



ODF Swachh Certification

Ward-Level Guidebook for Practitioners

Capacity Building for Swachh Bharat Mission - Urban



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WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities. To ensure that services can reach as many people as possible, and will exist over the long-term, we have a strong focus on financial viability. This means working with utilities and businesses to build services which generate revenue whilst reaching the most vulnerable urban residents and advising regulators and governments on how to create an environment which enables businesses to succeed. We are based in the UK with offices in seven countries in sub-Saharan Africa and Asia. As the urban specialist in water and sanitation, we are committed to sharing evidence and approaches so that our innovations can enable change around the world. Since inception we have helped over 10 million people access better water and sanitation services.

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Disclaimer

The scope of this report is to prepare a guide book at ward level for Swachh certification on ODF. We are sharing here the experiences from the city of Visakhapatnam where we are working on the ground with the support of GVMC.

This report refers to the approaches we took for making the city of Visakhapatnam an open defecation free city. We have supplemented the study with required charts, digital drawings. Nothing has come to our attention to make us believe that any data provided is not correct or not true. We believe this information to be authentic and therefore have not conducted an independent audit of the same. No investigations of the title of the tangible and intangible assets have been made and matters of a legal nature relating to the title of the assets have not been considered.

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This ODF Swachh Certification: Ward level Guidebook for Practitioners document will help to advance an agenda on sanitation and hygiene in Swachh Bharat Mission (Urban) in support of **ULB led Community Sanitation** approach demonstrated and documented in the city of Visakhapatnam in close collaboration with Greater Visakhapatnam Municipal Corporation(GVMC).

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We would like to thank our eyes and ears from the field namely Women Self-Help Groups, Sanitary Inspectors, Ward level ODF Coordination Committee, Zonal Sanitation Committee, Sadhimpu Campaign members.

List of Abbreviations

AE	Assistant Engineer
AP	Andhra Pradesh
BSA	Basic Siksha Adhikary
CC	Coordination Committee
CDS	Community Development society
CSU	City Sanitation Unit
DUDA	District Urban Development Authority
GOI	Government of India
GVMC	Greater Visakhapatnam Municipal Corporation
IHHL	Individual Households latrine
MoUD	Ministry of Urban Development
NHC	Neighborhood Community
NHG	Neighborhood Groups
ODF	Open Defecation Free
ODF CC	Open Defecation Free Coordination Committee
QCI	Quality Council of India
SBMU	Swachh Bharat Mission – Urban
SI	Sanitation Inspector
SLF	Slum level federation
ULB	Urban Local Body
UP	Uttar Pradesh
USAID	United states Agency for International Development
WAI	Water and Sanitation for the Urban Poor Advisory India
Women SHGs	Women Self Help Groups
WSUP-	Water and Sanitation for the Urban Poor

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A. Background, Objectives & Scope

Background¹

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 fulfill 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.

Objectives²

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.

Scope³

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.

Ministry of Urban Development (GoI), has developed a Ready Reckoner for the Urban Local Bodies wherein a definition is framed for any city to fall under the category of Open Defecation Free.

¹ - Declaring your City/Town, OPEN DEFECATION FREE, A ready-reckoner for Urban Local Bodies, Ministry of Urban Development, Government of India

² - Declaring your City/Town, OPEN DEFECATION FREE, A ready-reckoner for Urban Local Bodies, Ministry of Urban Development, Government of India

³ - Declaring your City/Town, OPEN DEFECATION FREE, A ready-reckoner for Urban Local Bodies, Ministry of Urban Development, Government of India

B. Definition

Definition of Open Defecation Free city / ward⁴

“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”

C. Necessary conditions

Necessary infrastructure and regulatory conditions to be achieved before declaring a city/ ward as Open Defecation Free:

As per the MoUD, Office Order D.O. No. Z-11021/04/2016-SBM-II dated 2 March 2016, in order to achieve ODF status necessary conditions have been laid which are to be achieved before declaring the city/ward as open defecation free. These are:

- 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 meter**
- 3) All commercial areas have public toilets within a distance of 1 kilometre.
- 4) City has a mechanism in place through which fines are imposed fine on people found defecating in the open

D. Third Party Inspection

Quality Council of India (QCI) was set up in 1992 as a pioneering experiment to spread quality movement in India by undertaking a National Quality Campaign. Ministry of Urban Development, GoI has commissioned QCI, to conduct the Third Party Inspection (TPI) for Swachh Bharat Mission-Open Defecation Free (SBM-ODF).

The Urban Local Bodies (ULBs) declared ODF at the state level have to be assessed by QCI so that MoUD is able to declare it as ODF at the central level. All the ULBs which have made a self-declaration of ODF must be notified with QCI to enable them to carry out a third party inspection.

The verification process shall be conducted in two parts –

(i) **Service level status –**

- Preliminary data will be collected in advance by a process of self-assessment from Municipals as per the defined protocol
- QCI Assessors will visit ULBs to review the documentation and collect the data systematically ensuring that the process is independent and unbiased

(ii) **Independent Observations –**

⁴ Letter No – D.O.No- Z-11021/04/2016-SBM-II, Protocol to be followed for declaration of cities/wards as Open Defecation Free (ODF) dated 02 March 2016

- The collection of data will be based on physical observation by QCI Assessor
- The questionnaire to facilitate data collection is created by MoUD
- The survey assessor will use IT enabled device to record their observations and findings along with photographs
- All locations will be finalized based on QCI's discretion post discussion with the ULBs for each of their respective cities

ODF Swachh Certification Ward-Level Guidebook for Practitioners

E. Rationale

The Constitution of India has a provision of three lists viz; Concurrent list in which both center and states can govern but overriding powers remain with the center, then comes the Union list where all the powers vest with the Central government and finally the State list where state has full powers. As per Article 246 – Schedule 7, of the Constitution, sanitation is a state subject which means that any programme related to sanitation shall be implemented directly by the states. Government of India can only compliment the efforts of the state governments through focused programming recognizing its dire need to make all 4041 Urban Local Bodies (ULBs) in the country Open Defecation Free (ODF) by 2nd October 2019.

In order to facilitate the states, Ministry of Urban Development (MoUD) has issued guidelines and notifications from time to time. The specific formats issued by SBM nodal department required certification from the wards; ward councilors, schools, Self Help Group (SHG) to declare their localities ODF. The respective Mayor and the Commissioner can declare their city it Open Defecation Free (ODF) after fulfilling the necessary conditions laid down.

The Urban Local Bodies (ULBs) in the city through its Mayor and the Commissioner can declare their city as Open Defecation Free city by taking stringent steps towards it. Ministry of Urban Development launched the ODF city campaign on 2nd October 2014 which happens to be the first anniversary of the Swachh Bharat Mission-Urban. Concerted efforts are directed towards Municipal body to help its citizens with infrastructure of individual toilets, community and public toilets and related software skills in the form of different communication materials to raise awareness in the community and ensure their support, cooperation and participation.

The wards have made dramatic progress towards achieving the ODF goal, but the efforts made have to be validated and verified before the wards/ city can be declared ODF. The document aims to be a guiding tool for the concerned departments/ officials/ agencies in preparation for the verification and validation of the ODF status by the third party. WSUP Advisory provides technical guidance at national, state and city level in carrying forward the programme.

F. Objectives

- The purpose of drafting the ODF Verification protocol is to guide Municipal bodies at the sub city level and other support partners in acquiring the ODF status in wards, schools and other places
- Clear timelines to carry out the verification

- Identify teams and stakeholders along with their roles and responsibilities
- Guide Municipal Bodies and its partners at the city and sub city level move specifically at the ward level to undertake internal preparation in ODF verification.

G. Stages leading up to ODF status

Before the wards are declared ODF, the numbers of stages are recommended:

Stage/s	Objective and Purpose
1. Preparations of ODF application	<ul style="list-style-type: none"> • The in-charge ward will prepare a detailed report as mandated and submit to the Zonal Commissioner. • The Zonal Commissioner, after the necessary compliance shall submit the application to the Commissioner.
2. Verification of ODF status at the ward level	<ul style="list-style-type: none"> • Based on the application feed by the ward on their ODF status Zonal Commissioner prepares a schedule of inter ward verification of ODF status at the Ward level • The schedule must certain date, verification team leaders, maintaining officers and also a vehicle plan including any other logistics • The criteria and prior development formats for inter ward verification is duly borrowed by the verifying team
3. Validation by external municipality	<ul style="list-style-type: none"> • The Commissioner of Municipal body may mandate an official along with the WSUP team to undertake validation through a third party (as proposed section E of the document) • Preliminary results may be put up in public domain to receive comments and feedback from the citizens and relevant concerned stakeholders • Gaps listed may be looked into and addressed by sharing the same with the respective Zonal offices • Compliance certificate to be submitted by each ward
4. ODF Certification – City level (Ward by ward)	<ul style="list-style-type: none"> • Once the validation process is completed by the external agency appointed by the Municipal body, wards may be certified and ranked according to their ODF status • The complete set of application may then be submitted to State nodal department for SBM
5. ODF Declaration - City level (Ward by ward)	<ul style="list-style-type: none"> • City level declaration - Once ward level certification is complete, ward may be declared as ready for ODF by the Municipal body.

H. Preparatory Work: Authorization, Revision Proposed

The State nodal departments for SBM (U) have issued Government Orders indicating the protocol to be carried out for ODF certification. The protocol typically authorizes different authorities to certify

the ODF status at ward, school and city level. In the absence of an elected wing at the Municipal body certain revisions, as given in the following Table 1, have been proposed in the authorized signatories for different formats.

Table 1: Authorization, revisions proposed for ULBs, verification method

Formats/ Annexure: Suggested by SAC	Proposed signatory /authority: Suggested by SBM(U) nodal department	Proposed signatory / authority: Suggested by ULB	Verification methods
Annex – 01 ODF declaration protocol: Format for declaration to be submitted by Ward Councilor	Ward Councilor	Sanitary Inspector, Assistant Engineer, Building Inspector (Town Planning), Head of Ward ODF CC, SLF leader	ODF CC members, SHG members, SLF leaders, Swachhagrahis, Municipal Staff (Sanitary Supervisors, Assistant Engineer, Health officers, Zonal Commissioners), Schools (Students, teachers and Principal), Zonal Commissioner to validate
Annex -02: ODF declaration protocol: Format for declaration to be submitted by schools	Principal / Headmaster / Headmistress of School	Principal / Headmaster / Headmistress of School	Peer staff/ teachers to validate
Annex – 03: Format for self-declaration by school students	Student / Guardian for students of class nursery – class 4	Student / Guardian for students of class nursery – class 4	Peer students to validate and self to certify
Annex - 04 Format for self-declaration by school staff and teachers (to be attached with the school declaration)	Staff or teacher	Staff or teacher	Peer staff/ teachers to validate certify
Annex – 05 ODF declaration protocol: Format for self-declaration to be submitted by Self-Help Groups	President of the Self-Help Group	President of the Self-Help Group	Peer members of the SHG to validate and president to certify
Annex- 6: ODF declaration protocol: Format for declaration to be submitted by City/Town	Mayor/ President of the City	Commissioner,	ULB appointed third party to carry out external verification

I. Preparation and Verification of ODF Application

The tasks and activities defined in this note broadly follow the instructions issued by the State SBM (U) nodal department to meet immediate/ short term objective of declaring the wards / city ODF. In order to ensure that the 'ODF declared localities' are able to sustain the ODF status for a long period the verification process has to be comprehensive by way of necessary validations / conditions that are expected to be undertaken at each ward.

Protocol for collecting necessary information and carrying out Ward level verification of ODF status

(As indicated in the ODF declaration protocol: Format for declaration to be submitted by Ward Councilor)

As per the procedure, the format set out by the state SBM (U) Directorate, Ward Councilors (Sanitary Inspectors where applicable) are expected to lead and ensure that the declarations signed by various authorized officials are valid. Accordingly, to ensure that the entire population in the ward have access to without bias of race, caste, color, sex, economic status and uses toilets facilities and to ensure that ODF is sustainable. The protocol, monitoring and compliance mechanism is given in the Table 2.

Table 2: Protocol, monitoring and compliance mechanism for ODF Ward verification

ODF Ward declaration condition	Monitoring mechanism	Verification
1. At any point of time in a day, no one in the ward is found defecating in open	<p>a) Ward level ODF Coordination Committee members (or any such ward level committee) to establish a system of monitoring ward level ODF status. Monitoring of ODF to consist of: -:</p> <ul style="list-style-type: none"> i) Random visits ii) Feedback from municipal staff iii) Feedback from SHG members iv) Feedback from Slum Level Federation leaders v) Feedback from Swachhagrahis vi) Feedback from local leaders and vii) Any other feedback / observation <p>b) Self Help Group (SHG) members located in each ward and lane to monitor ODF status and ensure that no one is left without access to toilet and defecate in open. Responsibility of monitoring and reporting ODF status to be assigned to SHG members on rotational basis</p> <p>c) Slum Level Federation (SLF) leaders to review compliance of ODF condition during their review meetings with SHGs and report the same to ODF CC</p> <p>d) Swachhagrahis shall keep record of each</p>	

ODF Ward declaration condition	Monitoring mechanism	Verification
	<p>'erstwhile OD spot' and all the households falling therein to ensure that the toilet facility provided is being utilized. If required, necessary sensitization to be provided by Swachhagrahis.</p> <p>e) Municipal Staff including Sanitary Inspector, Sanitary Supervisors, Assistant Engineer, Health officers, Zonal Commissioners to observe the compliance during their visit to the locality/ ward and reporting it to ODF CC</p>	
<p>2. Ensure that all households in the ward with available space for construction of toilets have built</p>	<p>a) Sanitary Inspector to prepare and submit the compliance report that all households in the ward with available space have built toilets.</p> <p>b) Swachhagrahis to ensure that all the households falling within their preview use the facility created for them.</p>	<p>Health Officer/Medical Officer</p>
<p>3. 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</p>	<p>a) Sanitary Inspector to prepare and submit the compliance report that 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</p> <p>b) Swachhagrahis to ensure that 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 and are using the facility provided to them</p>	<p>Health Officer/Medical Officer</p>
<p>4. All commercial areas in the ward have public toilets within a distance of 1 KM</p>	<p>a) Assistant Engineer to monitor on regular basis and submit the compliance report to ODF CC & Zonal Commissioner</p> <p>b) Other Municipal Staff including Sanitary Inspector, Sanitary Supervisors, Health Officers, Zonal Commissioners during their visit to any locality/ ward to specially observe and enquire about i) use of public toilets ii) ODF issues iii) Check the records on penalty provisions.</p>	<p>Health Officer/Medical Officer</p>
<p>5. All primary and secondary schools in the ward to submit self-declaration that all their enrolled students have access to and are routinely</p>	<p>a) Each student to sign and submit a declaration that the student does not practice OD in school and household level and at least two peer students who are aquatinted with the student should certify the same (Format as given in Annex 3)</p> <p>b) Class level students group to monitor the use of toilets by each student and compliance of ODF</p>	<p>Town Education Officer or nominated official by District Education</p>

ODF Ward declaration condition	Monitoring mechanism	Verification
using toilets at home and at school	<p>condition at school level</p> <p>c) Schools level vigilance mechanism to be established, where each member of the school including student, teacher, staff, parents, other visitors may play a role to be vigilant and report the gaps/ slippages to the authorized person</p> <p>d) Each staff and teacher to sign and submit a declaration that the Principal of the schools that s/he does not allow OD at schools and household level. This declaration may be certified by at least one peer who are aquatinted with the staff / teacher (Format as given in Annex 4)</p> <p>e) Principal of the school should certify that the school has adequate number of toilets facilities for students (girls and boys), teachers and support staff and visitors</p> <p>f) Format as given in Annex 2 to be duly filled in by the school authorized person</p>	Officer (BSA)
6. All self-help groups in the ward have submitted self-declarations that all residents of the ward have access to and are routinely using, toilets at home	<p>a) Each member of the SHG (Most states have community structures (such as NHGs, NHC and CDS) in the slums such Kudumshree in Kerala, MEPMA in AP and Telangana, Umeed in Gujarat, neighborhood groups under DUDA in UP) should sign and submit a declaration that no member from their locality (locality should be fixed and defined) has been practicing OD. SHG members should do random checking of the compliance by routine surprise visits within the area</p> <p>b) SLF leaders should review OD issue in every meeting of the SLF and report the same to ODF CC.</p> <p>c) Zonal Commissioner should review OD issue in every meeting where SHGs and SLF leaders participate and report the compliance to the Mayor/Commissioner of the Municipal body.</p> <p>d) Mayor/Commissioner of the Municipal body may advice City Sanitation Unit for corrective actions and follow up with Additional Commissioner (City sanitation in-charge)</p>	Health Officer/Medical Officer

All the six conditions along with the suggested compliance mechanism as described in the Table 2 have to be fulfilled to ensure that the ward can be verified as ODF. Sanitary Inspector, Assistant

Engineer, Building Inspector (Town Planning), Head of Ward ODF CC, SLF leader have to certify the same in the Annex - 1.

Once the above process is complete, the application along with supporting documents and annexes are required to be submitted to the Zonal Commissioner. The Zonal Commissioner, after checking the compliance, should submit the ward level applications to the Mayor/Commissioner of the Municipal body for further actions.

To supplement the declarations given in Annex 1, additional mandatory declarations, as given (Annex 2 to Annex 5), have to be certified, signed and attached along with the ward ODF certification as given in Annex 1.

Annex 1: ODF declaration protocol: Format for declaration to be submitted by Ward Councilor

I Sanitary Inspector, Assistant Engineer, Building Inspector (Town Planning) and member/ head of ODF Coordination Committee, SLF leader of (Ward details), under the **Municipal Body**, based on the ODF verification carried out in the ward, do hereby declare that:

1. At any point in a day, nobody in the ward is found defecating in open
2. All households in the ward that have space to build toilets, have constructed one
3. 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
4. All commercial areas in the ward have public toilets within a distance of 1 KM
5. All primary and secondary schools in the ward have submitted self-declarations to **us** that all their enrolled students have access to and are routinely using toilets at home and at school
6. All self-help groups in the ward have submitted self-declarations to **us** that all residents of the ward have access to and are routinely using, toilets at home.

We further declare that we have formally submitted this declaration to the Mayor/Commissioner of municipal body for further necessary action.

(Signature and Name)	(Signature and Name)	(Signature and Name)	(Signature and Name)	(Signature and Name)	(Signature and Name)
(Sanitary Inspector)	(Assistant Engineer)	(Building Inspector-Town planning)	(Member ODF CC)	(SLM leader)	(Ward Councilor)

Date:

Seal:

Annex 2: ODF declaration protocol: Format for declaration to be submitted by schools

I hereby declare that:

-school (name of school), in ward no....., under Municipal body of the city of....., has Number 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 form for each student and staff is attached herewith

.....

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

Date:

Annex 3: 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:

Annex 4: 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:

Annex 5: 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.....Zone number..... operation comprising (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:

J. ODF ULB Led Process Validation Protocol – External (Third Party)

External validation of ODF ward/ city is expected to be helpful to undertake unbiased reporting. Accordingly, the following validation process is recommended:

1. A panel of about five to seven expert members from within the city comprising of professors from Universities/ medical college/ engineering college / Social Work College and representatives of NGOs, retired government officials, engineering and technically qualified persons may be constituted.
2. The panel may be headed by a senior member selected from within the team members themselves in consultation with city sanitation cell and Commissioner of Municipal body.
3. Selection of the panel members may be by invitation or through advertisement
4. The panel may be allowed to take decision on the composition of the survey team that would verify the ward/ city ODF status.
5. Survey team may be selected from among the universities, medical college, engineering college, Social Work College, representatives of NGOs.
6. Eight Survey teams representing each zone, constituting of 20 members for every zone, may be constituted
7. Provision for eight additional zone level supervisors may be made to monitor and supervise the ward level verification process
8. One team may be allotted one zone and responsibility of each ward may be given to two members
9. A training of external third party that is led by ULB is conducted, largely focusing on the MoUD, QCI and state Directorate issued guidelines related to ODF.
10. Verification of all wards is necessary
11. ULB may pay suitable remuneration to the panel members as well as to the survey teams based on existing norms

12. Each of the ward level teams may be expected to verify all the declarations (Annex 1 to Annex 5) certified and
13. Ward level verification shall include physical verification of-
 - a) 5% slums with visit to at least 10 households in each slum with field observations in the entire slums, especially the erstwhile OD sites
 - b) 5% schools with physical observation & interview of at least 10 students and 2 teachers per schools
 - c) 5 markets areas with field observations
 - d) Interview of 25 SHG members or community structures (such as CDS, NHC or NHG) with field observations
 - e) Interview of SLF leaders with field observations
14. Zone level supervisors to monitor and supervise the ODF verification process of wards within the zone on day to basis and report the same to the expert panel.
15. The expert panel to oversee the entire process and monitor the progress and timeline
16. The expert panel should compile the results of the ward level verification and submit a ward wise consolidated report to the Mayor or Commissioner of Municipal body
17. The report should largely consist of the wards and city level formats as given in Annex-1 to Annex - 6 and follow the directions, particularly the compliance conditions, set out for internal verifications
18. Finding and results may be publicized for feedback from the Citizens and other key stakeholders within the city. Shortcomings, if any may be submitted to each wards for further action and compliance certificate may be obtained from each ward before finalizing the validation
19. The entire process has to be completed within a period of about two weeks

K. ODF Certification - City Level (Ward By Ward)

- Once the application, verification and validation process is completed, it may be certified as ODF wards by the Mayor/Commissioner of the Municipal body
- Wards may be ranked based on their overall performance on ODF status
- A ranking mechanism has been found useful in generating a central interest in sustaining ODF.
- The complete set of application as discussed section (I) may then be submitted to the SBM (U) nodal department for city level ODF verification and validation

L. ODF Declaration - City Level (Ward by Ward)

- Once ward level certification is complete, they may be declared as ODF.
- Wide publicity in media may be organized so that competitive environment is created among wards to enable them to perform better and maintain the ODF status
- Best performing wards may be felicitated
- Similar exercise of ODF declaration may be subsequently taken up annually so that the ODF efforts can be sustained.
- Large hoardings and sufficient of publicity material is planted at the estimate OD sites and open spaces saying that the ward is ODF and requesting management and daily commuters to seek a toilet for defecation.

M. Protocol for Submitting Application for ODF City to SBM Nodal Department

(As indicated in Annex 6: ODF declaration protocol: Format for declaration to be submitted by City / town of the SBM nodal department)

ODF City declaration condition	Monitoring and compliance mechanism
<p>1. After all the signatories of ward ODF certification including councilor Sanitary Inspector, Assistant Engineer, Building Inspector (Town Planning), Head of Ward ODF CC, SLF leader, in the city have submitted their self-declarations regarding ODF status</p>	<p>a) After all wards have duly completed the compliance conditions set out in the Annex 2, signed and submitted the declaration for ODF Ward. b) Zonal Commissioner at Zone level and Additional Commissioner at ULBs level to ensure compliance to before forwarding and recommending to the Mayor/Commissioner of the Municipal body</p>
<p>2. Preliminary resolution has been passed declaring the city / town as open defecation free;</p>	<p>a) Mayor/Commissioner of the Municipal body to pass Preliminary resolution declaring the city as open defecation free</p>
<p>3. The Open Defecation Free resolution to be publicly announced, inviting public feedback as well as objections/ concerns/ issues within 15 days of announcement.</p>	<p>a) The Preliminary resolution declaring the city as open defecation free to be published in local print media (informed in press conference, TV interviews, social media, or local TV channels) by the Mayor/Commissioner of the Municipal body for public feedback, comments and objections. b) Feedback/ objections, if any, received on the matter have to be appropriately resolved. c) Ward wise compliance against all relevant feedback/ objections; have to be sought by the same team as authorized for declaring the ward ODF. d) City level compliance certificate has to be signed and certified by the Mayor/Commissioner of the Municipal body and attached with the final declaration as given in Annex 6. e) Proof of the notification issued declaring Preliminary resolution to make the city ODF, shall be attached along with the compliance certificate</p>
<p>4. The city has a mechanism in place to impose fines on open defecators</p>	<p>a) Once all the citizens have access to toilets either at household level or at community level and all market areas and schools have declared that they have access to toilets; a suitable penalty provision to discourage the practice open defecation may be established for the violators/ offenders. b) Circular and public notice enforcing such a rule</p>

ODF City declaration condition	Monitoring and compliance mechanism
	<p>may be issued and widely published</p> <p>c) Indicative penalty provision may be as follows:</p> <p>i) Any member of the households with access of IHHL found practicing OD: INR 50 per incidence</p> <p>ii) Any member of the households with access to community toilet found practicing OD: INR 25 per incidence</p> <p>iii) Any member of the school (student/ teacher) with access to toilet facility at home & school found practicing OD: INR 25 per incidence</p> <p>iv) Any member of the markets areas with access to public toilet facility found practicing OD: INR 50 per incidence</p>
<p>5. 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</p>	<p>a) Once all four conditions are fulfilled, the final resolution may be passed at ULB level to declare the city as ODF.</p>
<p>6. This final resolution has been communicated to the state government for further verification</p>	<p>a) Copy of the final resolution (as given in Annex 6) declaring the city as ODF, along with all the necessary ward level declarations has to be submitted to the State Government for further verification</p> <p>b) ULB may also undertake third part verification to be absolutely sure about the ODF status. Accordingly, ULB may carry out external verification as per the protocol.</p>

Annex - 6: ODF declaration protocol: Format for declaration to be submitted by City / town

I, -----, Mayor/Commissioner of the Municipal body does hereby declare that:

- All Chairpersons of ward ODF 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, **Municipal Corporation** is hereby declared Open Defecation Free.

.....

(Signature and Name of Commissioner)

Date:

Seal

N. Proposed Timeline for Internal Verification

Indicative Time / days required for completing the entire process is as given in the following table:

Stage/s	Indicative Time / days required
1) Preparations & trainings	4 days
2) Preparation and Verification of ODF applications – Ward level	Two weeks
3) Validation	Two weeks
4) ODF Certification - City level (Ward by ward)	One week
5) ODF Declaration - City level (Ward by ward)	One week

Dates for each ward may be finalized by the Sanitary Inspectors in consultation with Zonal Commissioners and other concerned team members.

Format for ward level Preparations and indicative dates

Wards No: _____

Stage/s	Proposed Dates
1. Preparations & trainings	
2. Preparation and Verification of ODF applications - Ward level	
3. Validation	
4. ODF Certification - City level (Ward by ward)	
5. ODF Declaration - City level (Ward by ward)	

Consolidated dates for completing citywide ODF declaration

Sr. No.	No. of wards	Ward number / details	Completion Date
1			
2			
3			
4			
5			
6			



एक कदम स्वच्छता की ओर



सत्यमेव जयते

Ministry of Urban Development
Government of India

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