / Teachers (i/c) are requested to provide a self declaration format that all students enrolled in the school have access to, and are routinely using toilets at home.</td>
</tr>
<tr>
<td>4</td>
<td>Obtaining council resolution from the concerned ULB</td>
<td>9/3/2016 9/7/2016</td>
<td>All the Commissioners are requested to obtain the declaration formats from PD MEPMAs and Head Masters from all wards may thereafter pass a preliminary resolution declaring the ward/ULB to be Open Defecation Free, a suitable public announcement may be made for the same as well/Following such resolution, public objections/feedback may be invited, with a fifteen day timeline. If no substantial objections are received at the end of this time, a final resolution is adopted by the city municipal administration and the same is communicated to respective state governments.</td>
</tr>
<tr>
<td>5</td>
<td>Acceptance or rejection of public objections and passing the final resolution.</td>
<td>9/22/2016 9/25/2016</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>ODF declaration to be sent to SAC</td>
<td>9/26/2016</td>
<td></td>
</tr>
</tbody>
</table>

**Important Note:-** Please refer letter no.72/SAC/COO(S)/ODF/2016, dt.05-05-2016 along with Telugu formats.
To
All the Municipal Commissioners

Sub: Formats for declaration of wards and municipalities as ODF – Reg.

Ref: Mail received from Ministry of Urban Development, GoI, dt. May 3rd 2016

Dear Sir / Madam

As you are aware that Government of Andhra Pradesh is determined to become Open Defecation Free in all the 110 ULBs in the state by 02nd October 2016. Instructions are issued to all the ULBs from time to time in this regard. The declaration from all the schools. Self-help groups of Towns/Municipalities is communicated herewith which shall be obtained during the process of declaring the ULBs as Open Defecation Free.

Since the process requires at least one month time you are requested to speed up the construction of Individual Household toilets (IHHTs), Community Toilets and Public Toilets by the end of June 2016.

Some of the wards in your ULBs might have achieved the status of ODF by this time. Since the schools are re-opened on 12th June 2016, you are requested to initiate process of declaring ODF by obtaining declarations from SHG’s and after re-open of schools, the declaration from the school may be obtained.

I therefore, request you to take immediate action to declare these wards as ODF duly following the process. The required formats are enclosed herewith.

Yours faithfully

MANAGING DIRECTOR

Encl:- As above
ODF declaration protocol:
Format for declaration to be submitted by City / town

I, Shri / Smt …………………………………………………… Mayor / Chairperson of ……………………
(name of Municipal corporation / municipality / town panchayat ) do hereby declare that:

• All Chairpersons of ward committees in the city / town have submitted their self-declarations regarding ODF status
• Preliminary resolution has been passed declaring the city / town as open defecation free;
• Above resolution has been publicly announced, inviting public feedback / objection within 15 days of announcement.
• The city has a mechanism in place to impose fines on open defecators
• Since no objections have been received within the stipulated time period / since objections and feedback received from the public have been addressed, a final resolution has been adopted by this office regarding ODF status
• This final resolution has been communicated to the state government for further verification.
• Third party verification process of ODF status has been completed.

Accordingly, …………………… (name of city / town) is hereby declared Open Defecation Free.

………………………………………………………………
(Signature, and Name of Mayor / Chairperson)

Date:

Seal
ODF declaration protocol:

Format for declaration to be submitted by schools

I hereby declare that:

- .............................................school (name of school), in ward no..........., under .............................................(name of Municipal Corporation / municipality), has ............. numbers of students, and ................................. numbers of staff (including teachers).

- The school has sufficient numbers of functional toilets for all students and staff. None of the students or staff go out for defecation or urination while in school.

- Every student in the school, alongwith their family members, uses a toilet at home / uses a community toilet situated near the neighborhood, for defecation.

- The self-declaration from each of the students and staff are attached herewith

.................................................................
(Signature and Name of Principal / Headmaster / Headmistress of School)

Date:
Annexure - 1
Format for self-declaration by school students
(to be attached with the school declaration)

I, ............................................................... (name of student) do hereby declare that neither I nor any of my family members go out for defecation. I declare that my family members and I use a toilet at home / use a community toilet in the neighborhood, for defecation.

...............................................................
(Signature and Name of student) / (Signature and name of guardian for students of class nursery – class 4)

Date:
Annexure - 2
Format for self-declaration by school staff and teachers
(to be attached with the school declaration)

I, .......................................................... (name of staff or teacher) do hereby declare that neither I nor any of my family members go out for defecation. I declare that my family members and I use a toilet at home / use a community toilet in the neighborhood, for defecation.

..........................................................
(Signature and Name of staff)

Date:
**ODF declaration protocol:**

**Format for self-declaration to be submitted by Self-Help Groups**

This is to declare that every member of the Self-Help Group ..........(name of Self-help group) in Ward number............. of .................. (name of municipal corporation operation comprising .......... (number of members), whose names are attached as annexure, alongwith their family members, uses a toilet at home / uses a community toilet situated near the neighborhood, for defecation and urination.

.................................................................

(Signature OR thumb impression, and Name, of President of the Self-Help Group)

Date:
**ODF declaration protocol:**

**Format for declaration to be submitted by Ward Councilor**

I, Ward councilor of ...............................(ward details), under ................................. (name of Municipal corporation / municipality / town panchayat) do hereby declare that:

- At any point in a day, nobody in the ward is found defecating in the open
- All households in the ward that have space to construct toilets, have constructed one
- All occupants of households in the ward that do not have space to construct toilets, have access to a community toilet within a distance of 500 metres
- All commercial areas in the ward have public toilets within a distance of 1 KM
- All primary and secondary schools in the ward have submitted self-declarations to me that all their enrolled students have access to, and are routinely using toilets at home and at school
- All self-help groups in the ward have submitted self-declarations to me that all residents of the ward have access to, and are routinely using, toilets at home.

I further declare that I have formally submitted this declaration to the ............... (name of Municipal corporation / municipality / town panchayat) for further necessary action.

..........................................................

(Signature, and Name of Ward Councilor)

Date:

Seal:
హిందూ ప్రత్యేక మార్గాల వివిధ రుట్టిలు

సంస్థ/ప్రత్యేక పద్ధతిలో వివిధ మార్గాలను ప్రయత్నిస్తుంది.

- పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు. మార్గాలు పత్రికలు లేదు.
- పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.
- పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.
- పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.
- పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.

పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.

పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.

పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.

పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.

పత్రికలు ప్రత్యేక వివిధ మార్గాల లేదు.
మహాశ్రీ మహాశ్రీ రామారాధన విభాగం
శ్రీ మహాశ్రీ మహాశ్రీ రామారాధన విభాగం

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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ప్రత్యేక ప్రాస్త్రేయం ప్రారంభం నుండి ప్రత్యేక ప్రారంభం నుండి (ఆసనను మారుకునే ప్రత్యేక ప్రత్యేక ప్రారంభం నుండి సమాధిస్తుంది)

నిపుణుడు, ____________________________________ (మాతృ నంది) అయిన మామలమే ప్రత్యేక ప్రారంభం నుండి ప్రారంభం నుండి సమాధిస్తుంది. నా కాలంలో, నేను మామలమే సమాధిస్తుంది. నా మామలం మామలం నుండి ప్రారంభం నుండి సమాధిస్తుంది. నా కాలంలో, నేను మామలం మామలం నుండి ప్రారంభం నుండి సమాధిస్తుంది.

లాంటి సమాధి పదార్థాలు: మామలం మామలం నుండి ప్రారంభం నుండి సమాధిస్తుంది
నిర్ధారణ : మామలం పరిషత్తు పదార్థాలు
అంచ్చ : 

నిర్ధారణ :
వీటి యొక్క నామాంపాధ్యాయ సాధారణాభిప్ప నిమిషం కొరకు ప్రకారం నిర్ధారించాలి
(అధికారిక నామాంపాధ్యాయ నిమిషం సాధారణ నిమిషం కొరకు ప్రకారం)

ఈమె.   ___________________________________________

(అధికారిక నామాంపాధ్యాయ నిమిషం)

ఆ పట్టణంలో ప్రత్యేకమైన ప్రత్యేకం, దీని క్షేత్రం, దీని ప్రియతమ నామాంపాధ్యాయుల సహాయంతో ఆధార ప్రత్యేకం ఉంటుంది. దీని క్షేత్రం, దీని ప్రియతమ ప్రత్యేకం సాధ్యం ఉండే కుంటు మంచినికొని/మాసిసుకు కానీ ప్రియతమ ప్రత్యేకం మార్గమంచి మాత్రమే ఉపయోగపడింది. దీని క్షేత్రం, దీని ప్రియతమ ప్రత్యేకం సాధ్యం ఉండే కుంటు మంచినికొని/మాసిసుకు కానీ ప్రియతమ ప్రత్యేకం మార్గమంచి మాత్రమే ఉపయోగపడింది.

మంచినికొని:

ప్రత్యేకం:

మంచినుంది
మహిళ ప్రత్యేక సందర్భాల్లో వాటికి కొన్ని నియమాలు ఉంటాయి:

నియమాలు నిలువు / నియమాలు నిలువు / నియమాలు నిలువు

ఇంతను పెరుగుతుంది రెండు రెండు నియమాలు నిలువుగా ఉంటాయి.

స్థానిక నియమాల నిలువు నిలువు నిలువు నిలువు నిలువు నిలువు

ఇంతను పెరుగుతుంది రెండు రెండు నియమాలు నిలువుగా ఉంటాయి.

స్థానిక నియమాల నిలువు నిలువు నిలువు నిలువు

నియమాలు / 

నియమాలు / 

నియమాలు / 

నియమాలు /
మీ నామం కనిపించండి / పేరు/నామం/ఫైలు నామం

అంగటౌడు అనేది కొన్ని వ్యాఖ్యాత దృష్టిపేషను ఉపయోగించి మనం ప్రత్యేకమైన పంపడి సాభాతి చేయండి.

• మీ నామం మనం ప్రత్యేకంగా దృష్టిపేషను ఉపయోగించి మనం ప్రత్యేకంగా పంపడి సాభాతి చేయండి.

• పంపడి ప్రత్యేకంగా మనం ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి.

• పంపడి ప్రత్యేకంగా మనం ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి.

• పంపడి ప్రత్యేకంగా మనం ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి.

• పంపడి ప్రత్యేకంగా మనం ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి.

• పంపడి ప్రత్యేకంగా మనం ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి.

ఆయన మీ ప్రత్యేకంగా ఎస్టాకోట్ ప్రాతిపదిక చేయండి (భాగ్యాన్ని మీ అనేక ప్రత్యేకంగా ఇసుకొనండి)

మనం చేసిన సాధనాలు

పాత్రం:

ముఖ్య పాత్రం:

అంకె:
Sir,


2. C.R.No.52, Dated. 30-07-2016 of the Municipal Council, Tadipatri.
3. C.R.No. 68 Dated. 11-08-2016 the Municipal Council, Tadipatri.

In obedience to the letter reference 1st cited, I submit herewith the proposals for declaration of Tadipatri Municipality as Open Defecation Free Town as per Guidelines issued as follows :-

1. Constitution of Tadipatri Town as Municipality - In the year 1920
2. Status of the Municipality - 1st Grade
3. Population - 1,08,249 as per 2011 Census
4. Flotating population - About 15000 to 18000 per day
5. No. of Wards - 34
6. No. of Houses - 24,760
7. No. of House hold Toilets - 19505
8. No.of Swachha Bharat Toilets - 1002
9. No. of Under Ground Drainage connections - 2094
10. No. of Public Toilets - 8
11. No. of Community Toilets - 3
12. No. of Mobile Toilets - 3
Further I submit herewith the declarations issued as follows:-

- All Staff Members both Indoor and Out Door staff of this Municipality have been deployed from 6-00 AM. to 8-30 AM in the Town to prevent the Open Defecation and educated the public to avoid Open Defecation.
- Public in certain areas have been deputed to the community Toilets for defecation purpose which are provided for defecation purpose and that public have fully co-operated in this regard.
- The Municipal Chair Person and ward members including co-option members of the Municipal Council have submitted their self declaration.
- All Government, Municipal and Private Educational Institutions have submitted declarations regarding ODF status.
- Every student along-with their family members of the Educational Institutions have submitted self –declaration of their ODF status.
- All the staff and Teachers of all Educational Institutions have submitted their self declarations on ODF status.
- Every member of Self- Help Groups of Tadipatri Municipality have submitted their self declaration on ODF status.
- The Municipal Council, Tadipatri in its Cr.No.52 Dated.30-07-2016 have resolved to call for objections from the public regarding declaration of Town as Open Defecation Free Municipality.
- No objection have been received from the Public within the stipulated time for declaration of Municipality as Open Defecation Free Town.
- As there are no objections from the public, the Municipal Council, Tadipatri in its Cr.No.68,Dated.11-08-2016 have resolved to submit the proposals to Government for consideration to declare Tadipatri Municipality as Open Defecation Free Town.

I submit herewith the Self Declarations as cited supra, and copies of Council Resolutions of Municipal Council, Tadipatri as per Guidelines issued by the Government for favor of perusal.

I request the Government of Andhra Pradesh to consider the above proposals for favor of declaration of Tadipatri Municipality as Open Defecation Free Town.

Yours faithfully,

Encl:-
Report on ODF with necessary photos

Municipal Commissioner
Tadipatri.

Copy submitted to the District Collector, Anantapuramu for favor of information.
Copy submitted to the Regional Director-Cum- Appellate Commissioner, Anantapuramu for favor of information.
హైఫెడ్ కిమియస్ సా.52, తేది:- 30-07-2016. లాంటి సంపాదన గ్రహణం

కాంగ్రేస్ కంటే ప్రభావనత్తుడు అధికంగా లేదు. మాత్రమూడు మెగాపార్శ్వం నుండి అంతర్భాగాల విధానానికి ప్రస్తుతి మాత్రమే విచారణ అనేవారు. అందుకే ఇవి ప్రభావానికి నిపుణులైన సేవల్ సంఖ్యలో మనం ప్రతిపాదించారు. మనం సాధారణ సంస్థాల సంస్థల్లో ప్రతిపాదించారు.

ధనం సిద్ధం ఏంటీ నిపుణులైన మనం సంస్థల ప్రతిపాదించారు. నిపుణులైన అధికారుల ప్రతిపాదించారు. మైనమని సంస్థల ప్రతిపాదించారు. మనం సంస్థల ప్రతిపాదించారు.

1. మానవీక్షణ ప్రతిపాదిత్తుడు లాగవేనుక ప్రతి ప్రతి ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదించారు.
2. మానవీక్షణ ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదించారు.
3. మానవీక్షణ ప్రతిపాదిత్తుడు సంస్థల ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదించారు.
4. మానవీక్షణ ప్రతిపాదిత్తుడు సంస్థల ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదించారు.
5. క మానవీక్షణ ప్రతిపాదిత్తుడు 34 మంది సంస్థల ప్రతిపాదిత్తుడు మనం సంస్థల ప్రతిపాదించారు.

ధనం 01-08-2016 తేది లో కాంగ్రేస్ కంటే ప్రభావనత్తుడు అధికంగా లేదు. మనం సంస్థల ప్రతిపాదించారు. మనం సంస్థల ప్రతిపాదించారు. మనం సంస్థల ప్రతిపాదించారు. 15 సంస్థల్లో విశేషాలం సేవల్ సంఖ్యలో మనం సంస్థల ప్రతిపాదించారు.

అధికారి.985/2015-వి1

హైఫెడ్ కిమియస్ సా.52, తేది:- 30-07-2016

సుమారుతించిను.

వా/ డిప్ స్టాట్ కాన్
ప్రింట్ సంస్థల్
చిత్రం అప్పటి కల్పన డాక్టర్.
రాష్ట్ర విభాగానికి సంబంధించిన మంత్రి మాత్రమే నాణయం వాటా ఉండటం ముఖ్యమైన
చివరని విషయాలను పట్టిచేసాడు.

1. మాచ ప్రాంతానికి పట్టిచేసరు (మాచ పట్టిచేసరు విద్యార్థులు మినం
సంబంధిత సంస్థలు) తరచుగా మాచ ప్రాంతానికి యోగ్యత పరిశీలన చేసారు.

2. మాచ ప్రాంతానికి సంబంధించిన సంస్థల పట్టిచేసరు (మాచ ప్రాంతానికి
యోగ్యత పరిశీలన చేసారు, చివర సంధన పరిమితం చేయబడింది).

3. మాచ ప్రాంతానికి సంబంధించిన సంస్థల పట్టిచేసరు (మాచ ప్రాంతానికి
యోగ్యత పరిశీలన చేసారు మారినప్పటికీ యోగ్యత పరిశీలన చేసారు).

4. మాచ ప్రాంతానికి సంబంధించిన సంస్థల పట్టిచేసరు (మాచ ప్రాంతానికి
యోగ్యత పరిశీలన చేసారు మారినప్పటికీ యోగ్యత పరిశీలన చేసారు).

5. కుంభకాలం ప్రాంతానికి 34 సమాంతర సంస్థల పట్టిచేసరు క్రమంగా సంపాదించబడింది.

కుంభకాలం ప్రాంతానికి సంబంధించిన మంత్రి మాత్రమే నాణయం వాటా ఉండటం
మంత్రి ప్రత్యేక సంస్థల సంభాగానికి మాచ ప్రాంతానికి యోగ్యత పరిశీలన చేయబడింది.

సంవత్సరం 2016 నామం 539/2016-2511

మంత్రి మాత్రమే నాణయం వాటా ఉండటం మంత్రి ప్రత్యేక సంస్థల సంభాగానికి
యోగ్యత పరిశీలన చేయబడింది.

నవంబర్ 11 నాటి దినం
న. శంకర్ శ్రీ
సాంస్థిక అధ్యక్షుడు

పాలకసందర్భం
సాంస్థిక పాలకం.
Declaration on Open Defecation Free Town on the eve of 15th August 2016
(Cleanliness is Godliness)

Presented By
Sabbi. Siva Rama Krishna
Municipal Commissioner,
Tadipatri
Large number of Students, NGOs, SHG members and Community involved in conducting of survey under SBM for ODF for a period of one month.

Gaps are identified i.e. toiletless houses, insanitary latrines and open sites for open defecation areas.

3700 Applications are obtained from the Public for construction of Individual Household Toilets and Insanitary Toilets.

One NGO namely SPARSHA organization has come forward for construction of individual Toilets.

All the Units are grounded under the Technical Supervision of the ULB with Geo- tagging facility so as to avoid malpractice.

All the Insanitary Latrines identified are converted into Sanitary latrines by connecting to Existing Sewer lines.
200 active SHG members are involved in community mobilization right from survey to completion of the units and its utilization.

Street Meetings are conducted about health hygiene and process of the sanctioning of Toilets under SBM.

23 Swachh Dhoots are appointed for enforcement of Open Defecation and awareness campaigns.

5600 Municipal School Students are given their declarations about usage of Toilets both at School and Home.

1202 SHG Women Group Members have passed Resolutions about usage of Toilets by their family members.

4 Open Community Places are identified for construction of Community Toilets where, there is no place available for individual toilets.

The major Industries viz., Ultra Tech, Gerdau Steel Plant & Penna Cements are constructed 6 Public Toilets i.e Commercial Areas, Govt. Offices, Near Historical Temples and Main Junctions with an amount of Rs.20.00 Lakhs for each unit under CSR Funds.
The SPARSHA an NGO has come forward for construction of 15 single unit toilets along with the Cadapa – Bangalore main Road.

2000 NCC, NSS, NGC Students are involved in awareness campaigns periodically on ODF.

5 Autos fixed with mikes are engaged for wide publicity particularly in identified Open Defecation areas from 4 A.M onwards everyday.

5 Special Teams with Municipal Staff are formed for strict implementation on enforcement of ODF.

28 Municipal Schools, 16 Government and Private Offices & 48 Private Schools are having functional toilets.

The Municipal Council, Tadipatri has proposed to declare the Tadipatri City is OPEN DEFECATION FREE CITY by end of 15th August 2016.
CONSTRUCTION OF IHHT PROCESS

1. Conducting of Survey
2. Identification of gaps and obtaining applications
3. Entrust of Work to SLF/NGO
4. Material Procurement
5. Awareness to Beneficiaries
6. Regular Meetings with Beneficiaries
7. Material Procurement
8. Monitoring and Supervision by C.S.T.F
9. Proper Utilization of Individual Toilets
10. Entrust of Work to SLF/NGO
11. Identification of gaps and obtaining applications
12. Conducting of Survey
Identification of Open Defecation Sites for (CT) Community Toilets
Awareness among the public
Identification of Sites
Preparation of Estimates
Tender Procedure
Handovering to NGOs
Supervision by C.S.T.F

Conduct of survey on whole town basis
Identification of (ST) Schools & Institutional Toilets
Identification of Sites for (PT) Public Toilets

CONSTRUCTION OF CT, PT & ST PROCESS
FINANCIAL OUTLAY ON CONSTRUCTION OF IHHT

Unit Cost - Rs.15,000/-
Central Share - Rs. 4,000/-
State Share - Rs.11,000/-
Beneficiary Share - nil
NGO Share - Rs. 2,000/-

<table>
<thead>
<tr>
<th>Description</th>
<th>Construction of IHHT as per Norms</th>
<th>Construction of IHHT execution by NGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Unit</td>
<td>Rs. 15000.00</td>
<td>Rs. 17000.00</td>
</tr>
<tr>
<td>Size of Unit (Minimum)</td>
<td>2’.6” X 3’.0”</td>
<td>3’.3” X 3’.9”</td>
</tr>
<tr>
<td>Material Cost</td>
<td>Rs. 8306.00</td>
<td>Rs. 10075.00</td>
</tr>
<tr>
<td>Other Cost</td>
<td>Rs. 6694.00</td>
<td>Rs. 6925.00</td>
</tr>
</tbody>
</table>

Additional Cost of Rs.2000/- paid by NGO
AWARENESS CREATION ON TOILET CONSTRUCTION

DOOR TO DOOR VISIT FOR AWARENESS CREATION ON IHHT CONSTRUCTION
AWARENESS CREATION BY SOCIAL MEDIA ON IHHT

[Text from the document in Telugu]
AWARENESS CREATION BY SOCIAL MEDIA ON IHHT
AWARENESS CREATION ON IHHT (SBM) BY CONDUCTING RALLIES AND GROUP MEETINGS
Procurement of Quality Construction Material for IHHT.
Construction Stages of IHHT under SBM

Chairperson Inspection on IHHT Progress
CHAIRPERSON AND EE (PH) INSPECTION ON IHHT PROGRESS
After Completion of Individual Household Toilets
PUBLIC TOILET ALONG C.B. ROAD SANJEEV NAGAR ROAD JUNCTION.
PUBLIC TOILET AT TEMPLE

SWACHH BHARAT
SWACHHANDHRA
SWACHH TADIPATRI
PUBLIC TOILETS AT PUTLURU ROAD JUNCTION

SWACHH BHARAT  SWACHHANDHRA  SWACHH TADIPATRI
Public Toilet at Near by Govt. Offices & Gandhi Circle
Public Toilets for Pedestrians at Main Roads
As per the guidance given by the Hon’ble Sri J.C. Prabhakar Reddy Garu, M.L.A, (Tadipatri Assembly Constituency), the Municipal Council, Tadipatri has Resolved in Resolution No.67, Dt.29.08.2015 to impose Penalties who are doing Open Urination for Rs. 100/- and Open Defecation for Rs. 500/-.
ENFORCEMENT ON OPEN DEFECATION FREE

- 19 households involved
- 290 households monitored
- Progress of 21 households noted

Description:

The initiative has successfully involved 19 households, monitored 290 households, and noted progress in 21 households. The community is actively participating in the enforcement of open defecation-free policies.
AWARENESS PROGRAMME ON OPEN DEFECATION
Identity cards and caps showing the Logo of Swachh Bharath and importance of Swachh Bharath Theme issued to the 194 Public Health workers and other Municipal Staff for effective implementation and creating awareness among the public while executing the activities of Swachh Bharath - Swachha Andhra - Swachha Tadipatri.
HOARDINGS AT IMPORTANT LOCALITIES

Bigger size Hoardings are erected at Bus stand area, Police Station Circle area and along with the C.B. Road duly displaying the Swachh Bharath activities in the Town.
Hoardings at Important Localities

- No littering
- No smoking

Important instructions for maintaining cleanliness and order.
City Sanitation Task Force Committee has formed as per Swachh Bharath Mission Guidelines under the President ship of Municipal Chairperson, the Municipal Commissioner is the Convenor with 9 Members from self-help Groups, local NGO’s various public Associations as resolved by the Municipal Council in the Resolution No.69 dated. 29.08.2015. The responsibilities of Task Force are as follows.

- Approval of City Sanitation Plan with the help of Public.
- Implementation of Swachh Bharat activities
- Conducting of awareness campaigns among public about sanitation
- Monitoring and surprise inspections etc.
DISTRIBUTION OF PAMPHLETS

About 12,000 pamphlets are distributed to the public about construction of Individual Household Toilets and the details of mode of execution.
DECLARATION OF ODF WARDS

Meetings with Students & SHGs
Resolutions from Edun. Inst., Councilors, SHGs
Calling for objections & validations
ODF declaration through ULB resolution
To create awareness among the public about personal hygiene and importance of cleanliness, street wise shows with LED Projector are conducted in all 34 wards showing the Swachh Bharath videos. The Chairperson, Vice Chair-person and Councilors are attended to the said programmes frequently.
Regarding create awareness on Swachh Bharath activities among the School and College Students in Tadipatri Municipality, a special Team of Officers, Staff concerned constituted and informed the activities being taken-up as a part of Swachh Bharath – Swachha Andhra - Swachha Tadipatri by visiting every school and College.
CONDUCTING OF PUBLIC MEETINGS

To create awareness among the Public, several meetings are conducted with periodical intervals about the Swachh Bharath Mission and the importance of cleanliness of the Town.
EDUCATIONAL INSTITUTIONS & STUDENTS RESOLUTIONS

Educational Institutions
Resolution on Open Defecation Free Town

School & College Students
Resolution for Open Defecation Free Town

Educational Institutions
Resolution on Open Defecation Free Town

School & College Students
Resolution for Open Defecation Free Town
MUNICIPAL COUNCIL WARD MEMBERS RESOLUTIONS

Resolution

Approved:

B. Md. Jeelan
Municipal Vice-Chairman
TADIPATRI MUNICIPALITY.

Date: ____________________
Objections & Suggestions Called on declaration ODF Town
Smart and Green City
TADIPATRI

E Mail : tadipatrimunicipality@gmail.com
Web ID : http://www.tadipatrimunicipality.com

Prepared and Printed by : Officers & Staff, Tadipatri Municipality.
It’s our achievement & vision

-- Thanking You

S. Siva Rama Krishna
Municipal Commissioner
Tadipatri
New Features Deployed in latest application version:

- Community or Public or School Toilet details and ODF sites capturing

1. Home screen of SAC mobile application

![Home screen of SAC mobile application](image)

2. By click on Continue button it will be redirected to below screen. At very first opening of latest application after installation, must required internet connectivity for data downloading in mobile application.
3. As shown in above screen there are three links, in this very first time must go for download link to download the data.

4. **Downloading Data**: Below screens are showing how to download the data. In Progress details can be download at single click for in progress CT/PT/School Toilet types and IHHL data should be downloaded slum wise as showing in the below figures. Click on **Download** button it will redirects to below screen:
- For IHHL data downloading click on IHHL button then the below screen will be displayed which will shows the list of wards in that particular ULB then click on **Ward number** and then click on **Slum name** for which the beneficiary data wants to be downloaded:

![Wards and Slums Screen](image)

5. **IHHL CAPTURE DETAILS:** There is no change in IHHL regular flow.

6. **PUBLIC/COMMUNITY/SCHOOL Toilet /OD Site CAPTURE Details:** To capture the details and images for Community/public/school/odf toilets click on **Community/public/school/odf** link as shown in Fig (1), it will be redirected to fig(2).
- Click on **New** button to capture toilet details for first time for in-progress or completed for single time. It will redirect to fig (3), list of wards will be displayed. Select the ward number in which ward toilet details to be captured.

- Below screens are the data entry screens: Enter location name then select toilet type i.e. Community or Public or School Toilet or OD Site then select toilet status i.e. Completed or In-progress. If toilet status selected as Completed then another input field will be appeared to capture toilet completion date then finally click on **Continue** button to capture images.
These screens will redirect to capture screens as shown in the fig (5)(6)(7)(8). For In Progress toilet ref. Fig (5), For OD site ref. Fig (6) and For Completed toilet ref. Fig (7)(8)

For Completed toilet type while image capture, if internet connectivity is available, the application will display the Location map after image capture by using camera. Location will be displayed based on the latitude and longitude captured from mobile GPS (to cross
check the location in map), click on map it’ll shows the location point (light blue color flag) on map then click on OK button captured image will be shown as Fig (7).
While image capture there are two options **Submit** and **Save**. Here, if there is no connectivity the toilet details may be saved by click on **Save** button or directly can **Submit** the details.

7. **SAVED DETAILS**: Below screens shows the saved details.
   
   - To submit the **saved details** click on **Saved details** link then click on **Community/public/school/odf** link then select **New** or **In Progress button**.
8. For inprogress toilet types first level image will be captured as shown in above screens. To capture the second level image, data must be downloaded from Download button Inprogress details to get the already submitted inprogress toilet details.

9. To capture second and third level images for in progress toilet types click on Capture details then click on Community/public/school/odf link and then click on In progress button. Here the ward numbers will be displayed for which first image already submitted. Select the ward number then select the location name to capture the second level image as shown below:
10. To capture images for final level need to download the in progress details again from **Download** button.
11. **Thematic Drive**: To capture images for **Thematic drive** click on **Capture details** link then click on **Thematic Drive** link then based on system date Theme name will be shown automatically. Capture event image and then Save the image details or Submit the image. Before going to Thematic drive link need to download the event name from **Download** button **Thematic Drive Details** link.
TRAINING PROGRAMME
TO
MUNICIPAL ENGINEERS/GRADUATE ENGINEERS/COMPUTER OPERATORS
ON
CTs, PTs, STs, OD SITES AND THEMATIC DRIVES NEW MOBILE APPLICATION

SWACHHA ANDHRA CORPORATION
GOVERNMENT OF ANDHRA PRADESH
Introduction

• All 3458 wards in the 110 ULBs shall become Open Defecation Free by 2nd October 2016.

• A new mobile app is developed for Geo-tagging each Community, Public Toilet and all Open Defecation Sites.

• Download and update the mobile application.

• Download and keep sufficient number of copies of formats for collecting information on CTs, PTs, OD Sites.

• Download and keep hardcopy of the user manual for the new mobile application.

• Photograph and Geo coordinates will be captured by the mobile device and balance information will be uploaded by the computer operator.

• Collect the name and details of Swachhata Doots from the Project Director MEPMA in advance.

• Obtain signatures of Commissioner and PD MEPMA before uploading the information.

Note: All the participants are requested to download the copy of this PPT and be available along with the computer system during teleconference.
Steps to be followed for Geo-tagging of CTs

• The person (Municipal Engineer/Graduate Engineer) who is responsible for field visit has to collect the information i.e Name of the ULB, Location/Street name, No.of CTs in that ward from their ULB.

• Download the mobile app in their android mobile phones before going to field.

• Select District/ULB followed by selection of CTs out of School,CTs,PTs, OD site options. Press the new button to capture either completed (or) In-progress CT.

• Select the ward then enter location name and select type of toilet & status from the mobile app.

• Now Geo-tag that particular CT by using capture image.

• Four images of CTs may be captured i.e front view, side view, rear view and inside view.

• For in-progress CTs select District/ULB/Ward and select in-progress option.

• Later as per the present stage of the toilet select the following options i.e:
  ▪ basement level
  ▪ Roof level
  ▪ Completed toilet block

• Then capture the image and press the save button and upload.

• The details like CTs maintained by, condition of the CT, water facility and Power supply is available or not, No of users using the CTs may be noted to fill the format.
# Format for Community Toilets

**INFORMATION DATA SHEET FOR COMMUNITY TOILETS**

<table>
<thead>
<tr>
<th>STATE:</th>
<th>DISTRICT:</th>
<th>MUNICIPALITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ULB</td>
<td>WARD NUMBER</td>
<td>LOCATION,</td>
</tr>
<tr>
<td>TYPE OF TOILET / WORK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATION IMAGE DETAILS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWNED BY</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
<td></td>
</tr>
<tr>
<td>MAINTAINED BY</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
<td></td>
</tr>
<tr>
<td>STATUS OF THE TOILET</td>
<td>WATER AVAILABILITY IN HOURS</td>
<td></td>
</tr>
<tr>
<td>WATER AVAILABILITY</td>
<td>WATER SOURCE</td>
<td></td>
</tr>
<tr>
<td>TOILET MAINTENANCE</td>
<td>TOILET TIMING</td>
<td>TO</td>
</tr>
<tr>
<td>TOILET USED BY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO. OF SEATS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men</td>
<td>Women</td>
<td></td>
</tr>
<tr>
<td>Urinals</td>
<td>Showers</td>
<td></td>
</tr>
<tr>
<td>FEES COLLECTED FOR</td>
<td>USER TYPE</td>
<td></td>
</tr>
<tr>
<td>AVERAGE NO. OF USERS(ENTER FIGURE) ALL</td>
<td>COLLECTION/DAY(ENTER AMOUNT)</td>
<td></td>
</tr>
<tr>
<td>TOILET TYPE</td>
<td>WATER STORAGE</td>
<td></td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>CARETAKER</td>
<td></td>
</tr>
</tbody>
</table>
Steps to be followed for Geo-tagging of PTs

• The person (Municipal Engineer/Graduate Engineer) who is responsible for field visit has to collect the information i.e., Name of the ULB, Location/Street name, No.of PTs in that ward from their ULB.

• Select District/ULB followed by selection of PTs out of School, CTs, PTs, OD site options. Press the new button to capture the PT.

• Select the ward then enter location name and select type of toilet & status from the mobile app.

• Now Geo-tag that particular PT by using capture image.

• Four images of PTs may be captured i.e., front view, side view, rear view and inside view.

• The details like PTs maintained by, condition of the PT, water facility, Power supply is available or not, No of user using the PTs, User charges collected per person, separate accommodation for the caretaker may be noted to fill the format.
# Format for Public Toilets

**INFORMATION DATA SHEET FOR PUBLIC TOILETS**

<table>
<thead>
<tr>
<th>STATE: ANDHRA PRADESH</th>
<th>DISTRICT:</th>
<th>MUNICIPALITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF THE ULB</td>
<td>WARD NUMBER</td>
<td>LOCATION:</td>
</tr>
<tr>
<td>TYPE OF TOILET</td>
<td>LOCATION:</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
</tr>
<tr>
<td>LOCATION IMAGE DETAILS</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
<td>TOILET COMPLETION</td>
</tr>
<tr>
<td>OWNED BY</td>
<td>WATER AVAILABILITY IN HOURS</td>
<td></td>
</tr>
<tr>
<td>MAINTAINED BY</td>
<td>TOILET TIMING</td>
<td>TO</td>
</tr>
<tr>
<td>STATUS OF THE TOILET</td>
<td>TOILET USED BY</td>
<td></td>
</tr>
<tr>
<td>WATER AVAILABILITY</td>
<td>NO. OF SEATS</td>
<td>MEN</td>
</tr>
<tr>
<td>WATER SOURCE</td>
<td>URINALS</td>
<td>WOMEN</td>
</tr>
<tr>
<td>TOILET MAINTENANCE</td>
<td>SHOWERS</td>
<td></td>
</tr>
<tr>
<td>TOILET USED BY</td>
<td>FEES COLLECTED FOR</td>
<td></td>
</tr>
<tr>
<td>NO. OF SEATS</td>
<td>AVERAGE NO. OF USERS (ENTER FIGURE) ALL</td>
<td></td>
</tr>
<tr>
<td>FEES COLLECTED FOR</td>
<td>TOILET TYPE</td>
<td></td>
</tr>
<tr>
<td>AVERAGE NO. OF USERS (ENTER FIGURE) ALL</td>
<td>ELECTRICITY</td>
<td></td>
</tr>
<tr>
<td>TOILET TYPE</td>
<td>COMMODATIONS OF ULB</td>
<td></td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>IF ADDITIONAL SEATS REQUIRED, NO OF SEATS</td>
<td></td>
</tr>
</tbody>
</table>
Steps to be followed for Geo-tagging of OD Sites

• The person (Municipal Engineer/Graduate Engineer) who is responsible for field visit has to collect the information i.e., Name of the ULB, Location/street name, No. of OD Sites in that ward from their ULB.

• Select District/ULB/Ward followed by selection of OD site out of School, CTs, PTs, OD sites options from the app.

• Now Geo-tag that particular OD Site by using capture image covering entire OD Site, press the save button and upload.

• It shall be ensured that only one Swachhata Doot shall be appointed for all the OD sites if they are located within 500mts. However, photo and Geo-coordinates of all the OD Sites shall be captured separately if they are within 500mts.

• The details of Swachhata Dhoot appointed for the OD Site shall be filled up in the prescribed format given for the OD Sites.

  * An incentive of RS.100/- will be paid per CT/PT/ST and Rs.25/- for every OD Site geotagging and collection and uploading of information*
# Format on Open Defecation Sites

**INFORMATION DATA SHEET FOR OPEN DEFECATION SITES**

<table>
<thead>
<tr>
<th>STATE: ANDHRA PRADESH</th>
<th>DISTRICT:</th>
<th>MUNICIPALITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF THE ULB</td>
<td>WARD NUMBER</td>
<td>LOCATION</td>
</tr>
<tr>
<td>TYPE OF TOILET / WORK</td>
<td>MOBILE OF SWACHHA DOOT</td>
<td></td>
</tr>
<tr>
<td>LOCATION IMAGE DETAILS</td>
<td>BANK NAME</td>
<td>BRANCH NAME</td>
</tr>
<tr>
<td>NAME OF THE SWACHHA DOOT</td>
<td>ACCOUNT HOLDER NAME (AS PER PASSBOOK)</td>
<td></td>
</tr>
<tr>
<td>IFSC CODE</td>
<td>ACCOUNT NUMBER</td>
<td></td>
</tr>
<tr>
<td>DISTRICT NAME</td>
<td>AADHAR NUMBER</td>
<td></td>
</tr>
</tbody>
</table>
Steps to be followed for Geo-tagging of School Toilets

• The person (Municipal Engineer/Graduate Engineer) who is responsible for field visit has to collect the information i.e., Name of the ULB, Location/Name of the school, Name of the ward from their ULB.

• Select District/ULB/Ward followed by selection of School toilet out of School, CTs, PTs, OD sites options from the app.

• Now Geo-tag that particular School toilet by using capture image, press the save button and upload.

• Four images of School toilets may be captured i.e., front view, side view, rear view and inside view.

• The details like name of the Headmaster, School category, School strength, Water availability, Power supply is available or not, STs maintained by, condition of the School toilet may be noted to fill the format.
<table>
<thead>
<tr>
<th>STATE:</th>
<th>INFORMATION DATA SHEET FOR SCHOOL TOILETS</th>
<th>MUNICIPALITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ULB</td>
<td>WARD NUMBER</td>
<td>WARD NUMBER</td>
</tr>
<tr>
<td>TYPE OF TOILET / WORK</td>
<td>LOCATION/NAME OF THE SCHOOL</td>
<td>LOCATION/NAME OF THE SCHOOL</td>
</tr>
<tr>
<td>SCHOOL TYPE</td>
<td>NAME OF THE HM/PRINCIPAL/CORRESPONDENT</td>
<td>NAME OF THE HM/PRINCIPAL/CORRESPONDENT</td>
</tr>
<tr>
<td>LOCATION IMAGE DETAILS</td>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>EMAIL ID</td>
<td>EMAIL ID</td>
</tr>
<tr>
<td>LAND LINE</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
</tr>
<tr>
<td>OWNED BY</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
<td>NAME OF THE ORGANISATION (IF PRIVATE)</td>
</tr>
<tr>
<td>MAINTAINED BY</td>
<td>MOBILE NO</td>
<td>MOBILE NO</td>
</tr>
<tr>
<td>MAINTAINED NAME OF THE PERSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCHOOL STRENGTH</td>
<td>NO.OF GIRLS</td>
<td>NO.OF GIRLS</td>
</tr>
<tr>
<td>NO.OF BOYS</td>
<td>TOILET COMPLETION</td>
<td>TOILET COMPLETION</td>
</tr>
<tr>
<td>STATUS OF THE TOILET</td>
<td>WATER AVAILABILITY IN HOURS</td>
<td>WATER AVAILABILITY IN HOURS</td>
</tr>
<tr>
<td>WATER AVAILABILITY</td>
<td>WATER SOURCE</td>
<td>WATER SOURCE</td>
</tr>
<tr>
<td>WATER SOURCE</td>
<td>TOILET MAINTENANCE</td>
<td>TOILET MAINTENANCE</td>
</tr>
<tr>
<td>TOILET MAINTENANCE</td>
<td>NO.OF SEATS</td>
<td>NO.OF SEATS</td>
</tr>
<tr>
<td>NO.OF SEATS</td>
<td>Urinals</td>
<td>Urinals</td>
</tr>
<tr>
<td>TOILET TYPE</td>
<td>WATER STORAGE</td>
<td>WATER STORAGE</td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.No</td>
<td>Dates</td>
<td>Suggested Theme</td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>1st - 15th April 2016</td>
<td>Cleanliness Drives in slum communities</td>
</tr>
<tr>
<td>2</td>
<td>16th - 30 April 2016</td>
<td>Heritage places and monuments</td>
</tr>
<tr>
<td>3</td>
<td>1st - 15th May 2016</td>
<td>All factories and manufacturing premises, using manual labourers and workers</td>
</tr>
<tr>
<td>4</td>
<td>16th - 31st May 2016</td>
<td>All Government offices</td>
</tr>
<tr>
<td>5</td>
<td>1st - 15th June 2016</td>
<td>All popular forest sanctuaries, reserved forest areas, parks and animal welfare establishments</td>
</tr>
<tr>
<td>6</td>
<td>16th - 30st June 2016</td>
<td>Corporate volunteering by private organizations and corporate entities, for increasing traffic on SBM</td>
</tr>
<tr>
<td>7</td>
<td>1st - 15th July 2016</td>
<td>RWAs, housing societies</td>
</tr>
<tr>
<td>8</td>
<td>16th - 31st July 2016</td>
<td>Honoring municipal workers citizens extending the hand of ‘friendship’ to all municipal workers working for SBM</td>
</tr>
<tr>
<td>9</td>
<td>1st - 15 August 2016</td>
<td>All NSS, NCC, eco-clubs</td>
</tr>
<tr>
<td>10</td>
<td>16st - 31th August 2016</td>
<td>All registered sports clubs in the country</td>
</tr>
<tr>
<td>11</td>
<td>1st - 15th September 2016</td>
<td>Focused engagement with teachers</td>
</tr>
<tr>
<td>12</td>
<td>16th - 30th September 2016</td>
<td>All major tourist places</td>
</tr>
<tr>
<td>13</td>
<td>1st - 15th October 2016</td>
<td>Massive cleanliness drives and celebrations in all cities and towns</td>
</tr>
<tr>
<td>14</td>
<td>16th - 31th October 2016</td>
<td>All Hotels / eateries / restaurants</td>
</tr>
<tr>
<td>15</td>
<td>1st - 15th November 2016</td>
<td>Massive engagement with students</td>
</tr>
<tr>
<td>16</td>
<td>16th - 30th November 2016</td>
<td>Special drive in community and public toilets in slums and public forces</td>
</tr>
<tr>
<td>17</td>
<td>1st - 15th December 2016</td>
<td>Focused engagement with armed forces</td>
</tr>
<tr>
<td>18</td>
<td>16th - 31th December 2016</td>
<td>All religious places</td>
</tr>
<tr>
<td>19</td>
<td>1st - 15th January 2017</td>
<td>Agriculture mandis and grain markets, vegetable markets</td>
</tr>
<tr>
<td>20</td>
<td>16th - 31th January 2017</td>
<td>Special drive in girls’ schools and anganwadis, special drive separate toilet facilities for girls in schools</td>
</tr>
<tr>
<td>21</td>
<td>1st - 15th February 2017</td>
<td>Hospitals, clinics, nursing homes</td>
</tr>
<tr>
<td>22</td>
<td>16th - 28th February 2017</td>
<td>Petrol pumps, flyovers, bridges, state and national highways</td>
</tr>
<tr>
<td>23</td>
<td>1st - 15th March 2017</td>
<td>Special focus on women SHGs in slum communities</td>
</tr>
<tr>
<td>24</td>
<td>16th - 31th March 2017</td>
<td>All water bodies (rivers, ponds, nullahs) and beaches / river banks</td>
</tr>
</tbody>
</table>
Steps to be followed to Capture Thematic Drive Images

• Select the Thematic Drive option from the mobile app.
• Then select the name of thematic drive and capture the image.
• Now Geo-tag that particular image by pressing the save button and upload.
Thank You
New Features in SAC: To capture CT/PT/School Toilet/OD Site details

1. New Data entry screen will be given to capture Community/Public/School Toilet/OD Site details.
   
a. Link path: CO login -> IHT Beneficiaries -> Survey for Community/Public/School Toilet

b. Click on the link, it will redirect to below screen:
2. Select ‘Ward number’ then select ‘Type of Toilet’ i.e. Public or Community or School Toilet or Open Defecation Site. Based on the selection, location details will be displayed in ‘Location / Name of the school’ column drop down. All the locations which are getting in this drop down & ‘Status of Toilet’ and ‘Toilet Completion date’ will be displayed based on the mobile uploaded details only. Enter all the details and finally click on ‘Submit Survey Details’ button to save the details. Here we can check the uploaded images by click on ‘Images for location’ link for that particular selected location.

- For Public Toilet:

![Survey Details for Community/Public School Toilet](image-url)

Click on Images for location to check the location images which are uploaded from mobile application:
- For Community Toilet:

![Image of a website interface for community toilets]

**Government of Andhra Pradesh**

![Image of a survey form for community or public school toilets]

Survey Details for Community/Public/School Toilet (to be filled up by ULBs)

- State: Andhra Pradesh
- District: [District Name]
- Municipality: [Municipality Name]

<table>
<thead>
<tr>
<th>Name of the ULB</th>
<th>Suburban</th>
<th>Ward Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ULB Name]</td>
<td>[Suburban]</td>
<td>[Ward Number]</td>
</tr>
</tbody>
</table>

- Type of Toilet / Work: [Type of Toilet]
- Location / Name of the School: [School Name]

- Status of the Toilet: [Status]
- Status: [Status]
- Status: [Status]

- Water Availability: [Available]
- Water Availability: [Available]
- Water Availability: [Available]

- Toilet Maintenance: [Maintenance]
- Toilet Maintenance: [Maintenance]
- Toilet Maintenance: [Maintenance]

- Toilet Use by: [Use by]
- Toilet Use by: [Use by]
- Toilet Use by: [Use by]

- Nutritious Meals: [Meals]
- Nutritious Meals: [Meals]
- Nutritious Meals: [Meals]

- Fees Collected: [Fees]
- Fees Collected: [Fees]
- Fees Collected: [Fees]

- Remarks: [Remarks]
- Remarks: [Remarks]
- Remarks: [Remarks]
• For School Toilet:

• For Open Defecation Site: