

Operational Guidelines for implementation of TSC in the state of Orissa



**RURAL DEVELOPMENT DEPARTMENT
ORISSA, BHUBANESWAR**

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(Budhimanta Hota)
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FOREWORD

Total Sanitation Campaign launched by Govt. of India and implemented in 30 districts of the state is a good initiative to eradicate degrading practice of Open Defecation in country side. It is an excellent mix of incentive with investment which has put rural sanitation firmly on the map but there is still a longway to go in the state as we have covered only 32% of rural households with cost effective usable toilets.

Sanitation is a basic human need as basic as water, air & food. Gandhiji emphasized the link between Sanitation & Health as key goal of our society. In a holistic way we should reach the un-reached and deliver a qualitatively usable toilet through women SHGs promoted under Mission Shakti and Panchayati Raj Institutions.

It is heartening that the Rural Development Department in collaboration with UNICEF is bringing out detailed **Operational Guidelines for Implementation of TSC in the state** of Orissa which has been prepared after detailed consultations with various stakeholders and diverse inputs. It is a sincere attempt to provide strong institutional framework with supportive agencies at state, district, block and field level for successful implementation of TSC.

Let us all work together to take the challenge forward and count every toilet in our endeavour to create an Open Defecation Free State as the Millennium Development Goal by 2012.

(Ajit Kumar Tripathy)



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PREFACE

To supplement the efforts of state Government in implementation of TSC, the involvement of PRIs particularly Gram Panchayats is most significant. GPs have a distinct advantage in implementation of TSC as they have a better knowledge & understanding of Socio-cultural-economic status of general public. Therefore they have a wider reach among the marginalised and disadvantaged people.

The underlying philosophy of TSC has been one of participation, involvement, ownership, nurturing, facilitation and capacity building. The lesson learnt over the last five years has indicated that special focus be placed on Gram Panchayats for implementation of TSC, with clear-cut Operational Guidelines for better and more vigorous execution of the program.

The Operational Guidelines is a sincere but modest effort to streamline the process of implementation of TSC by addressing :

- ◆ The gaps in information and role clarity.
- ◆ Building strong institutional framework with supportive agencies at state, district and field level.
- ◆ Advocacy and awareness generation for better appreciation and implementation of TSC.
- ◆ There is decentralization, simplification of fund disbursement process, rationalization of jurisdiction, interface with Gram Panchayat and involvement of women SHG groups promoted under Mission Shakti.

I hope the present Operational Guidelines will serve the purpose of a practical guide to implementers and stakeholders alike.


(S. N. Tripathi)

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Introduction

One of the greatest challenges being faced by the government in recent years is the successful implementation of the Rural Sanitation programme. The one issue that still lingers in the minds of planners at state level and implementers at grassroots level is finalization of the implementation mechanisms of this Programme. Prevailing attitude of rural people and the priority accorded to sanitation poses a problem that needs to be addressed.

Sanitation is essential to ensure a better quality of life among all sections of people in rural and urban areas. Eighty percent (80%) of common diseases are caused by lack of sanitation and personal hygiene practices. Total Sanitation Campaign (TSC) does not limit itself to safe disposal of human excreta; it forms a comprehensive concept that includes safe disposal of solid and liquid waste, food hygiene, domestic and personal hygiene. TSC in Orissa is being implemented in all 30 districts of the State. The Programme is “community led” and “people centered” with increased stress on awareness creation and demand generation from people for sanitary facilities in households, schools, anganwadis and the community. A cleaner environment is a sequel to Sanitation.

1.1 Need for Implementation Guideline

The present operational guideline is developed to facilitate implementation of TSC, with special focus on Gram Panchayats. The operational guideline describes processes that will be useful to district authorities while implementing TSC based on district specific situations/ circumstances. TSC activities are planned and implemented at district level. Implementation of TSC primarily rests with the District Water & Sanitation Mission. The Orissa State Water and Sanitation Mission (OSWSM) will decide Policy guideline development. This is a practical guide for implementing the operational strategies outlined in the TSC Guidelines.

1.2 Project Implementation Plan

Rural Development Department (RDD) is implementing TSC in partnership with the Panchayati Raj Institutions (PRI). For effective implementation, monitoring and evaluation of Total Sanitation Campaign, a well-defined project plan at the district level needs to be prepared in consultation with OSWSM.

OSWSM will provide guidance and support in monitoring the effective implementation of the programme. The District Water and Sanitation Mission (DWSM) will be the executing agency for implementation of the TSC. The Office of the Block Development Officer (BDO) will co-ordinate implementation of TSC as CEO of Block Health Water & Sanitation Committee. At the Gram Panchayat/ village level TSC will be implemented under the leadership of the Sarpanch with necessary support from NGOs/ CBOs/ SHGs & other stakeholders. The Block Health Water & Sanitation Committee will ensure implementation and monitoring of TSC at block level. Similarly the Sarpanch will ensure implementation of TSC at village level.

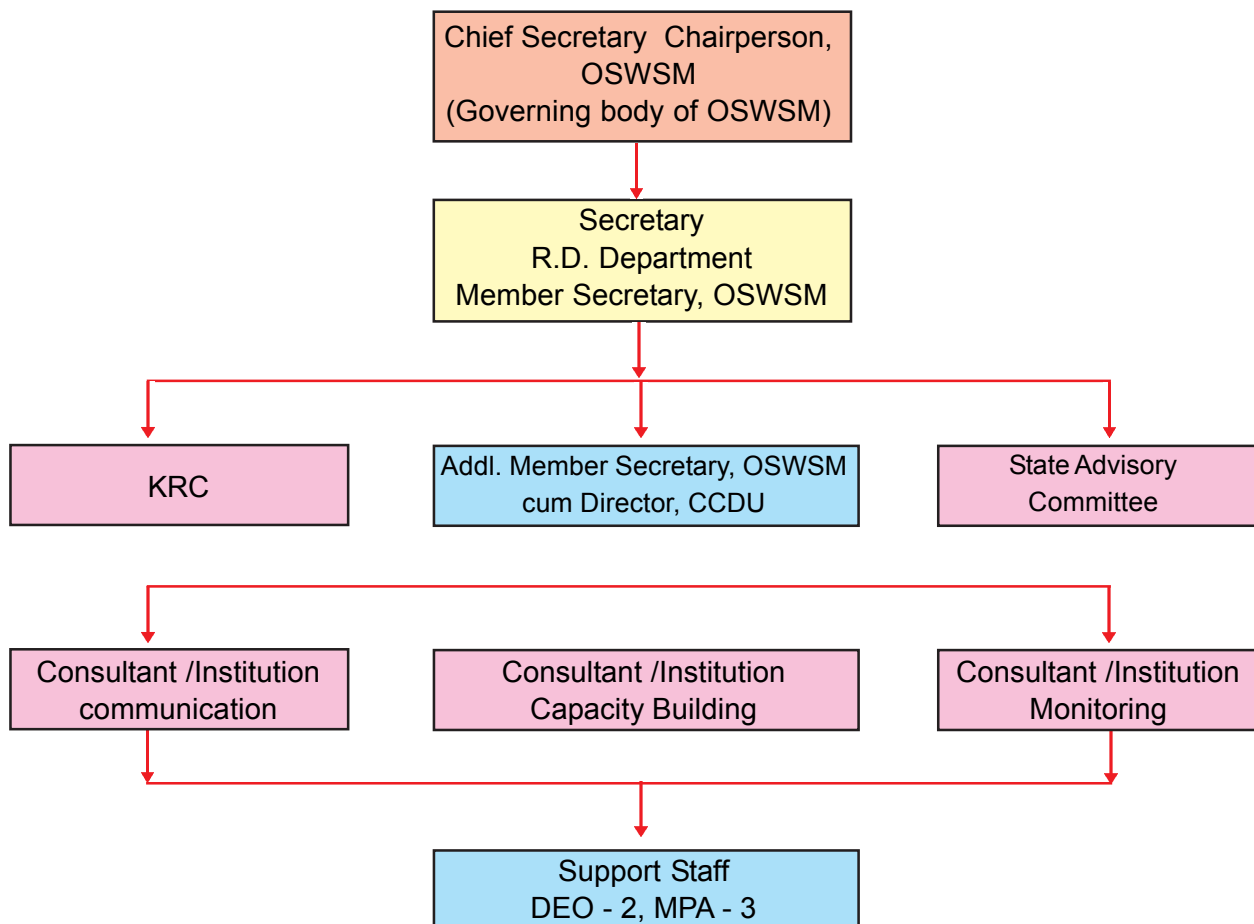
INSTITUTIONAL ARRANGEMENT

2.1 State Level

Orissa State Water and Sanitation Mission (OSWSM) was formed on August 14, 2002 as a Registered Society under Society Registration Act to oversee the functioning of District Water and Sanitation Mission (DWSM) and to ensure effective implementation & monitoring of Total Sanitation Campaign in the State. OSWSM is the nodal agency at State level set up under the chairmanship of Chief Secretary to Government of Orissa. The Commissioner - cum - Secretary to Govt., Rural Development Department is the Member Secretary.

A Chief Engineer, looking after day-to-day activities of OSWSM is the Additional Member Secretary of the State Mission. He is also the Director of Communication and Capacity Development Unit (CCDU).

ORGANOGRAM OF ORISSA STATE WATER & SANITATION MISSION



2.1.1 Communication & Capacity Development Unit (CCDU)

A Communication & Capacity Development Unit (CCDU) has been set up in the State Mission. The Chief Engineer of the State Mission is the Director of CCDU. The role of the CCDU is to promote (i) Development of State specific IEC strategy to facilitate implementation of reform initiatives in WATSAN sector, and (ii) to provide Capacity Development of functionaries and stakeholders at all levels.

The functions of the CCDU are:

- Function as the State level facilitating agency as well as Project Management Unit (PMU) for effective implementation of TSC.
- Development and make operational of Block and Panchayat level capacity development plan of different stakeholders. The training will focus on the key areas of Programme management for Government officials, PRIs and other stakeholders. Impart Information, Education and Communication (IEC), execution of hardware activities to Engineers and Masons and solid and liquid waste management. The training requirements will be addressed right up to the GP level.
- Facilitate development and make operational the State and District level IEC plans.
- Identification of Key Resource Centres and experts to facilitate IEC and capacity development activities.
- Development of Region (Tribal, Western) specific training modules.
- CCDU will have functional autonomy in discharge of above functions.
- Carry out any direction of OSWSM for better implementation of TSC.

2.1.2 Key Resource Centers (KRC)

Any reputed Organization, Academic Institution, Government Training and Research Institution and/or University may be selected as Key Resource Center by the CCDU. The CCDU may enter into a strategic alliance with KRCs on the strength of a Memorandum of Understanding (MoU) for capacity building activities, handholding support to project districts and any other critical activities needed in the interest of programme implementation.

The following are major Key Resource Centers of the state.

SI.No.	Name of the KRC/Trg. Inst.	Name of the Programme	List of stakeholders
I.	Indira Gandhi Trg. Centre , Bhubaneswar	TSC/Water Supply	Dist/ block level stakeholders
II	State Institute of Rural Development (PR Deptt.), Bhubaneswar	TSC	Dist/ block level stakeholders/PRI
III	State Institute of Health & Family welfare , Bhubaneswar	TSC	Dist/ block level stakeholders(Health)
IV	Indian Red Cross Society (Orissa branch), Bhubaneswar	TSC	Dist/ block level stakeholders (Health)
V	Centre for Youth & Social Development, Bhubaneswar	TSC	Dist/ block level stakeholders/PRI
VI	State PH Laboratory, Palasuni, Bhubaneswar	Water Quality Monitoring	Dist./block level stakeholders
VII	Nabakrushna Choudhru Center for Development Studies, Bhubaneswar	TSC trg. Module development for social mobilization	Dist./block level stakeholders
VIII	Home Economic Training Centres (W&CD Deptt.)	TSC/Water supply	Block level stakeholders
IX	XIM/GAA, Bhubaneswar	TSC/Water supply	District level stakeholders

Functions of KRCs

The major functions and responsibilities of the KRCs would be:

- Act as partners to the OSWSM in capacity building of different functionaries and stakeholders at the district, block and panchayat levels.
- Assess the capacity building needs of all stakeholders.
- Formulate strategies and conceptualise and design appropriate capacity building programs.
- Identify potential capacity building and training centres / institutes at the district / sub-divisional, block and panchayat levels for successful implementation of the program.
- Facilitate, organize, and conduct capacity building activities as per the training calendar.
- Monitor, evaluate and assess the capacity of the trainees and further assist in improvement of the Trainees.

2.1.3 Capacity building activities

Capacity Building activities may be carried out at various levels for programme implementation:

1. One day State/ Regional level advocacy workshop for sensitisation of elected representatives
2. One-day District level advocacy and capacity development workshop for elected representatives, key district project functionaries and representatives from Zilla Parishads and Panchayat Samities, NGOs, district level partners and stakeholders. Similar workshops will be organized at block levels.
3. Special GP/ village level meetings should be organized to orient grass root level functionaries like AWW, ASHA, Sarpanch, SEM and village motivators.

2.2 District Level

The District Water and Sanitation Mission (DWSM) has been set-up at the district level to oversee and co-ordinate the implementation of TSC thus acting as a nodal agency at the district level. The Zilla Parishad may be apprised of all decisions taken in the DWSM. The organization structure of DWSM would be:

SI No	Position	Designation
1	President, Zilla Parishad	Chairperson
2	Collector & CEO Zilla Parishad	Co-Chairperson
3	Project Director -DRDA	Member
4	CDMO/ DPM- NRHM	Member
5	DSWO	Member
6	DIPRO	Member
7	DPC, SSA	Member
8	PA, ITDA / DWO	Member
9	District Panchayat Officer	Member
10	CI of Schools	Member
11	One NGO (Nominated by Collector)	Member
12	Executive Engineer - RWSS	Member Secretary

- As the co-chairperson of DWSM, the Collector will provide overall guidance and direction for implementation of the programme, ensure inter-sectoral convergence and linkages between development programmes under his / her purview and review the progress of the programme on a monthly basis.

- The District Panchayat Officer (DPO) will ensure effective co-ordination and implementation of the programme with Gram Panchayats. The Project Director, DRDA will conduct monthly review meetings in the absence of the Chief Executive Officer (Co Chair person).
- The Executive Engineer, RWSS will be the Member Secretary of the DWSM and will be nodal officer responsible for the implementation, monitoring and financial management of the programme.
- The Project Coordinator (PC) will be responsible to the Member Secretary for day-to-day operations, co-ordination with different agencies involved in the implementation of the TSC. S/he will record the proceeding of all meetings in the district. S/he will be responsible for collecting information from Block level TSC Coordinator and Gram Panchayats. S/he will apprise the Member Secretary DWSM of the progress of the programme and prepare the monthly physical & financial progress report, compliance report to SWSM.
- In case of Districts having two RWSS Executive Engineers, both Executive Engineers will be designated as Co-Member Secretary. Both will supervise the work in their jurisdiction. District Head Quarter Executive Engineer will be the drawing and disbursing officer (DDO) of DWSM and compile the District information. In the above case, CEO can engage additional staff for other division.

The key stakeholder departments are:

1. Rural Development
2. Panchayati Raj
3. Women and Child Development
4. Health and Family Welfare
5. School and Mass Education

2.2.1 **Staffing at DWSM**

SI No	Name of the post	Position
1	TSC Accounts/ Audit	Ex-Officio, DAO of RWS&S division
2	Project coordinator	Contractual (Rs. 8,000 – Rs. 12,000)
3	TSC - Data Entry Operator cum Office Assistant	Contractual (Rs. 2500 – Rs. 4000)

To support the Member Secretary DWSM, a District Project Coordinator and a TSC Data Entry Operator will be engaged on a contractual basis.

2.3 Block Level

For effective implementation of the programme in blocks, the BDO will be the Nodal Officer for TSC & will be responsible for establishing block level convergence between different line department functionaries like the CDPO, Block Level TSC coordinator having diploma in civil engineering, JE - RWS&S, Medical Officer of PHC/CHC, Block Extension Educator (Health), S.I. of Schools (BRC) and Gram Panchayat Officer. The BDO will also monitor the physical and financial progress of the programme.

The BDO will be assisted by a Block level TSC coordinator who in turn will look after day to day activities of the programme. The TSC coordinator will be responsible for process implementation, provide guidance for development of GP plans, collection & collation of information, monitor progress of implementation and verify the construction of IHLs, Schools and AWCs. The Block level TSC coordinator will provide information to the Junior Engineer - RWSS and the BDO on the above activities. He will also record the proceedings of the Sanjog meetings (Sanjog Divas) to be held on 18th of every month.

The block level core team shall consist of the CDPO, JE – RWSS, Block level TSC coordinator, MO, SI of Schools, GPEO & one representative from among the NGO's implementing the programme in the block to assist the BDO in implementing the TSC programme. The role of Block level core team members will be to provide advice and feedback to the BDO for corrective measures in implementation of TSC.

Block Health Water & Sanitation Committee

The Block Health Water & Sanitation Committee may comprise of the following members:

1. Chair-person, Panchayat Samiti - Chairperson
 2. Block Development Officer – Member Secretary & CEO
 3. CDPO
 4. JE - RWS&S
 5. Block level TSC coordinator (Member Convener)
 6. Gram Panchayat Extension Officer
 7. DI of Schools
 8. BRCC - SSA
 9. Block Extension Educator - Health
 10. Social Education Organizer
 11. Welfare Extension Officer
 12. One NGO Representative to be nominated by BDO
- The Sarpanch of the best performing GP & NGP will be a special invitee

2.3.2 Staffing at Block level

SI No	Name of the post	Position
1.	Block Development Officer	Ex Officio
2.	Junior Engineer, RWS&S	Ex Officio
3.	Block level TSC Coordinator	Contractual
4.	Block Cashier	Ex Officio (accountant)
5.	Auditor	Ex Officio (Auditor)

2.4 GP level Water Supply and Sanitation Interventions

At the village level, the Gram Panchayat will be the planning & implementing institution. The GP will:

- Develop, Approve Gram Panchayat / Village Action Plan on TSC.
- Promote and oversee implementation of TSC at village level.
- Implement Village Action Plan.
- Receive and manage project funds & collect community contributions.

The Self Employed Mechanic (SEM) of the GP shall be GP TSC Co-coordinator who will be responsible for implementation of TSC in the GP.

2.4.1 The role of the Gram Panchayat

The role of the Panchayat will be:

1. Preparation of GP micro plan with the assistance of Block level TSC coordinator and it's submission through BHWSC to the DWSM for necessary action / approval.
2. Convene GP level TSC meetings every month on Sanjog Divas. (18th)
3. Co-ordination among grass root level Sanjog partners
4. Implementation of the TSC micro-plan – IHL construction, solid and liquid waste management, Operation & Maintenance of School & Anganwadi toilets and use of Twelfth Finance Commission (TFC) grant on sanitation activities as per direction of Government.
5. Ensure and enable / construction of toilets by the beneficiary himself.
6. Participation in water supply, sanitation and health programmes at GP level of opinion leaders and community-based organizations like youth clubs and SHGs.
7. Decide the agency / person for imparting IEC and other related activities in the GP.
8. Preparation of GP level inventory of water supply schemes with help of JE, RWS&S.
9. Management of existing water supply schemes and effective tariff administration.

10. Mobilization of community contribution for construction of IHL.
11. Maintenance of accounts and records as per rules and regulations laid down by P.R. Department for G.P.
12. Operate a separate bank account that will be opened for the purpose.
13. Procurement of goods, materials and services.
14. Maintenance of standards of quality in construction.
15. Ensure use and sustainability of hardware interventions.

2.5 External Support

External support agencies like Unicef & Water Aid are providing technical, financial and other related support activities for better implementation of TSC. State Government & State Mission welcome any support by external agency in Rural Water Supply & Sanitation Program within the framework laid down by Govt. of Orissa.

3. Implementation Arrangement

Implementation of TSC in any district would consist of following phases:

1. Pre Planning Phase / Start-up Activities
2. Planning Phase
3. Implementation Phase

3.1 Pre Planning Phase

The Pre-planning phase comprises of constitution of DWSSM and sensitisation of district level functionaries. The activities of the pre planning phase have already been completed in all the districts.

3.2 Planning Phase

Under the new strategy being adopted in the TSC, the GP will be the focal point for project activities in the Gram Panchayats. All GPs will be assisted by the respective DSWM in preparing and implementing proposals during the planning phase, construction of sanitation facilities and management of project funds for all the schemes in the GP. Support Organizations such as NGOs / CBOs / SHGs and other private agencies / associations may participate in implementing TSC.

Initially the Block will call for a Block level meeting of all Sarpanches, NGOs, Sanjog officials for briefing on TSC activities proposed to be carried out. Each Sarpanch will be assisted to develop a Gram Panchayat Water and Sanitation Micro Plan. All the production centres in the block, including those of private entrepreneurs, will be mapped. Availability of local materials for construction of IHLs should be assessed and preference for use of local material should be encouraged.

A Block Level Core Committee (BLCC) consisting of one representative from Civil Society Organization shall assist the block level team under the overall coordination of BDO & Block level TSC coordinator and Community based organizations involved in implementation of TSC. The role of BLCC members will be to support the BDO and TSC coordinator at the block level for effective implementation of TSC.

Planning Phase Activities at GP/Village level

The following activities shall be carried out at the GP / Village level:

- Organizing meetings at Gram Panchayat and village level
- Awareness generation and community mobilization through sensitisation.
- Participation of grass root Sanjog functionaries in sensitisation and motivation.
- Preparation of the GP/village Micro plan under the guidance of Block level TSC coordinator and submission of the same through BHWSC to DWSSM.
- Construction of demonstration units.
- IEC activities at GP/village level.
- Implementation of the approved Micro plan
- Encourage participation of beneficiaries in construction of own toilets.

3.3 Implementation phase

State Level Implementation plan

The State Level Implementation plan will cover

1. Normal construction of IHL activities in all GPs
2. Focused intervention in selected GPs up to the year 2011-12 in a phased manner.

Out of the 6,234 GPs in 314 blocks of the State we have nearly achieved 100% sanitation coverage under TSC in 324 GPs.

There are 5910 GPs that need to be covered under the TSC during the next four years. The plan is to cover at least five GPs per block during 2008-'09, seven GPs per block during

2009-'10, nine GPs per block during 2010-'11 making them eligible for cent percent coverage under focused intervention. The remaining GPs will be covered during 2011-'12 under focused intervention.

Construction of IHLs in all other GPs of the block will continue as usual. People will be encouraged to construct their own toilets and such coverage should not average below 20% every year. The Panchayat shall provide the BPL beneficiaries with the incentive after construction and use. This will ensure construction of around 20 lakh toilets per annum from 2008-'09 onwards. APL beneficiaries will benefit from free technical guidance and supply of rural pan and P-trap at a cheaper rate from the common stock. For this purpose the Block Development Officers should select the most populous GPs for focused intervention.

The selection criteria may include:

1. Pro TSC sarpanch and GP identified by the BDO.
2. Preference to the GP/village selected for implementation of rural pipe water supply scheme.
3. Presence of willing grass root level motivators from among Sanjog partners.
4. Availability of local materials for superstructure construction.
5. Presence of promoters of rural sanitary marts/production centres.

Besides, steps should be taken to ensure availability of rural pan and P- trap at the block level & orientation of existing masons for construction of toilets. It should be ensured by DWSSM that the list of households not having toilets is made available at the block level and displayed at GP level.

The State Mission as given below has developed a state level implementation plan on the above lines. Government of India has prescribed guidelines for online entry of IHLs, School & Anganwadi toilets for better monitoring and appreciation of the work undertaken at State and National level. The format for monitoring the focused GPs will be developed by the CCDU of SWSSM and supplied to the districts.

YEARWISE GP INTERVENTION PLAN

Sl no	Districts	Total no. of GPs	Total no. of Blocks	GPs to be Intervened in 2008 & Min cov. (20%)annually	GPs to be focussed for 100% coverage			
					2008	2009	2010	2011
1	Angul	209	8	190	40	56	72	22
2	Balangir	285	14	285	70	98	117	
3	Baleswar	289	12	240	60	84	96	
4	Bargarh	248	12	244	60	84	100	
5	Bhadrak	193	7	179	35	49	63	32
6	Boudh	63	3	55	15	21	19	
7	Cuttack	342	14	320	70	98	126	26
8	Debagarh	60	3	57	15	21	21	
9	Dhenkanal	199	8	189	40	56	72	21
10	Gajapati	129	7	125	35	49	41	
11	Ganjam	475	22	451	110	154	187	
12	Jagatsingpur	194	8	189	40	56	72	21
13	Jajapur	280	10	274	50	70	90	64
14	Jharsuguda	78	5	74	25	35	14	
15	Kalahandi	273	13	268	65	91	112	
16	Kandhamal	153	12	146	60	84	2	
17	Kendrapara	230	9	230	45	63	81	41
18	Kendujhar	286	13	275	65	91	117	2
19	Khorda	168	10	155	50	70	35	
20	Koraput	226	14	217	70	98	49	
21	Malkangiri	108	7	104	35	49	20	
22	Mayurbhanj	382	26	370	130	182	58	
23	Nabarangpur	169	10	164	50	70	44	
24	Nayagarh	179	8	171	40	56	72	3
25	Nuapada	109	5	105	25	35	45	
26	Puri	230	11	182	55	77	50	
27	Rayagada	171	11	165	55	77	33	
28	Sambalpur	148	9	144	45	63	36	
29	Sonepur	96	6	89	30	42	17	
30	Sundargarh	262	17	253	85	119	49	
	Total	6234	314	5910	1570	2198	1910	232

4.0 Information Education Communication/Behaviour Change Communication

Information, Education, and Communication (IEC) and Behaviour Change Communication (BCC) have been and continues to be a major part of the TSC.

The IEC for awareness generation will be made operational at two levels. At the State level, OSWSM will be responsible for policy, advocacy and strategy formulation and framing of guidelines for IEC activities. All mass media activities related to Television, Radio, Gramsat, media advocacy and newspaper advertisements will be centrally managed by the SWSM. Linkages with other departments will also be managed centrally. Studies, evaluations and impact assessment will be commissioned at the state level by the SWSM.

The DWSM will be responsible for IEC activities at the district level. They may decide to carry out the IEC activities through NGOs or through the GPs. Since behaviour change is a key factor in sanitation promotion some key IEC activities need to be carried out in each village. A list of suggested activities is provided in the IEC Plan. An indicative cost norm is attached below for key activities at the village level based on field experiences:

Sl. No.	Activities	Suggested Cost Norms (in Rs.)
1	Wall Painting	Rs. 6/- to Rs. 8/- per sq ft
2	Wall Writing	Rs. 4/- per sq ft
3	Street Play/Folk Media (minimum 1 hour duration)	Up to maximum of Rs. 1000/-per show
4	GP Meeting (1day)	Rs. 500/-
5	Village Meeting	Rs. 200/-
6	Rally at GP level with banner, placards and refreshments for 200 participants	Rs. 1000/-
7	Development of Micro Plan in G.P.	Rs. 1000/-
8	Hoarding - One per Panchayat in a strategic location (Flexi).	40/- per sq ft. (maximum size 6ft x 8ft)
9	Demonstration Activities (village and school cleanliness, Demo of safe hand washing practices, safe handling practices of water, demo toilet)	
10	Orientation workshop at District level for block level trainers (3 days)	*Boarding & lodging of participants – 100/- per day *Logistics 15% of total cost or 5000/- whichever is lowest
11	Orientation workshop at Block level for GP level trainers (one day)	*Boarding of participants – 100/- per day *Logistics 15% of total cost or 2000/- whichever is lowest

- Rate should be fixed by DWSM *following all formalities and procedures* and made transparent.

At the district and sub-divisional levels, the DWSM's *should* evolve their own IEC strategies in tune with local needs and priorities.

Every district should prepare an Annual Work Plan, which should include software and hardware activities and the resulting funds flow. The Annual Plan is submitted to OSWSM for information and monitoring.

4.1 Institutional arrangement for implementing IEC

Institutional arrangement for implementing IEC will operate at three levels :

- (1) State Level (OSWSM), (2) District Level (DWSM), (3) Block Level (BHWSC)

State Level : OSWSM

OSWSM is the key operating agency for TSC. All generic IEC materials, like posters, jingles, promotional films, catalogues for wall paintings will be developed by the CCDU. CCDU may outsource these activities if the need arises. It will develop a media plan for the state wide activities.

District Level : DWSM

The DWSM is responsible for planning, implementing and monitoring IEC activities. Each district will develop a district specific perspective IEC plan and an annual IEC plan based on suggestions of OSWSM. The district IEC campaigns will be spear headed by the DWSM like reinforcing the **Sanjog** partners.

The IEC plan developed by the DWSM should be shared with the SWSM. The DWSMs can also plan and conduct inter –district and intra – district exposure visits.

Block Level : BHWSC

The IEC activities in the villages should normally comprise of wall paintings, community interactions with SHG members, opinion leaders and campaigns. The GP may involve any agency or person in implementing IEC. IEC materials should be easily available, adequately displayed and used regularly by Sanjog partners.

Grass root functionaries like AWW, ASHA, Sikshya Sahayaks and SEMs should be specially trained at Block level in Inter Personal Communication (IPC) and counselling. They should be advised to discuss on sanitation and hygiene in different forums.

4.2 Media Plan

Media plan shall *primarily* include:

- Television (spots, talk shows, serials)
- Radio (AIR, FM -Talk shows, phone-ins, spots, sponsored programs)

- Print (Newspaper, magazine, Posters, Flip books, Handbills, stickers)
- Cable and Satellite Network
- Sanjog Help line
- Web site (www.oswsmorissa.org)

Interpersonal Contact- Responsibility of DWSM

- Household Visit – Motivator identified by the GP
- Group Meetings – NGO/SHG supported by Village motivator

Outdoor Media – Responsibility will be of DWSM with support from implementing NGO/Agency/SHG

- Village Awareness Campaign
- Hoarding
- Wall Paintings
- Kiosk

Folk Media – Responsibility will be of DWSM. It will select recognised professional groups for conduct of:

- Street play
- Puppet shows
- Song, drama, dance
- Mela & Festivals

5.0 Financial Arrangement

5.1 State Level

The State Water and Sanitation Mission will be responsible for *all* expenditure incurred by the Communication and Capacity Development Unit (CCDU). The EE- RWS&S, Division Bhubaneswar – cum - Member Secretary, DWSM, Khurdha will manage the funds and accounts of SWSM. The Divisional Accounts Officer (DAO) of his division will manage all accounts of OSWSM. The funds allocated for TSC, CCDU, Swajaldhara and other supporting agencies will be placed in separate accounts. All expenditures incurred by SWSM will be directly debited from the respective accounts as per orders of CE-OSWSM. The Member Secretary DWSM – Khurdha is empowered to release any amount as per directions of the CE - OSWSM. All payments will be made through cheques. The monthly receipt and expenditure statement should be submitted to CE, OSWSM.

5.2 District Level

A bank account will be maintained in a Nationalized Bank at the district level by DWSM. *The Member Secretary, DWSM will maintain the bank account. All BDO's will be issued cheques in the multiples for Rs.1200/- for reimbursement to GPs.*

5.3 Block Level

The BDO will release funds within 7 days based on *completion* certificates submitted by the GPs. A chequebook register *should* be maintained and monthly bank reconciliation *should be* prepared as per Panchayat Samity accounting procedure.

On submission of *completion certificates* for 80% of funds released *earlier*, subsequent claims of GPs will be released by the BDO in instalment of 30% & 40% within 7 days of requisition. DWSM will provide a contingency fund of Rs. 6000/- annually to each Block from the TSC administrative cost. All funds related to verification and motivation fee shall be directly reimbursed by the BHWSC.

5.4 Gram Panchayat level

Each GP will open a separate account for TSC, which *will* be jointly operated by the Sarpanch and the Executive Officer of the GP. *A sum of Rs. 12000/- (Twelve thousand) only will be provided to all G.Ps not having cent percent sanitation coverage, as advance in the first instalment by DWSM under intimation to the BDO. Subsequent release of fund by the BDO would depend on the GP plan and utilization of fund placed earlier. Expenditure on hardware activities of the GP will be met out of this fund. The GP will follow all the practices of accounting as per the existing GP Act and the OGFR. An annual contingency up to Rs. 1200/- (Rupees One Thousand Two Hundred) only will be provided to all GP's except NGP Panchayats.*

5.5 Accounting System

1. Withdrawals and disbursements at all levels will be in accordance with the rules, regulations and procedures laid down for rural development activities at GP level.
2. Payments shall be made through account payee cheques.
3. All existing financial procedures followed at the District, Block and GP levels should be followed in every financial transaction.

5.6 Individual Household Latrine (IHL) Verification.

Verification of IHL can be done either by the SEM/AWW.. Every verifier will be paid rupees five for every toilet verified. This amount will be met from the administrative expenditure of the DWSM.

5.7 Motivation Fee

- *Every motivator will be paid an incentive of Rs. 30/- (Rs. Thirty only) for motivating a household in constructing a toilet.*

- Payment will be made on monthly basis.
- *Ward members, AWW, ASHA, SEM's SHG's and NGO's involved can act as motivators.* The GP can nominate a motivator from amongst the people mentioned above.
- No person can be designated as a motivator unless s/he has toilet at home.
- List of all households without toilet including BPL may be made available to the motivator.
- The Panchayat Executive Officer of the concerned GP will get Rs 5/- per IHL for maintaining accounts. The verification claim and incentive of the implementing agency will be released by the BDO directly from the GP account through cheque.
- The implementing agency at the village level will be paid by the BHWSC to carry out IEC activities for awareness creation, generation of demand, installation of toilets, and promotion of hygiene practices at the village level. All IEC materials like flip charts, leaflets and posters will be centrally provided by the DWSM.
- The Block level TSC coordinator will be paid a fixed honorarium of Rs. 4500/- per month and mobility support of Rs. 500/- per month. All these expenses will be met from the administrative cost of DWSM.

6. Monitoring and Evaluation

6.1 State Level

- The Orissa State Water and Sanitation Mission through CCDU will monitor the TSC programme in all the districts. The CCDU may seek the support of the Key Resource Centres (KRC) and State Advisory Team (WATSAN Think Tank) to bring about improvements in the implementation of the sanitation programme in the state.
- The CCDU may use the expertise of the State Advisory Team to assess the status of NGPs or support in providing for constructive suggestions to improve the implementation of TSC. The expenses to carry out monitoring and review will be met from the CCDU funds. Director CCDU will decide honorarium to the experts of the State Advisory Team in consultation with Secretary RDD.
- The KRC's will provide capacity building support to state and district missions. They may also provide technical support in the implementation of the programme; like developing annual work plans, IEC plans and development of training calendar for the districts. The Institutions named below may act as KRCs :
 1. IGTC for training of Block level TSC coordinators, lab analysts, focused SEM
 2. SIRD – Focused Sarapanch, BDO
 3. SIH&FW – Focused ASHA/BEE/ Medical Officer
 4. Home Economic Training Centres – CDPO/AWS/ AWW

5. XIM / GAA - Collectors/ PDs/ Executive Engineers
6. CYSD/Gram Vikash – NGO worker/Civil Society member/Youth Club member etc.

6.2 District Level

The District Water and Sanitation Mission will be responsible for monitoring of the programme at the district level with support from DRG and Project Coordinator. They will make field visits to all blocks to assess the progress of the work, identify gaps, support in implementation if required. They will meet the stakeholders at the Block level, NGOs, Block level TSC coordinator, the BDO and receive information from them about the progress of the interventions. They will make random visits to intervention GPs and assess the quality of progress.

6.3 Block Level

The Block Development Officer will be responsible for monitoring the implementation of TSC at the block level. He will be supported by the Block level TSC coordinator and Block Level Core Team. The BLCT will visit the GPs/ villages and meet sarpanch and NGOs to collect information and assess the progress of implementation. They will make random visits to the households, anganwadis and schools to ensure that the toilets constructed are used, technically sound, with superstructures so as to ensure privacy of the user.

6.4 Gram Panchayat Level

The Sarpanch will monitor the progress of the household, school and anganwadi sanitation in the GP. He /she will be supported by a team of AWWs, ASHA, SEM and village motivators to make household visits, and assess the participation of the households, installation of complete and usable toilets, technologically appropriate and fitted correctly to ensure best benefits to the community. An appropriate superstructure should also be done to render the toilet usable immediately. The completed toilets will be verified by a two member team consisting of SEM and AWW, AWW and ASHA or the SEM and ASHA. The implementing agency, SHGs, the AWWs, ASHA, Sarpanch will continue to advocate the use of toilets after the installation is complete. They should also emphasize the importance of other associated hygiene practices, hand washing with soap after defecation and before handling food, safe disposal of child faeces, safe disposal of waste water and solid waste, cleanliness around hand pumps, clean tube well platforms etc.

7.0 School Drinking Water Supply, Sanitation and Hygiene Education (SSHE)

Successful implementation of SSHE is crucial for Total Sanitation Campaign. The programme must address a combination of technical *and* human development components. School sanitation and hygiene education, therefore goes beyond the mere construction and facilities. It includes a wide range of activities like hygiene education, sustainable operation and maintenance, inculcation of new behaviour among children and linking them with the community.

7.1 Components of SSHE

The program intends to provide the following minimum components. These include:

Hardware Component:

- Latrines and urinals (gender friendly facilities)
- Drinking water facilities
- Water storage
- Hand-washing facilities
- Dustbins / Garbage pit
- Waste water disposal
- Incinerators in upper primary and High Schools

Software Component

- Formation of School Sanitation Committee in each School
- Training of a teacher from each school by BRCC for diffusing information on SSHE

*There is a need for joint planning and use of resources at the district and block level. Convergence with education department at State, District, and Block level is essential in planning, monitoring and operation and maintenance.

7.2 Operation and Maintenance

The operation and maintenance of the school water and sanitation facilities will be the primary responsibility of the respective School Sanitation Committee

7.3 School Sanitation Committee

Experience shows that use of toilets and hygiene habits have been considerably improved where children have taken active interest and have been involved in monitoring the use and maintenance of facilities. This involvement is ensured through the formation of a committee on sanitation and hygiene. Each school should have a committee on sanitation and hygiene to take care of the regular maintenance and to monitor the hygiene habits of children. Since children are considered to be ideal conveyors of the messages to the community, at many places a successful school sanitation hygiene programme has contributed significantly to the sanitation and hygiene situation in the larger community.

7.4 The functions of the committee could be as follows:

1. The committee members will ensure that water is made available close to the toilet. If there is a hand pump tube well in the premises, they will ensure that water is brought from the hand pump tube well and filled into the tank constructed adjacent to the toilet. The committee will ensure that no child relieves himself/ herself in the open and he/she pours water after using urinal/toilet. The committee members themselves will clean the toilet with water at least once everyday either during the school hours or after the school hours.

2. The committee members will check that every student of the school washes his or her hands properly before and after taking food (e.g. mid day meals etc) and after using the toilet.
3. The committee members will ensure at the beginning of every day (e.g. after the prayer class) that all the students are following personal hygiene practices like combing their hair, clean nails & clean dress.
4. The committee will maintain a monitoring chart where the number of students are following all required practices.
5. There will be an inter-school competition for the best school award and best volunteer award (in sanitation and hygiene). The volunteer award will be given to students who have headed the committee at some point or other during the year.
6. The Head Master of the school will maintain a register to monitor the functioning of the sanitation committee.
7. The supervisory officers like SI, DI, CI of the schools, the Project Co-ordinator of SSA will check the functioning of the committee in the schools during their normal school visits and inspection programmes.

8. Technological Option

8.1 Individual Household Toilets

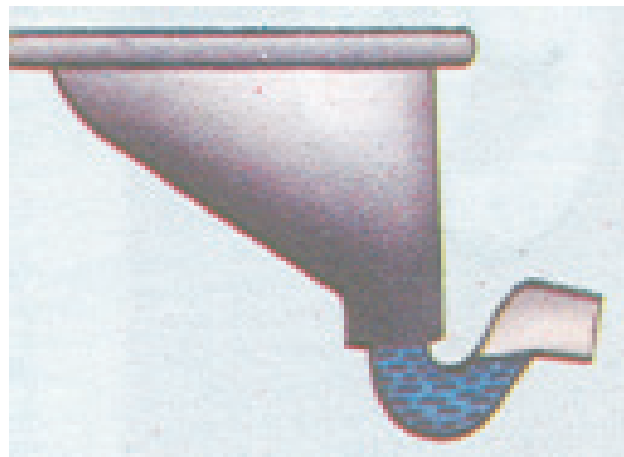
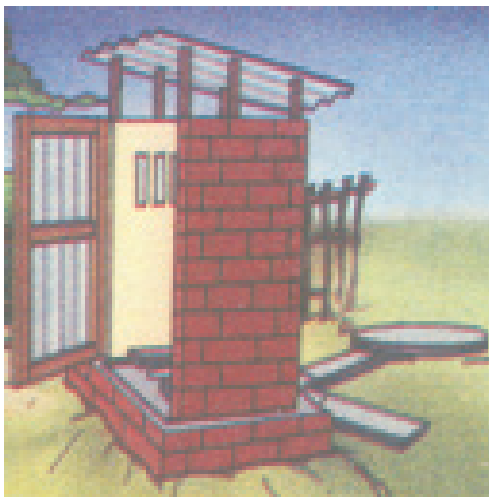
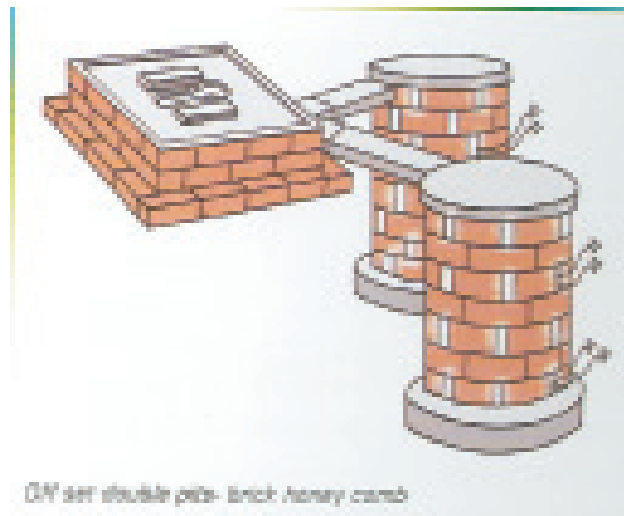
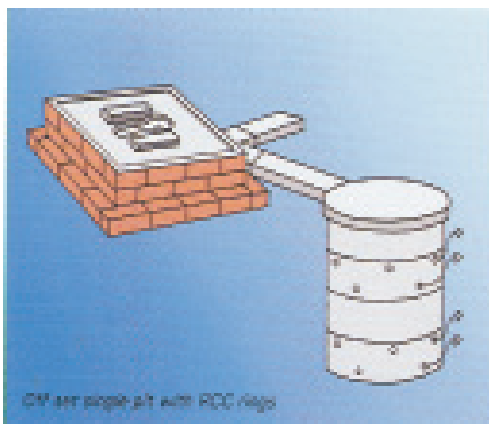
A sanitary latrine is one that does not pollute or contaminate surface or ground water and soil. It also prevents fly/mosquito breeding or access. It does not produce bad odour or give an ugly sight. It does not require much money and high technology for construction.

Technology for safe disposal of human excreta and providing technological options is one of the strategies of TSC. It matches with local situation and enhances the demand for owning a sanitary latrine irrespective of the socio-economic conditions and leads to safe disposal of human excreta.

8.1.1 To ensure sustained use, the IHLs should be constructed near the house; the wall of the house may be used as one wall of the toilet to reduce the cost. Below are the specifications suggested for an IHL Construction.

- a. Preferably the minimum distance between the toilet and the drinking water sources will be 10 mts.
- b. The bottom leach pit should be two meters (2 mts) above the static water level. The diameter of the pit may be 0.9 mtrs and 1mtr effective depth.
- c. The top level of the leach pit should be above 0.15mts above ground level in order to avoid entry of rainwater.

- d. Honey comb area coverage for leaching should be 15 to 20% of the surface area (brick, dry stone packing and perforated Ferro-cement rings) might be used.
- e. Outlet pipe size should be between 75 mm – 90 mm OD and minimum slope should be 1:60.
- f. The toilet size should be minimum 0.9 mtr x 1mtr (approximately 3ft x 4ft). For superstructure – brick masonry work should be plastered irrespective of type of jointing, i.e. mud mortar or cement mortar. Preferably the height of the superstructures should be 1.8 mtrs, (six feet). Locally made bricks, polythene may be used to construct the superstructure with bamboo thatched covers, aluminium sheets, jute bags, and locally available materials.



- g. The doors of the IHL to be made from wood/aluminium/mild steel/bamboo/ polythene and other locally available material like bamboo, polythene and jute.
- h. Vent pipes should not be used in leach pit latrines.
- i. Proper ventilation should be ensured in the toilet to keep it dry, hygienic and odour free.

8.2 SCHOOL TOILETS

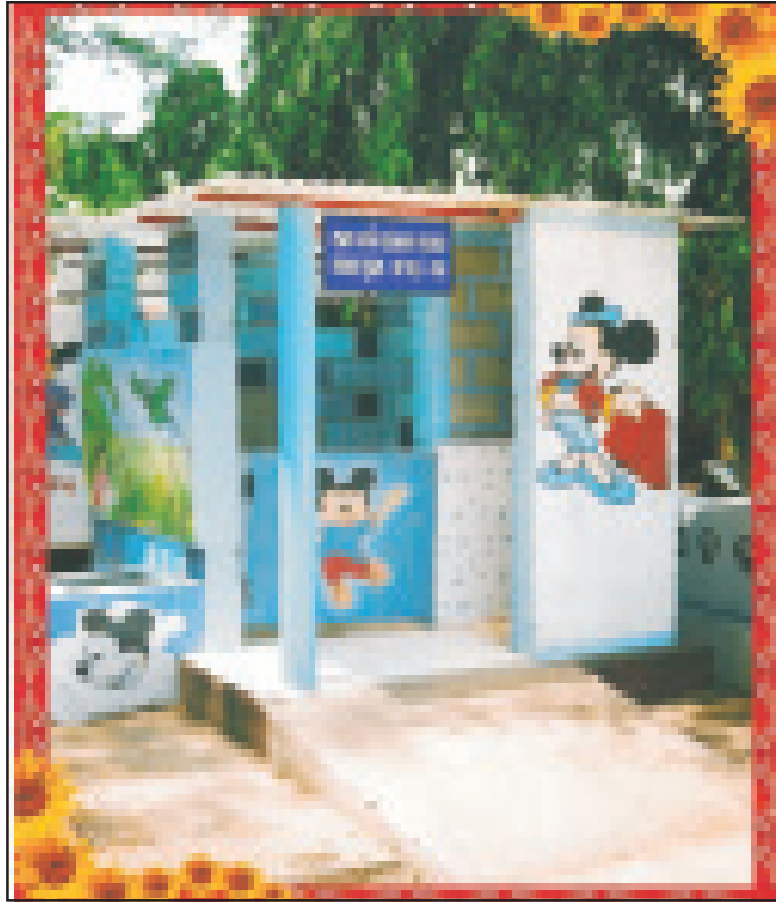
Do's and Don't's

- The access to toilets must be open and clear without any hindrance
- There should be separate entrances for boys and girls to avoid any inconvenience and ensure privacy.
- The toilets should be lighted, ventilated and should have doors with latches to ensure privacy.
- The superstructures should be such that students should feel safe and comfortable using the toilets.
- Hand washing space preferably with mirror should be there at the most convenient place to promote proper hygiene practices among students
- Cleaning material like soap, water, brush mug etc. must be available
- Designs should cater to physically challenged children with simple adaptation such as low level hand railings in toilets, ramps in case the toilet is at a high level, and a flexible pipe should be attached to the tap for self cleaning.

Standardization for Schools

- No septic tank but leach pit should be used in the toilets.
- Double leach pit of size 3ft x4ft
- Single unit: Minimum four urinals with one toilet (2 each for girls and boys)
- Double units should consist of two toilets and 8 urinals (1 toilet and 4 urinals each for girls and boys)
- Corner of the compound wall can be used for construction of the toilet to reduce cost of construction.
- The design should be locally acceptable and child friendly.
- Rural pans should be used as it consumes less water
- Proper drain out channel should be constructed to drain out urine waste.
- Glaze tiles should be used in the urinals minimum up to a height of 2 and half feet in urinals and one foot in toilets.
- Floor tiles, preferably non-skid, should be provided
- A soak pit of size 3ft x 4ft should be provided.
- The height of super structure should be 1.8 mtrs (6 feet)
- The minimum height of walls of urinals should be four feet above plinth level.
- Wherever possible running water supply with an over head tank be provided to the toilets
- Wherever tube wells are available force lift hand pumps should be provided.

8.3 Anganwadi Toilets



Wherever there is a permanent building for AWCs, a low cost toilet up to Rs 5000/- may be provided by using GI and AC sheet roofing. Technical details as mentioned above may be followed for construction of AWC toilets.

Do's

- Keep a bucket full of water outside the toilet
- Keep enough water in the toilet for flushing
- Before use, pour a mug of water for smooth slide of excreta
- Flush excreta after use
- The squatting plate should be cleaned daily after sprinkling water and detergent
- Wash hands with soap after defecation
- If construction defect is noticed the same may be reported to the local authority or construction agency
- When the pit in use is full, divert the flow to the second pit/ newly constructed pit
- If the trap is choked, it should be cleaned and cleared from the pan side as well from the rear side by means of a thin bamboo stick

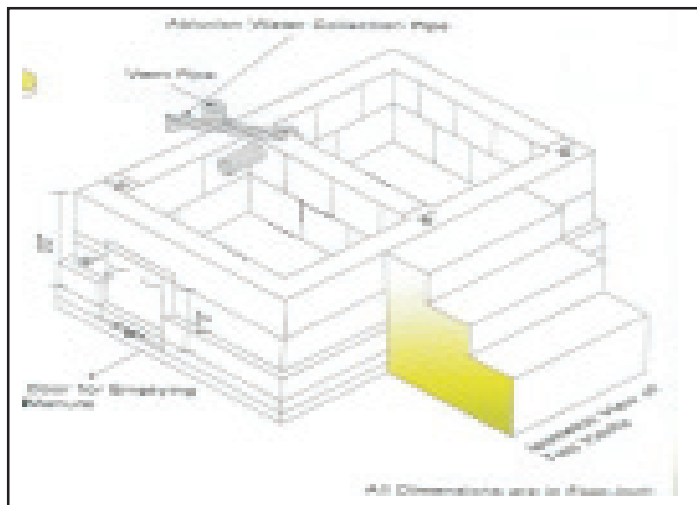
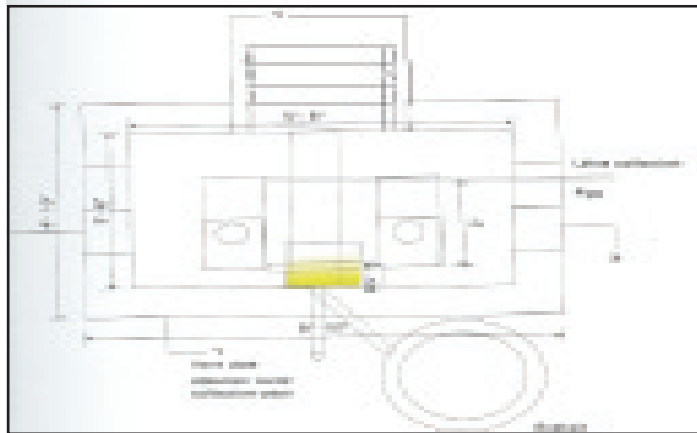
Don't's

- Don't use both pits at the same time
- Don't use two litters of water for each flush
- Do not use caustic soda or acid for cleaning the toilet
- Do not throw sweepings, vegetables, rags, cotton waste, mud balls in the pans or the pits
- Do not allow rain water/kitchen/bath waste to enter into the pits
- Do not throw lighted cigarette butts into the pan
- Do not (de-sludge) clean the pit before one and half years of its being in use.

Eco San

Eco San toilets may be constructed in water logging, water scarce or when the surface area is rocky, where a it is not possible to dig a soak pit.





9. Supply Chain Management

The DS&SCM is an outlet dealing with material required for the construction of not only sanitary latrines but also sanitary facilities required for individuals, families and the environment in the rural areas. The main objective of having a delivery system is to provide materials, services and guidance needed for constructing different types of latrines and other sanitary facilities, which are technologically and financially suitable to the area. Any NGOs, SHGs and private entrepreneurs or Panchayat can operate the supply chain

The production centre may create demand through displaying different options of live models of toilets and item wise cost. The expenditure to this effect may be met out of IEC fund. For construction of demo toilet maximum up to Rs. 6000/- can be given to the entrepreneur. This amount would be spent as per the direction by the DWSM.

The production centre should be well located and easily accessible to the beneficiary/ CBOs/SHG/Panchayat/ motivators/masons etc. At least one production centre at block level where all types of toilet construction materials such as rural ceramic pan, 'P' trap, foot rest, connecting pipes, RCC rings, slabs, cover plates, low cost doors, brooms, brush, soap, phenyl, AC sheet, gunny bag, polythene, bamboo mat, bricks, cement, sand, chips etc should be available or can be arranged as per the beneficiary's requirement. The Centre should be able to deliver the materials

and mason as per the demand of the beneficiaries. There should be networking of supplier, beneficiary and mason/motivator for communication and meeting the demand.

District Water and Sanitation Mission (DWSM) will identify the potential entrepreneur based on their capacity/ willingness/ experiences etc and orient them on different aspects of TSC, role of delivery system and supply chain management including demand generation through social marketing. DWSM can provide one time support as revolving fund to the entrepreneurs (NGO/ SHG/Panchayat/private entrepreneur/dealer/ supplier dealing with building material etc). The support could be up to one lakh at block level and 3.5 lakh at district level. However to get the revolving fund the concerned entrepreneur should sign an MoU (as developed by the DWSM) with the DWSM that will clearly indicate the mode and time span (maximum of three years) for recovery of the revolving fund. The main responsibility of the district level entrepreneur is to ensure availability of rural ceramic pan, "P" traps and footrest at the district level to meet the demand of the block level entrepreneurs.

The Panchayat can deal with the entrepreneur for providing services/materials to the beneficiaries. In that case the claim submitted by the entrepreneur should be cleared within 15 days of submission of claim. If not, BDO of the concerned block will take the decision to settle the claim. The available working masons should be oriented through hands-on training for construction of quality toilet/garbage pit/soak pit/drainage system etc and the trained masons should be linked with the entrepreneur, community and Panchayat.

The entrepreneur will report to the concerned BDO on monthly basis, the number of IHHL (APL and BPL) /school toilet/anganwadi toilet constructed. A quarterly joint monitoring will be under taken by DWSM and entrepreneur to ensure that the delivery mechanism is successful as an enterprise and meeting the requirement of local needs and acting as per the provision made in the MoU. The price of sanitary materials will be fixed by the local DWSM.

Sl. No.	Districts	Project Target			Project Performance			Achievement during different financial years										Balance IHLs to be constructed		
		BPL	APL	TOTAL	BPL	APL	TOTAL	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	BPL	APL	TOTAL			
1.	ANGUL	109681	77228	186809	26810	6067	32877				10065	11375	11437	82771	71161	153932				
2.	BALANGIR	199853	142381	342234	47477	2054	49531	4621	17886	10709	8262	8173	152376	140327	292703					
3.	BALASORE	241171	102367	343538	194133	26074	220207	13232	21898	70995	72166	14665	8223	47038	76293	123331				
4.	BARGARH	175810	140072	315882	36878	9859	46737			2682	22110	20946	139932	130213	270146					
5.	BHADRAK	136849	81632	218481	68944	8091	77035	19590	26293	11859	12771	6522	67905	73541	141446					
6.	BOUDH	71702	20970	92672	16256	12055	18311			1852	3838	12621	55446	18915	74861					
7.	CUTTACK	178679	186195	364874	67965	10095	78060	5214	16233	4143	28589	23871	110714	176100	288814					
8.	DEBAGARH	42977	19981	62958	13683	1316	14999			4856	6037	4106	29294	18665	47959					
9.	DHENKANAL	125111	65196	190307	34694	3013	37707			12765	16401	8541	90417	62183	152600					
10.	GAJAPATI	68154	42038	110192	8315	1785	10100			2416	3257	4427	59339	40253	100092					
11.	GANJAM	270886	180430	451316	124462	48676	174158	22878	1638	50024	35627	28619	35272	146404	130754	277158				
12.	JAGATSINGHPUR	96623	116710	212333	37402	15351	52753			4714	24825	7880	15334	58221	101359	199580				
13.	JAIPUR	162500	191899	354399	56353	21903	78256	6000	26136	9468	20505	16147	106147	169996	278143					
14.	JHARSUGUDA	33142	34757	67929	8184	976	9160			3461	3144	2555	24988	33781	58769					
15.	KALAHANDI	190958	105415	296373	28947	4062	33009			2330	8171	22508	162011	101353	263364					
16.	KANDHAMAL	112422	43118	155540	18883	2445	21328	833	4076	2408	6290	7721	93539	40673	134212					
17.	KENDRAPARA	136153	80039	216192	56515	11546	68061	1300	25537	25693	11470	4061	79638	68493	148131					
18.	KEONJHAR	219850	43598	263448	34260	5882	40142			5190	17568	17394	185590	37716	223306					
19.	KHURDHA	150000	80593	230593	91153	8525	99678	38202	11179	21484	21438	7375	5887	72068	130915					
20.	KORAPUT	221421	42780	264201	58805	1199	61004	2924	21483	13120	11478	11989	161616	41581	203197					
21.	MALKANGIRI	89117	42591	131708	11757	1196	12953			860	3244	8849	77360	41395	118755					
22.	MAYURBHANJ	389475	193293	582768	97700	3333	101033			4362	34966	58378	271775	189960	461735					
23.	NABARANGPUR	158604	95891	254495	28670	1210	30880			7439	13047	10394	128934	94681	223615					
24.	NAYAGARH	134750	72562	207312	58432	4668	63000	9986	4031	13688	15404	19891	76318	67994	144312					
25.	NUAPADA	101492	27298	128790	10852	610	11462			841	2689	7932	90540	26688	117328					
26.	PURI	160972	70160	231132	60903	5331	66234			15100	22155	25020	100069	64829	164898					
27.	RAYAGADA	134397	77807	212204	28365	480	28855	447	1324	3849	4092	19143	106032	77317	183349					
28.	SAMBALPUR	88701	59914	148615	26949	3379	30328			8356	12399	9574	61752	56535	118287					
29.	SONEPUR	80396	26722	107118	20604	466	21080			5816	3823	11421	59792	26266	86058					
30.	SUNDARGARH	183809	107961	291770	112668	13057	125715	59130	23741	15412	14205	13127	71151	94904	168055					
	STATE TOTAL	4444685	2571598	7016183	1488029	2256014	1713633	44876	220780	313124	298768	389802	432951	2956556	2345994	5302550				



Letter No. 1015 Date - 01.02.2008

Shri S.N. Tripathi, IAS
Commissioner-cum-Secretary to Govt.
Rural Development Department

Shri R.N. Dash, IAS
Commissioner-cum-Secretary to Govt.
Panchayati Raj Department

To

All Collectors & Chairman, DWSCs

Sub: Involvement of Gram Panchayats in implementation of Total Sanitation Campaign.

Madam / Sir,

A recent review of the Total Sanitation Campaign Program in the country by the Hon'ble Minister, Rural Development, Govt. of India has shown that better progress has been achieved in implementation of Rural Sanitation in those states where Panchayati Raj Institutions and functionaries are implementing the program as envisaged in Para 15 of the TSC guidelines.

To scale up progress in implementation of TSC, State Govt. strongly desires that following steps may be taken to ensure active participation of Sarpanch and his team in implementation of TSC to enhance the target of IHLs, school and anganwadi toilets as well as its use. It also includes proper disposal of solid and liquid waste.

Apart from the benefit to the community in the shape of healthy, clean and happy life in each Panchayat, there are many incentives to community as a whole. There is provision of state level Agrani Parimal Gram Puraskar with a cash award of Rs. 10,000/- per village. Govt. of India gives Nirmal Gram Puraskar to GPs with full sanitation which starts from Rs. 50,000/- to Rs. 4,00,000/- depending upon the no. of population in a GP. For the **Sarpanch** there is **Parimal Mitra Award** at state level with an amount of Rs. 50,000/- for construction of 500 household toilets and Rs. 1,00,000/- for construction of 1000 household toilets, constructed in between 2nd October'07 to 31st March'08 as a special package. It may be mentioned that the Sarpanch of the GP is the recipient of the award at the state and at the national level.

The Gram Panchayat team can successfully mobilize & motivate the village community to implement TSC with support of Sanjog partners such as Anganwadi workers, Sikhya Sahayaks, ASHA workers, Self Employed Mechanics, Self Help Groups, Community Based Social Organizations, NGOs and all others working in the field of water & sanitation. The self employed mechanics may be designated as GP Sanjog Coordinator for promotion of TSC and may be given preference for engagement as pump driver in rural piped water supply projects.

The Panchayat will prepare village micro plan of sanitation with estimates as per the TSC provision and will resolve to implement the program with information to DWSMs. It will be the responsibility of the JE, RWS&S at the block level to provide technology specifications of toilets with cost of IHLs, Anganwadi and School toilets and inform them about the availability of standard materials and their specifications. He will also orient the sarpanchs and ward members on operation and maintenance of toilets & rural water supply including Tube wells and Pipe water supply alongwith technical details of existing water supply facilities.

The District Water & Sanitation Missions have been directed to release Rs. 12,000/- as a beginning to each GP in the State towards Government contribution for toilet construction by BPL families. After utilization of 80% funds the GPs can submit UC along with the progress report through their BDOs to DWSM which will facilitate further release of balance funds in two installments.

The Pannchayat will follow the procedures laid down by Govt. for implementation of rural development schemes for withdrawing cash for the work and maintaining cash book both for receipt and expenditure.

The fund flow shall be made through the respective BDOs who are to be made the Chief Executive of the Block level Health and Sanitation Committee (BHSC). Utilization Certificates shall be submitted through him / her.

It shall be appreciated if all the BDOs of your district are initiated into the process of implementation of TSC in right earnest in order to make Orissa an open defecation free state as Millennium Development Goal. To start with they can organize a one-day orientation program at block level on or before 18th February with Sanjog officials for sarpanchs and to monitor the progress of work in monthly reivew meetings to be held on 18th of every month.

Yours' sincerely



Shri S.N. Tripathi, IAS
Commissioner-cum-Secretary to Govt.
Rural Development Department



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