

GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (B2) DEPARTMENT

Memo.No.172/B2/2015.

Dated:28 .04.2015.

Sub: Swachh Bharat Mission – Urban Local Bodies in AP State - Individual Household Toilets for prevention of open defecation – Operational guidelines – Issued.

Ref: 1. Govt. Memo No.172/B2/2015, Dt.20.03.2015.
2. From the CDMA, A.P., Hyderabad Lr. No.1337/2015-M3, Dt.27.04.2015.

The attention of the Commissioner & Director of Municipal Administration, A.P., Hyderabad/the Managing Director, Swachh Andhra Corporation is invited to the references cited. Government in Memo first cited, have issued implementation guidelines for construction of Individual Household Toilets, Community toilets and Public toilets under Swachh Andhra Mission.

2. In the reference 2nd cited, the Commissioner & Director of Municipal Administration, A.P., Hyderabad has submitted draft operational guidelines for the construction of individual Household Latrines in Urban Local Bodies under Swachh Andhra Mission for approval.

3. Government after careful examination of the matter here by approve and issue the operational guidelines for construction of individual Household Toilets in the ULBs under Swachh Andhra Mission and enclosed to this Memo.

4. The Commissioner & Director of Municipal Administration, A.P., Hyderabad/ the Managing Director, Swachh Andhra Corporation shall take necessary action to ground the programme immediately and also take all necessary further action for implementation of the said guidelines.

GIRIDHAR ARAMANE,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner & Director of Municipal Administration,
A.P., Hyderabad(We).

The Managing Director, Swachh Andhra Corporation ,
A.P., Hyderabad(We).

The Managing Director, MEPMA, AP., Hyderabad(We).

The Engineer–In–Chief (Public Health), A.P., Hyderabad(We).

All the District Collectors in the State(We).

All the Commissioners of Municipalities/Corporations through Commissioner
& Director of Municipal Administration, A.P., Hyderabad.

Copy to:

The P.S to Prl. Secretary to Hon'ble CM.

The P.S. to Hon'ble M(MA)

The P.S to Chief Secretary.

The P.S. to Prl Secretary/Secretary, MA&UD.

Sc/Sf

// FORWARDED : BY ORDER //

SECTION OFFICER

OPERATIONAL GUIDELINES FOR CONSTRUCTION OF INDIVIDUAL HOUSEHOLD TOILETS IN THE ULBs

I Mode of Execution

1.0 District Level:

1.1 The District Collector shall constitute a District Level Committee to implement and monitor Swachha Andhra (Urban) Programme.

1. District Collector - Chairman
2. Municipal Commissioner of District Head Quarter- Member Convenor
3. All Municipal Commissioners in the district
4. Project Director, MEPMA
5. Project Director, Housing
6. Superintendent Engineer (PH)

The above committee shall be responsible for implementation and monitoring of Swachha Andhra / Swachh Bharat Mission in respect of all Urban Local Bodies.

1.2 ULB Level:

The Commissioners shall constitute Programme Implementation Unit (PIU) for the implementation of Swachha Andhra Mission Programme with the following members at ULB level.

1.2.1 In case of Municipal Corporations:

1. Additional Commissioner.
2. Superintending Engineer
3. Municipal Health Officer/Chief Medical Officer
4. TLF President (SHGs).
5. Project Director, UCD / TPrO / TMC.

1.2.2 In case of other Municipalities / Nagara Panchayaths:

1. Municipal Assistant Engineer.
2. Office Manager.
3. Health Officer / Sanitary Supervisor / Sanitary Inspector.
4. Town Project Officer / TMC.
5. Town Level Federation (TLF) President.

- 2.** In continuation of selection of beneficiaries as per clause 4 & 7.1.1 of guidelines already communicated, the Commissioner shall deploy sufficient number of teams (slums / cluster of slums / ward wise) with at least one Official and one SLF representative in each team for physical verification of beneficiaries. The respective teams shall submit their reports to PIU within 7 working days.

- 3.** Applications shall be received from the beneficiaries in the format (Annexure-II) of already communicated guidelines. Along with the application, photocopy of the Aadhar card and bank account particulars shall be collected and the beneficiary need to be appraised that amount towards construction of toilets will be electronically transferred to the beneficiary account given.
- 4.** If the beneficiary has a mobile phone, the phone number shall be indicated in the application form as information regarding sanctions, amount released to the banks, etc. will be sent to the mobile number by way of SMS.
- 5.** The Commissioner along with PIU shall scrutinise the applications and finalise the beneficiaries list and shall display the list of all eligible beneficiaries at Ward / Municipal office for public information and transparency. Any claims and objections shall be verified and decided by the Municipal Commissioner.
- 6.** The Commissioner along with PIU shall use discretion for finalisation of mode of construction of IHHTs.

In case of construction of new IHHTs:

- i. Either to adopt bio-toilets / septic tank / conventional twin pit system for treatment / connecting to the existing sewerage system if available within 30 meter distance.
 - ii. Size of toilet as per site condition / availability of space / choice of beneficiary.
 - iii. Either to go for beneficiary led construction / SLF led construction.
- 7.** If the beneficiary is willing for construction of the IHHT through SLF/ TLF then the individual willingness letters from the beneficiaries has to be obtained and a separate bank account has to be opened by the SLF/ TLF to operate funds released under Swachha Andhra.
- 8.** The Commissioner shall issue sanction order to the beneficiaries duly mentioning the Aadhar linked bank account number and mode of construction with respective to the clause 4 of Mode of execution, as applicable. In case of execution by TLF/ SLF individual sanction orders will be issued as mentioned above and work order will be given to the TLF/ SLF.
- 9.** In case of SLF led construction, consent shall be obtained from the beneficiaries, stating that they have agreed to transfer the Govt. assistance to respective SLF account instead of their bank account. The Municipal Commissioners shall obtain a willingness letter from the SLF/TLF that they will take up the construction of these individual Toilets, voluntarily, in the ULB.

- 10.** Government Assistance: For new IHHTs, maximum assistance shall be Rs.15000/- i.e, (Rs.4000/- from GoI & Rs.11000/- from GoAP).
- 11.** In case of connection given to UGD system, monthly user charges from the connection holders as applicable shall be collected by the ULB, after completion of the toilet.
- 12.** In any case, the balance amount over and above the government assistance specified at clause 7 of mode of execution, if incurred, the excess amount shall be borne by the beneficiaries themselves. If the execution is taken up by the TLF/SLF consent to this effect shall be obtained from the beneficiary before commencement of construction.
- 13.** The concerned AE / AEE shall ensure the minimum size and technical features of toilet as per the guidelines already communicated. Beneficiary may be permitted to go for higher size more than minimum size specified in the guidelines and adopt his choice of treatment system, subject to the condition that any amount over and above the government assistance fixed shall be borne by the beneficiary himself.
- 14.** The concerned AE / AEE shall ensure the construction of the septic tank or Bio-digester instead of 2 pit system in the following site conditions, but excess cost incurred shall be borne by the beneficiary:
 - 14.1 When the space is a constraint for the construction of 2 pits system
 - 14.2 In case of unsaturated soil condition (i.e. the height between bottom of pit and maximum water table is more than 2mts) where the distance between water source like tube well / open well and pit is less than 3mts.
 - 14.3 In case of saturated soil condition (i.e. the height between bottom of pit and maximum water table is less than 2m) where the distance between water source like tube well and pit is less than 10mts.
- 15. Role of Self Help Group (SHG) Monitoring Committee of SLF:**

The existing SHG Monitoring Committee of slum level federation (SLF) shall involve in the following activities.

 - 15.1 Awareness to all the members shall be given on need, construction and usage of toilet through orientation programs and distributing IEC material.
 - 15.2 Identification of the beneficiaries and submission of the list SHG wise to the Commissioner and maintaining a register on further progress of work.

- 15.3 Facilitating in procurement of construction materials for economising the cost by grouping the nearby beneficiaries so that they procure the material jointly.
- 15.4 Monitoring the construction work on day to day basis so that work will be completed as per schedule.
- 15.5 Ensuring all the beneficiaries to have an Aadhar linked bank account.

II. Mode of payment to the Beneficiary/ SLF in case of IHHT:

- a. All payments to be made online or through the electronic clearance system. No separate account is required to be opened by the Municipal Commissioner for this purpose. Amount will be directly transferred to the beneficiary from the centralised bank.
- b. The Municipal Commissioner shall open a separate bank account naming "Swachha Andhra" and Govt. will release the funds for IEC activities and capacity building etc., to that account.

1. SLF/ TLF Led construction:

The Commissioner shall release the total amount in instalments to the SLF account after obtaining the consent letters from the individual beneficiaries, duly stating that there is no objection for them to release the amount to the SLF account.

- 1.1 1st instalment:** Rs. 5000/- shall be released after geo-tagging the house and beneficiary photo before commencement of work as advance.
- 1.2 2nd instalment:** Rs. 5000/- shall be released after completion of basement and leach pit / septic tank.
- 1.3 3rd instalment:** Rs. 5000/- shall be released after completion of toilet in full shape duly geo-tagging with photograph along with toilet and beneficiary photo.

2. Beneficiary Led construction:

The Commissioner shall release the total amount in the following instalments to the Aadhar linked beneficiary bank account.

- 2.1 1st instalment:** Rs. 5000/- shall be released after geo-tagging the house, beneficiary photo after completion upto basement.
- 2.2 2nd instalment:** Rs. 5000/- shall be released after completion of super structure.

2.3 3rd instalment: Rs. 5000/- shall be released after completion of toilet in full shape duly geo-tagging with photograph along with toilet and beneficiary.

3. The concerned AE / AEE shall inspect the construction activity at regular intervals and shall record the progress of work in the measurement book at the following stages, after geo-tagging, as applicable.
 - a. For release of 1st instalment
 - b. During the completion of basement, leach pits/ septic tank
 - c. After completion of entire work.
4. The Municipal Commissioners shall place the Programme details/guidelines/administrative sanction of units by the Government etc., before the Corporation/Municipal Council for their information and to record.
5. Technical sanction for the IHHTs can be accorded at ULB level, irrespective of total no. of IHHTs to be constructed in the ULB.

III Pre-Construction Activity

1. The programme will be announced by Hon'ble Chief Minister on 11/05/2015. IEC activities, door to door campaigning and verification of beneficiaries will be done up to 21/05/2015. The Commissioners/Municipal commissioners concerned shall prepare a day wise plan immediately after completion of the state level training programme scheduled on 2nd of May, 2015, for verification of applications with the help of Municipal Engineer.
2. The Commissioners/Municipal commissioners shall complete the beneficiary verification and the Municipal Engineer shall inspect the site of construction and shall Geo-tag the vacant site before construction and upload the same using the mobile application by 25/05/2015. This will ensure that the SLF will be deposited the first installment in their respective bank accounts for procurement of the materials required.
3. After launching of the programme on 11th May, the Commissioners/Municipal commissioners shall direct the Municipal Engineers concerned to plan for procurement of required material like cement, bricks, sand, chips, Rcc rings etc., well in advance i.e., at least one week in advance (i.e., 23rd May) for the foundation stone to be laid by Hon'ble Chief Minister of Andhra Pradesh on 2nd of June, 2015.
4. The Municipal Engineer shall prepare a list of required trained masons after arriving at the total number of beneficiaries. Locally available masons have to be identified and shall be trained on construction of IHHT. Local engineering college students of Civil and Mechanical departments may also be involved in this process.

5. The Municipal Engineer shall collect the final list of approved beneficiaries from their respective Commissioners /Municipal Commissioners and arrive the total no. of Individual House hold toilets (IHHT) to be constructed.

IV Construction

A) Resource Mobilization

Required materials:

- i) Rough stone/ cement blocks for foundation.
- ii) Country bricks / Hallow bricks / Fly ash bricks / Cement bricks for superstructure (as per local availability).
- iii) Sand.
- iv) 20 / 40 mm Hard Granite metal for basement of superstructure.
- v) RCC rings and RCC cover for soak pits.
- vi) Sanitary items: water closet (Indian / Western) with ISI mark, P-trap, disposal pipe like PVC / SWG / HDPE etc.
- vii) Ordinary Portland Cement.
- viii) Roof material: 2 inches MS pipe, J-bolts, fibber corrugated sheet.
- ix) Door: GI sheet with country wood frame / PVC door.
- x) Tap connection.
- xi) Fixing of electrical bulb.

The materials required for the completion of total IHHTs in the respective ULBs shall be assessed and estimated. For a toilet of size 750mm x 900mm with 2 pit system the tentative requirement is as follows. The Engineer shall advise the beneficiary/SLF to adopt suitable foundation as per the soil condition.

S.No	Item	Quantity per Unit	Unit	Total Quantity Required
1	2	3	4	5
Up to Basement Level				
1	Earth work	3.26	Cum	3.26
2	40 metal	0.26	Cum	0.26
3	Sand	0.32	Cum	0.32
4	Cement	2	Bags	2
5	In case of RR stones for basement	24	Nos	24
6	RCC Rings	8	Nos	8
7	Labour charges			
Note: For basement, Bricks (Burnt clay / Cement/ Fly ash /FAL-G) can also be utilized.				

Super Structure				
1	Sand	0.82	Cum	0.82
2	Cement	2	Bags	2
3	Bricks (Burnt clay /Cement/ Fly ash /FAL-G)	420	Nos	420
4	W.C. pan&P trap	1	Nos	1
5	Connection pipe (PVC/HDPE/SWG)	4	Mtrs	4
6	Roof (AC sheet /FRC sheet/Polished shabad stone)			
7	Door (MS shutter with MS frame / Solid board shutter with readymade RCC frame or any other)	1	Nos	1
8	CI cover for junction chamber	1	Nos	1
9	Cement Jally	1	Nos	1
10	Re-cast RCC cover per Twin pit	2	Nos	2
11	Tap & Water supply pipe	LS		
12	Labour charges	As applicable		

1. Materials like Cement blocks / Fal-G blocks / Hallow bricks / RCC rings and RCC cover can be procured from the Nirmitha Kendras of AP Housing Corporation Ltd.
2. The PIU shall assess the total requirement of materials for the construction of IHHT's in entire ULB and arrive item wise quantities. PIU shall identify the reputed agencies who will supply the required material and to prepare them to supply the materials in time.
3. The procurement of stone / sand / bricks /metal can be organised combined through SLF / group of beneficiaries so that the overheads like transportation etc will reduce.
4. The PIU of the ULB may identify sufficient number of masons, plumbers, electricians and carpenters and allot the areas. If sufficient number not available they have to identify the candidates through SLFs and make necessary arrangements to train them in the respective fields.
5. All the material required shall be procured by the Individual or the SLF/TLF only. The District level committee or ULB may facilitate the individual or SLF/TLF in procuring the quality material but in no case shall be involved in purchase of the materials. The Individual or SLF/TLF shall have the discretion to choose the material as per the required specifications. Any extra cost incurred shall be borne by the Individual or SLF/TLF.

6. The Commissioners may utilise the services of City Livelihood Centers wherever available for mobilising required masons, plumbers and electricians etc.

B) Construction Activity and Monitoring Progress

1. Marking shall be given by the AE/AEE concerned and shall inspect the construction activity at random at regular intervals.
2. The IHHT shall be geo-tagged with the photograph in three stages i) before commencement of construction ii) after completion of basement iii) completion of super structure. Also the local Engineering students of civil/mechanical Engineering engaged by the respective Commissioners may be deployed for supervision.
3. The required guidance shall be given to the SLFs in the construction process and also guide the Individuals or SLF/TLF in procurement of the material and preparation of transportation plans and material storage plans by the SE (PH) of the region concerned.
4. The progress shall be reviewed every day by the PIU of the respective ULB and send the report to the concerned RDMAs. The RDMAs shall review the progress and send the reports to the Govt. every day through the C&DMA. All the RDMAs shall ensure to complete the IHHTs as per the scheduled programme by the respective ULBs in their jurisdiction.
5. The Superintending Engineers of Public Health Engineering Department, in case of Municipalities and the respective Superintending Engineers, in case of Corporations shall review the progress with the concerned Engineers at regular intervals and shall extend the technical guidance needed for ensuring the quality construction. They shall also send the progress reports to the Govt. through E-in-C (PH).
6. The PIU of ULBs shall take necessary action to complete the construction of IHHTs within the specified timeline and motivate the beneficiaries to use the toilets.

C) Recording and Payment:

a. In case of construction taken up by the SLFs:

- i. After capturing of vacant site photograph through Geo-Tagging an amount of Rs.5000/- for each beneficiary shall be released to the respective SLF as its first installment. The Asst. Engineer /Asst. Executive Engineer shall record that Proceedings in the M. Book as the advance payment. **Annexure-I**
- ii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of basement level including Geo-tagging the photograph and recommend for payment for release of 2nd installment of Rs.5000/- as per the model recording format **Annexure II.**

iii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of toilet in full shape including Geo-tagging the photograph and recommend for payment for release of 3rd installment of Rs.5000/- as per the model recording format **Annexure III.**

b. In case of construction taken up by the individual Beneficiaries :

- i. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of basement level including Geo- tagging the photograph and recommend for payment for release of 1st installment of Rs.5000/- as per the model recording format **Annexure IV.**
- ii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of super Structure (up to roof level) including Geo-tagging the photograph and recommend for payment for release of 2nd installment of Rs.5000/- as per the model recording format **Annexure V.**
- iii. The Asst. Engineer /Asst. Executive Engineer shall record the M. Book after completion of toilet in full shape including Geo- tagging the photograph and recommend for payment for release of 3rd installment of Rs.5000/- as per the model recording format **Annexure VI.**

V. Time Line

Municipal Engineers shall prepare schedule of work and issue to the SLF for completion of works as per the Action Plan of the ULB. A model action plan in case of toilet with twin pits is given hereunder.

Day	Activity
Day 0-20	Municipal Engineer shall prepare list of trained masons, identify Engineering students, train the masons and SLF/TLF, establish ULB level sanitary marts, prepare the material movement and deployment plans and guide the SLF for procurement of entire materials required for construction of toilets.
Day 21	Excavation of Basement and leach pits
Day 22-23	Construction of Basement and placing of RCC rings
Day 24	Allow for Curing
Day 25-26	construction of walls for super-structure and Junction chamber
Day 27	Allow for Curing
Day 28-29	Plastering to super-structure
Day 30	Allow for Curing
Day 31-35	Fixing of Door Sanitary items i.e. WC, connection pipe , lid for the leach pits and Fixing of Roof

GIRIDHAR ARAMANE,
PRINCIPAL SECRETARY TO GOVERNMENT.

Annexure-I
Model Proceedings of the Municipal Commissioner

Present: SriCommissioner, ...Corporation/Municipality.

Sub: Sanitation – Swachh Andhra Mission -----
Corporation/Municipality - Construction of IHHTs – Sanction
Order for release of 1st Installment of funds - Issued- Reg.

Ref: 1. GO Rt.No.185, dated 20-03-2015 of the MA&UD
Department, A.P, Hyderabad.
2. Undertaking of the beneficiary.
3. Geo tagging report dated _____ of the AE/AEE
of _____ Corporation/Municipality.
<<>>

It is hereby informed that ___ IHHTs are sanctioned under
Swachh Andhra Mission and an advance payment of Rs.5000/- to each
beneficiary is hereby released to _____SLF/TLF of
_____Municipality/ Corporation towards 1st installment. The
details of the beneficiaries are here given under.

S.No	Name & Address of the Beneficiary	Father`s Name / Husband`s name	Aadhar Number / Ration Card Number

The SLF/TLF shall take up the construction of the IHHTs as listed
above and as per the guidelines communicated. The SLF/TLF shall
inform the AE/AEE of _____Corporation/Municipality before
taking up the construction of Toilets.

Municipal Commissioner
.....Corporation/Municipality

To
The President,
_____SLF/TLF,
_____ Corporation/Municipality.

Copy to the AE/AEE of _____ Corporation/Municipality.

Copy to the Project Director, UCD / TPrO / TMC of
_____ Corporation/Municipality.

(ANNEXURE -II)

MODEL FOR RECORDING & VERIFYING IN THE M.BOOK

(2ND INSTALLMENT PAYMENT IN CASE OF SLF/TLF CONSTRUCTION)

Certified that the following beneficiaries of _____ward/slum/locality in _____Corporation /Municipality have taken up the construction of IHHTs under SBM (U) Programme through _____, SLF/TLF and completed earthwork excavation for pits, lay of RCC rings. Hence, 2nd installment of Rs.5,000/- each is recommended for payment to the beneficiaries for the work done as above and also for mobilization of materials for further work.

S.No	Name of the Beneficiary	Father Name / Husband name	Aadhar Number / Ration Card Number

Recorded & Payment recommended by

Assistant Engineer / Assistant Executive Engineer of
.....Corporation/Municipality

Verified by

Municipal Engineer
.....Corporation/Municipality

MODEL FOR RECORDING & VERIFYING IN THE M.BOOK
(3RD& FINAL INSTALLMENT PAYMENT IN CASE OF SLF/TLF
CONSTRUCTION)

Certified that the following beneficiaries of _____ ward/slum/locality in _____ Corporation /Municipality have taken up the construction of IHHTs under SBM (U) Programme _____, SLF/TLF and completed the toilets with all necessary fittings. Hence, 3rd installment of Rs.5, 000/- each is recommended for payment to the beneficiaries for the work done as above.

S.No	Name of the Beneficiary	Father Name / Husband name	Aadhar Number / Ration Card Number

Recorded & Payment recommended by

Assistant Engineer / Assistant Executive Engineer of
.....Corporation/Municipality

Verified by

Municipal Engineer
.....Corporation/Municipality

MODEL FOR RECORDING & VERIFYING IN THE M.BOOK
(1ST INSTALLMENT PAYMENT IN CASE OF BENEFICIARY
CONSTRUCTION)

Certified that the following beneficiaries of _____ward/slum/locality in _____ Corporation /Municipality have taken up the construction of IHHLs under SBM (U) Programme and completed basement. Hence, 1st installment of Rs.5,000/- each is recommended for payment to the beneficiaries for the work done and mobilization of material for further work as above .

S.No	Name of the Beneficiary	Father Name / Husband name	Aadhar Number / Ration Card Number

Recorded & Payment recommended by

Assistant Engineer / Assistant Executive Engineer of
.....Corporation/Municipality

Verified by

Municipal Engineer
.....Corporation/Municipality

MODEL FOR RECORDING & VERIFYING IN THE M.BOOK
(2ND INSTALLMENT PAYMENT IN CASE OF BENEFICIARY
CONSTRUCTION)

Certified that the following beneficiaries of _____ ward/slum/locality in _____ Corporation /Municipality have taken up the construction of IHHLs under SBM (U) Programme and completed the super-structure up to roof level. Hence, 2nd installment of Rs.5,000/- each is recommended for payment to the beneficiaries for the work done and for mobilization of material for further work as above .

S.No	Name of the Beneficiary	Father Name / Husband name	Aadhar Number / Ration Card Number

Recorded & Payment recommended by

Assistant Engineer / Assistant Executive Engineer of
.....Corporation/Municipality

Verified by

Municipal Engineer
.....Corporation/Municipality

MODEL FOR RECORDING & VERIFYING IN THE M.BOOK

**(3RD&FINAL INSTALLMENT PAYMENT IN CASE OF
BENEFICIARY CONSTRUCTION)**

Certified that the following beneficiaries of _____ ward/slum/locality in _____ Corporation /Municipality have taken up the construction of IHHLs under SBM (U) Programme and completed toilets with all necessary fittings. Hence, 3rd installment of Rs.5,000/- each is recommended for payment to the beneficiaries for the work done as above .

S.No	Name of the Beneficiary	Father Name / Husband name	Aadhar Number / Ration Card Number

Recorded & Payment recommended by

Assistant Engineer / Assistant Executive Engineer of
.....Corporation/Municipality

Verified by

Municipal Engineer
.....Corporation/Municipality