

To  
All the Municipal Commissioners,  
MA & UD Department.

**File No: 77(13-1)/SAC/COO(S)/GEN/2018, dt: 25.10.2018**

Sir / Madam,

**Sub:** SAC-Establishment of Non-Sewered Sanitation Cell/FSM Cell in  
ULBs-Reg

Ref: Establishment of Non-Sewer Sanitation/FSM Cell under Swachha  
Andhra Corporation, Proc. No. 77(13)/SAC/COO(S)/GEN/2017 dated 18.07.2018

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Attention is invited to the subject and reference cited.

This is to inform to sustain the momentum and to achieve ODF + and ODF ++ in the state of Andhra Pradesh on a mission mode, Swachha Andhra Corporation established a state level FSSM/Non-sewer Sanitation Cell under Swachh Andhra Corporation to plan, design, implement, monitor and sustain various initiatives.

**Further to submit,**

1. Andhra Pradesh (AP) is one of the first state in the country to declare all its 110 cities and towns free from Open Defecation (ODF).
2. Towns are currently facing a large burden of untreated faecal waste entering the environment due to indiscriminate disposal of Septage (waste evacuated from pit latrines and septic tanks periodically) by private gulpers causing significant public health and environmental risks. This problem is particularly acute in towns and cities that abut rivers and large water bodies.
3. To achieve the vision of Swachh Andhra Pradesh, GoAP has declared that all urban local bodies would achieve ODF plus through safe management of Faecal Sludge and Septage by December 2018. This initiative is aimed to achieve safe and sustainable sanitation provision for all leading to public health and environmental benefits.
4. Towards this, a policy and operative guidelines for safe management of Faecal Sludge and Septage Management (FSSM) in urban local bodies was notified by the GoAP (GO 134) on March 31, 2017. This GO is aimed to regulate provision of toilets, safe collection, treatment and disposal of faecal sludge and septage in urban areas in Andhra Pradesh.
5. ULBs are advised to licence desludging operators and they are being trained to follow safety standards through Protective Personal Equipment (PPE). ICT tools are used to monitor the FSM operations continuously.
6. Further, the Ministry of Housing and Urban Affairs (MoHUA), Government of India has launched National Policy on Faecal Sludge and Septage Management (FSSM) in 2017 and encouraged States and Cities to put in efforts and systems towards the safe collection, treatment and disposal of all human waste that is collected from onsite sanitation system. The Swachh Sarvekshan 2019 (ranking of urban areas on cleanliness) encouraged urban areas to regulate and treat/dispose septage in a scientific manner.

- Substantial score is also assigned for FSSM.
7. With the support of Bill & Melinda Gates Foundation and technical assistance from Administrative Staff College of India (ASCI), an innovative and state of the art FSTP is being piloted at Narsapur town. This project involves thermal treatment of faecal waste using pyrolysis technology. Likewise, city of Tenali has also established Faecal Sludge Treatment Plant based on Biological treatment process.
  8. The 28 sewerage treatment plants being taken up under AMRUT scheme are modified to co-treat not only sewage but also septage. Towns with functional STPs are being made to co-treat septage with minor modifications (Tirupati, Vishakhapatnam, Anakapalli etc).
  9. To achieve the vision of GoAP in making urban areas ODF plus and ODF plus-plus, state-of-the-art standalone faecal sludge treatment plants for safe treatment and disposal of septage in 76 non-Amrut towns is being planned under PPP mode. Tendering is also being done for setting up standalone FSTPs in the ULBs.
  10. To sustain this momentum and to achieve ODF Plus on a mission mode, it is advised to establish a ULB level FSSM/Non-sewer Sanitation Cell to plan, design, implement, monitor and sustain various initiatives. The Cell shall be headed by Commissioner with 2-3-member team like Assistant Engineer/Environmental Engineer, Representative from Health Section and an MIS expert.

**Objective of the NSS/FSM Cell**

This cell would be responsible for

- Planning, designing, implementing and monitoring NSS/FSM related interventions for enhancing overall sanitation in the ULB.
- Initiating actions for sustaining ODF status and ODF +/ODF++
- Promoting pro-poor and inclusive sanitation strategies
- Facilitating procurement of goods and services in support of stated interventions
- Implementation of regulations and tracking Service Level Agreements
- Coordinating City Sanitation Task Force (CSTF) meetings and monitoring implementation of city sanitation plan (CSP)
- Implementation of the recommendations made by CSTF
- Developing the financial operating plan for NSS and advocate for budgets
- Organizing capacity building of stakeholders by engaging specialized agencies/ institutions
- Advocacy of safe sanitation practices through public consultations and behaviour change communication campaigns.

Administrative Staff College of India (ASCI), Technical and Knowledge Partner of Swachha Andhra Corporation shall extend necessary technical support as and when required.

**Roles & Responsibilities of Key Members of NSS/FSM Cell**

S. No.	Designation	Key Responsibilities
1.	Sanitary Inspector	<ul style="list-style-type: none"> <li>● She/he will play a leadership role in developing ULB as a model sanitation city.</li> </ul>

		<ul style="list-style-type: none"> <li>● She/he will outline a mission statement and strategy for effective implementation of city sanitation plan with a focus on poor and vulnerable groups</li> <li>● She/he will lead the NSS/FSM cell and work towards fulfilling the mandate outlined in the objective statement</li> <li>● She/he will advocate for NSS/FSM and mobilize human and financial resources</li> <li>● She/he will monitor progress and report results to Municipal Commissioner, CSTF and other stakeholders</li> <li>● She/he will ensure implementation of the recommendations made by CSTF</li> <li>● She/he will mainstream NSS/FSM within municipal system through effective coordination with line departments and capacity building</li> <li>● She/he will work towards institutionalizing the voices of women, children and vulnerable groups (Differently abled, third gender, migrants etc) in planning, implementation and monitoring of FSM /NSS improvement plan</li> </ul>
2.	AE/Environmental Engineer	<ul style="list-style-type: none"> <li>● She/he will work towards fulfilling the objectives of the NSS/FSM cell</li> <li>● She/he will be responsible for engineering, design, works, tendering and procurement of goods and services associated with the program as per procurement procedures of Municipality</li> <li>● She/he will coordinate with Executive Engineer (EE) Dty Engineer (DE) for effective and accelerated implementation of works</li> <li>● She/he will co-ordinate with concerned officers on procurement matters, especially preparation of TOR, technical specification (preparing advertisements, short listing, bidding documents, evaluation, letters of awards, draft contracts) etc.</li> <li>● She/he will facilitate/assist in getting NOC and other permissions from departments of Municipality and other Government departments She/he will supervise works being initiated and report progress</li> <li>● She/he will liaison with the appropriate authority for any dispute among the parties relating to procurement.</li> <li>● She/he is responsible for overall contract management</li> <li>● She/he will undertake field visits and provide technical solutions as required.</li> </ul>
IT Engineer or MIS		<ul style="list-style-type: none"> <li>● She/he will work towards fulfilling the</li> </ul>

officer		<p>objectives of the NSS/FSM cell</p> <ul style="list-style-type: none"> <li>● She/he will be the Nodal Officer for responding, resolving/escalating queries/grievances raised through FSSM Help Line.</li> <li>● She/he will be responsible for timely monitoring and tracking of operators as per the Service Level Agreements using various ICT tools.</li> <li>● She/he facilitate development/updating city sanitation plan (with a focus on NSS/FSM) and report action taken to Sanitary Inspector and Commissioner and CSTF</li> <li>● She/he will be responsible to develop and maintain the GIS platform</li> <li>● She/he will be responsible to develop and maintain the GPS systems She/he will be responsible for monitoring and evaluation (M&amp;E) framework</li> <li>● She/he will develop necessary tools/systems for M&amp;E with the support of ASCI</li> <li>● She/he will be responsible for coordinating meetings and providing all information related to FSM within and outside Municipality.</li> <li>● She/he will work with ASCI in developing a comprehensive Data management tool and create a dashboard for continuous monitoring (on real time basis) to facilitate smooth operations/monitoring for FSM related interventions</li> <li>● She/he will interface with the IT department of Municipality to facilitate seamless integration of data/information.</li> <li>● She/he will ensure that all project progress reports related to FSM are readily available on demand and for discussion during CSTF meetings.</li> <li>● She/he will be responsible for facilitating third party management wherever required</li> <li>● She/he will facilitate capacity building activities related to FSM interventions.</li> </ul>
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Therefore, all the Commissioners are hereby requested to establish Non-Sewer Sanitation Cell/FSM Cell in respective ULBs and Depute 2-3-member team as stated above and inform this office with the details by 10<sup>th</sup> October 2018.

Yours faithfully,

**D MURALIDHAR REDDY, IAS**  
**MANAGING DIRECTOR**

Copy to Principal Secretary, MA &UD , AP Secretariat, Velagapudi, AP  
Copy to Director Municipal Administration, Guntur

Copy to MD, APUFIDC, Guntur  
Copy to CE, APUFIDC, Guntur  
Copy to Chief Engineer, PHMED, Tadepalli  
Copy to Director, ASCI, Hyderabad