

CHECKLIST OF DOCUMENTS FOR PART-1

SECTION 1- "Municipal Solid Waste- Sweeping, Collection & Transportation"		YES/NO/ N.R
Question 1 : Percentage Vacancy of Staff (actuals vs required, covering permanent, contractual or third party) working for Municipal solid waste management	For staff requirement - An official documentation (Micro Plan/Action Plan/DPR etc.) pertaining to the sanctioned strength of the ULB related to MSW management. (D1) Norms for manpower as per the CPHEEO manual for MSW 2000 (attached) (D1A1)	
	For staff deployed -Copy of the payroll reports for November and December, 2016 to verify total headcount of all MSW management staff (including contract staff) as evidence for filled positions. (D2) Copy of contract and payment/ activity report if this service has been outsourced. (D2A1)	
Question 2 : Percentage of wards (Residential & Commercial), covered by door to door solid waste collection system.	Documents showing total number of wards under the ULB. (D1)	
	Notification by the ULB for door to door collection covering both residential and commercial areas. (D2)	
	Declaration from the Commissioner/Chairperson of the ULB about the number of wards covered by door to door waste collection in both residential and commercial areas. (D3)	
Question 3 : Percentage of wards where User charges in both the residential & commercial areas are notified and collected.	Documents showing total number of wards under the ULB. (D1)	
	Notification by the ULB for collection of user charges in both residential and commercial areas in the wards. (D2)	
	Copy of ward wise amount collected. (D3)	
	Sample of receipt issued by the ULBs/other service providers to a user. (D4)	
Question 4 : Percentage of total solid waste generation that is transported daily. (Total waste transportation over generation)	To verify generation of waste - Swachh City Plan/ SWM DPR/ or any other study (prepared during the last 1 year - after January 1st 2011) to assess the quantity of waste generated in the city. (D1) In the absence of these documents, calculate the total waste generation on the basis of per capita benchmark (500 gram per capita per day X city population [Population as per 2011 census x10% growth]). (D1A1)	
	To verify collection of waste -Records of various waste streams from the weigh bridges of any three days from the last quarter. (D2) Average of the three will be considered. /Record of number of trips to processing/disposal site through various vehicles of any three days from the last quarter. (D2A1)	
Question 5 : Percentage of wards where Informal Waste Pickers are engaged (ID Cards issued and deployed) by the ULB for solid waste management	Documents showing total number of wards under the ULB. (D1)	
	Copy of the report of any exercise (survey) which was carried out to identify waste pickers in the city by the ULB or any third party. (D2)	
	Ward-wise List of identified waste pickers with the ID numbers issued to them, with declaration from Commissioner/Chairperson of the ULB. (D3)	
	Copies of ward-wise waste picker deployment plans (D4)	
Question 6 : Percentage of wards undertaking sweeping twice a day in all notified commercial areas (including night sweeping)	Ward wise list of notified commercial areas. (D1)	
	Ward-wise cleaning record for twice a day. (if record of twice a day is not maintained for the ward, the ward is not considered.) (D2) Ward wise staff deployment plan capturing two shifts. (D2A1) If sweeping work is outsourced (all/partial wards) to an external agency, the contract document which has a clause for sweeping commercial areas twice a day should be provided with declaration from Commissioner/Chairperson of the ULB.. (D2A2)	
	Ward wise attendance record for all sweeping staff capturing two shifts for the last three months. (would be reviewed on sample basis) (D3)	

Question 7 : Sweeping and cleaning in all notified commercial areas done on all festivals and Sundays"	Ward wise list of notified commercial areas. (D1)	
	List of holidays applicable for the state/city. (D2)	
	Ward-wise cleaning record of sundays and holidays. (if record of sundays and holidays are not maintained for the ward, the ward is not considered.) (D3) Ward wise staff deployment plan capturing sweeping on holidays and sundays. (D3A1) If sweeping work is outsourced (all/partial wards) to an external agency, the contract document which has a clause for sweeping commercial areas on sundays and holidays should be provided. (D3A2)	
	Ward wise attendance record for all sweeping staff capturing cleaning during holidays and sundays for the last three months. (would be reviewed on sample basis) (D4)	
Question 8 : Percentage of Availability of litter bins (not container bins) at appropriate places in commercial areas	Number of Notified Commercial Areas in the City. (D1)	
	Copy of the installation log of litter bin per commercial area. (D2)	
Question 9 : Whether a separate system to collect Construction & Demolition waste is in place and operational for the ULB	Copy of the notification with regard to proper management of C&D waste by the ULB within its jurisdiction in accordance with the provisions of these rules. Notification should clearly mention number of wards covered or that the entire city is covered. (D1)	
	Copy of contracts of C&D waste management system if the ULB has outsourced the same. Documentation/contract copies should clearly mention number of wards covered. (D1A1)	
	Copy of log sheets/ monthly report of waste collected. (D2)	
Question 10 : Percentage of garbage trucks/auto tippers which are tracked by GPS/RFID	Copy of documentation with number of vehicles deployed by the ULB (either own/ outsourced) signed by the Municipal Commissioner/Chairperson. (D1)	
	List of vehicle fleet installed with GPS/RFID signed by the Municipal Commissioner/Chairperson. (D2)	
	Copy of the contract if installation of GPS/RFID devices is a responsibility of the private agency. (D2A1)	
	A summary copy/ screen shot depicting all vehicles with GPS/RFID tracking. (D3)	
Question 11 : Whether ICT based for all MSW staff attendance system in place?	Print of the web page of the website which is in public domain/ open access displaying GPS/RFID based vehicle tracking. (D4)	
	ICT system generated staff attendance report for a week of any month of the last quarter with time stamp. (D1)	
	List of staffs working for MSW management signed by Municipal Commissioner/ Chairperson . (D2)	
	System generated summary document that shows that how many of the MSW staff attendance is taken through an ICT system. (D3)	
	Any document supporting head office level attendance review of MSW staff on weekly/ fortnightly basis. (D4)	
SECTION 2 - "Municipal Solid Waste – Processing and Disposal"		
Question 1 : Is Waste to Energy/Compost Plant operational?	If plant is operational, Log book of the waste coming to the plant and waste processed should be submitted. (D1) Electricity/Power consumption for the month of November 2016. The units consumed should be more than the minimum fixed charges. (D1A1)	
	If plant is not required, The waste management plan with geo-tagged latest pictures (taken in Nov/Dec 2016) showing processing & end product. (D2)	
	If plant is under construction, the contractual agreement signed for construction of plant and pictorial evidence to be submitted. (D3)	
	If construction is yet to be started, Copy of agreement signed to be submitted if construction is yet to be started. (D4)	
	If tendering is done, copy of the tender document floated/newspaper cutting inviting bids not before 1st Jan 2015, to be submitted. (D5)	
Question 2 :Plant Processing Efficiency: What percentage of waste collected is being processed ?	Total quantity of waste received by the particular plant , determined by records of various waste streams from the weigh bridges of any three days from the last quarter. (D1) Average of the three will be considered.	
	Record of number of trips to processing/disposal site through various vehicles of any three days from the last quarter. (D1A1)	
	Total Quantity of Waste processed by the plant is determined by: Log book of the waste processed of any three days from the last quarter. (D2) Average of the three will be considered. Log book of the reject waste any three days from the last quarter. Average of the three will be considered. Incoming minus reject is the processed quantity. (D2A1)	

Question 3 : Is landfilling done in a scientific way?	If landfill is operational, Photo of the landfill site with date as evidence. (D1) DPR/any other document regarding scientific management (safe containment and leachate treatment and gas capture and treatment, etc.) of landfill in place and functional. (D1A1) Documentation/log books of amount of waste being dumped in the landfill site. (D1A1)	
	If landfill is under development, copy of the agreement with agency who is developing the landfill with pictorial evidence of the construction work should be submitted. (D2)	
	If work is yet to be started, Copy of agreement (Consent to establish), (D3)	
	If identification of agency is being done for development of the land fill site, copy of tenders is to be submitted, (D4)	
	If land is identified, copy of land allotment/ sale deed/ lease agreement/Land transfer communication emails (before 31st Dec 2016) for land identification to be submitted. (D5)	
Question 4 : Status - Remediation of existing dump...?	If Remediation being done, Any official document (in DPR of any other document) regarding the remediation work that has been done/started. (D1) Copy of the contract agreement with the implementing agency and work completed certificate. (D1A1) Pictorial evidence of the work being carried out, if the work has started. Copy of contract agreement with the implementing agency. (D1A2)	
	If work is yet to be started but agency is identified, the copy of the agreement with the agency/email conversations/invitation for proposal/release of tender etc. is to be submitted. (D2)	
Question 5 : Whether plastics have been used in road preparing/repairing works / projects by the ULB?	List of projects that are being undertaken or completed with the use of plastics, signed by the Municipal commissioner or chairperson. (D1)	
	Copy of the agreement supporting the list of such projects giving details of the length of road prepared or repaired, expenditure undertaken, responsible agency, tender date and completion date of the work specifically highlighting the use of plastics. (D2)	
Question 6 : Percentage of wards (commercial & residential) where waste segregation is sustained at all processing stages (Point source, collection, transfer stations and maintained till disposal/treatment).	Documents showing total number of wards under the ULB. (D1)	
	Ward wise list where door to door (segregation at source) collection is in practice, signed by the commissioner/chairperson or copy of the official order issued by the ULB to commercial and residential areas for segregation of waste at generator level. (D2) Copy of contract of door-to-door collection in case the service is outsourced to an external agency. (D2A1)	
	Report or document with pictures indicating functionality of segregation system from "waste generator level to final disposal" in the above listed wards signed by the commissioner/chairperson declaring effective implementation of the system. (D3)	
	A video of the entire process depicting the implementation of the source segregation till disposal. (D4)	
Question 7 (a) : "Restaurants & Banquet Halls: Whether on-site composting is done for bulk garbage generators (On-site composting if >100 Kgs waste generation per day) ?"	Copy of office order issued before 31st December by the ULB informing bulk garbage generators about initiating on-site composting. (D1)	
	Copy of list of such bulk generators doing on site-composting with quantity of waste generated and treated. (D2)	
	Clear Pictures of on-site composting with proper location and on-site processing to be shown wherever it is followed, pasted in a single document. (D3)	

Question 7 (b) : "Mess in Hostels, Colleges & Schools (including mid-day meal) : Whether on-site composting is done for bulk garbage generators (On-site composting if >100 Kgs waste generation per day) ?"	Copy of office order issued before 31st December by the ULB informing bulk garbage generators about initiating on-site composting. (D1)	
	Copy of list of such bulk generators doing on site-composting with quantity of waste generated and treated. (D2)	
	Clear Pictures of on-site composting with proper location and on-site processing to be shown wherever it is followed, pasted in a single document. (D3)	
Question 7 (c) : Vegetable Markets : Whether on-site composting is done for bulk garbage generators (On-site composting if >100 Kgs waste generation per day) ?	Copy of office order issued before 31st December by the ULB informing bulk garbage generators about initiating on-site composting. (D1)	
	Copy of list of such bulk generators doing on site-composting with quantity of waste generated and treated. (D2)	
	Clear Pictures of on-site composting with proper location and on-site processing to be shown wherever it is followed, pasted in a single document. (D3)	
Question 7 (d) : Agricultural Market : Whether on-site composting is done for bulk garbage generators (On-site composting if >100 Kgs waste generation per day) ?	Copy of office order issued before 31st December by the ULB informing bulk garbage generators about initiating on-site composting. (D1)	
	Copy of list of such bulk generators doing on site-composting with quantity of waste generated and treated. (D2)	
	Clear Pictures of on-site composting with proper location and on-site processing to be shown wherever it is followed, pasted in a single document. (D3)	
SECTION 3 - Open Defecation Free/Toilets		
Question 1 : Is your city Certified ODF?	If City is declared and certified as ODF, a copy of the certificate issued by the Quality Council of India to be provided. (D1)	
	If City has declared itself as ODF, All the documents as per the ODF protocol has to be provided (D2)	
	Copy of ODF application/letter submitted to the MoUD/State/QCI for 3rd party inspection as per the ODF protocol to be provided by 31st December 2016 (D3)	
	If City is following ward wise declaration, then the list of all the wards declared as ODF along with the copy of signed self declaration as per the ODF MoUD protocol to be submitted. (D4)	
Question 2 : IHHL - % of Gap between application received* and applications approved (as per SBM portal as of 31st Dec 2016)	List of applications received for IHHL, on the SBM portal by 31st December (D1)	
	List of IHHL applications rejected by the ULB by 31st December (D2)	
	List of approved applications for IHHL on the SBM portal by 31st December. (D3)	
Question 3 : IHHL - % of Gaps between application approved and constructed photo uploaded (as per SBM portal as of 31st Dec 2016)	No. of application approved for IHHL on the SBM portal (D1)	
	No. of photos of constructed toilets uploaded on the SBM portal (D2)	

Question 4 : Percentage of CT & PT completed vs target (Data to be taken from SBM Portal as of 31st December 2016) Equal weight given to CT and PT	Target data for PT and CTs on the SBM portal as of 31st December 2016 (D1)	
	Completed data for constructed CT and PT toilets uploaded on the SBM portal (D2)	
SECTION 4 - Capacity Building-eLearning Courses		
Question 1 : Percentage of employees enrolled in the Capacity Building platform on SBM portal - Sanitary Inspector and Above (Employees, both permanent and contractual, from (SBM staff) sanitation/ public health department)	No. of employees posted as Senior Inspector and above who are the part of municipal solid waste and other allied verticals working towards SBM signed by the Municipal Commissioner/Chairperson. (D1)	
	Submit Course-wise list of ULB employees (sanitary inspector and above) who have completed at-least 5 unique courses. (D2)	
	Certificates copies issued employee wise for all employees, to be pasted in a single file and shared. (D3)	
Question 2 : Percentage of employees enrolled in the Capacity Building platform on SBM portal - Assistant/Junior Engineer and Above (Employees, both permanent and contractual, from sanitation/ public health department)	No. of employees posted as Assistant/Junior Engineer and above who are the part of municipal solid waste and other allied verticals working towards SBM signed by the Municipal Commissioner/Chairperson. (D1)	
	Submit Course-wise list of ULB employees (Assistant/Junior engineer and above) who have completed at-least 5 unique courses. (D2)	
	Certificates copies issued employee wise for all employees, to be pasted in a single file and shared. (D3)	
SECTION 5 - IEC and Behavior Change		
Question 1 : Asli Tarraki Hoardings at OD Spots(Preferably 8'x8') . ULB to get full marks, if hoardings are placed in all OD Spots	List of all previous/existing OD spots in the city or OD prone spots, if the city has been declared ODF signed by the Municipal Commissioner/Chairperson. (D1)	
	List of all OD spots that have Asli Tarakki hoardings to be submitted along with photographs in a single document file. (D2)	
Question 2 : Asli Tarraki Standee/Banner/Wall Paintings Displayed at all Community Toilets	List of all the community toilets in the city signed by the Municipal Commissioner/Chairperson. (D1)	
	List of all community toilets that have Asli Tarraki Standee/ Banner along with photographs to be shared in a single document file. (D2)	
Question 3 : Asli Tarraki Standee/Banner Displayed at all Public Toilets.	List of all the Public toilets in the city signed by the Municipal Commissioner/Chairperson. (D1)	
	List of all PTs that have Asli Tarraki Standee/ Banner along with photographs to be shared in a single document file. (D2)	

Question 4 : Swachhgrahis identified, I-Card given and actively involved in awareness campaigns	List of wards in the city signed by the municipal commissioner/chairperson (D1)	
	List of Swachhgrahis identified with Id cards given and signed by the Municipal Commissioner/Chairperson. (D2)	
	Photographs/Press coverage of the activities undertaken by the Swachhgrahis in the last quarter to be shared in a single file. (D3)	
Question 5 : Hoardings/Advertisement of Swachh Survekshan 2017 placed in the city on Swachh Survekshan 2017.	List of wards in the city signed by the municipal commissioner/chairperson (D1)	
	List of hoardings/advertisement placed for swachh survekshan 2017 signed by the Municipal Commissioner/Chairperson. (D2)	
	Photographs of the hoardings placed ward wise to be shared in a single file. (D3)	
Question 6 (a) : Thematic Cleanliness Drive (to be monitored by MoUD/QCI centrally)- Conducted between 16th-30th November 2016	Activities documented during updating SBM Portal, minutes of meeting (MOM), communication issued, pictures taken, Press clippings etc. to be submitted. (D1)	
Question 6 (b) : Thematic Cleanliness Drive (to be monitored by MoUD/QCI centrally)- Other thematic drives	Activities documented during updating SBM Portal, minutes of meeting (MOM), communication issued, pictures taken, Press clippings etc. to be submitted. (D1)	