

राजस्थान सरकार

स्वायत्त शासन विभाग राज. जयपुर

जी-3 राजमहल रेजीडेंसी एरिया, सिविल लाईन्स फाटक सी-स्कीम, जयपुर।

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क्रमांक :- एफ 55( )Engg./CE/DLB/18/73885-74083 दिनांक :- 14/9/2018

आयुक्त नगर निगम समस्त

आयुक्त नगर परिषद् समस्त

अधिशायी अधिकारी नगर पालिका समस्त

उप निदेशक(क्षेत्रीय) समस्त।

विषय:- स्वच्छ सर्वेक्षण 2019 की तैयारियों के संबंध में।

संदर्भ:- सचिव आवासन एवं शहरी कार्य मंत्रालय भारत सरकार के पत्र दिनांक

20/08/2018 के क्रम में।

विषयान्तर्गत संदर्भित पत्र के क्रम में लेख है कि राज्य स्तरीय कार्यशाला का आयोजन कर गारबेज फ्री सिटी स्टार रेटिंग एवं स्वच्छ सर्वेक्षण 2019 की तैयारियों हेतु की जाने वाली गतिविधियों के बारे में बताया जा चुका है।

यहां यह उल्लेखनीय है, कि ODF, ODF+, ODF++ एवं गारबेज फ्री सिटी स्टार रेटिंग के स्वच्छ सर्वेक्षण 2019 में Weightage दिया गया है।

“स्वच्छ सर्वेक्षण 2019 में अच्छे पायदान आने हेतु आप अपने अपने निकाय क्षेत्र में SS 2019 ToolKit के आधार पर सभी तैयारियां करावें। प्रमुखतया निम्न बिन्दुओं पर व्यक्तिशः ध्यान देकर कार्यवाही संपादित करनी है।”

1. स्वच्छ सर्वेक्षण 2019 की तैयारियां।
2. निकायों द्वारा अपने स्तर पर ODF+ एवं ODF++ घोषित करना तथा थर्ड पार्टी से उसका प्रमाणीकरण।
3. Star Rating Protocol For Garbage Free city के अन्तर्गत निकायों को स्टार रेटिंग घोषित कर उसका थर्ड पार्टी से प्रमाणीकरण।
4. डिविजन स्तर जिला स्तर एवं निकाय स्तर पर कार्यशाला आयोजित कर SS 2019 की संपूर्ण तैयारियां।
5. अच्छे कार्य करने वाली निकायों में Exposure Visit करवाकर अपनी निकाय में Best Practices को लागू करना।

अतः आप कृपया अपने अपने निकाय में उपरोक्त गतिविधियां कर SS 2019 में अच्छी रेटिंग हेतु व्यक्तिगत प्रयास कर SS 2019 को सफल बनावें।

  
(पवन अरोड़ा)

निदेशक एवं संयुक्त सचिव

दिनांक :- 14/9/2018

क्रमांक :- एफ 55( )Engg./CE/DLB/18/74884-74125  
प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सचिव, अतिरिक्त मुख्य सचिव, नगरीय विकास एवं स्वायत्त शासन विभाग राजस्थान सरकार।
2. संयुक्त सचिव एवं मिशन निदेशक (SBM) आवासन और शहरी कार्य मंत्रालय, भारत सरकार निर्माण भवन नई दिल्ली।
3. निजी सचिव, निदेशक एवं संयुक्त सचिव स्वायत्त शासन विभाग राजस्थान सरकार।
4. जिला कलक्टर राजस्थान।
5. मुख्य अभियंता, निदेशालय।

6. आधेशाषी आभियंता, निदेशालय।
7. प्रोग्रामर निदेशालय, विभागीय वेबसाईट पर अपलोड किया जाने हेतु।
8. अतिरिक्त निदेशक, निदेशालय, स्वायत्त शासन विभाग, जयपुर।
9. मुख्य अभिन्यता, स्वायत्त शासन विभाग, जयपुर।
10. मुख्य लेखाधिकारी, स्वायत्त शासन विभाग, जयपुर।

  
(भूपेन्द्र माथुर)  
मुख्य अभियंता



दुर्गा शंकर मिश्र  
सचिव

Durga Shanker Mishra  
Secretary

24W 1846853  
नगरपालिका, आवासन और शहरी कार्य मन्त्रालय  
शासन सचिवका कार्यालय  
आवासीय नं. 9998

भारत सरकार  
आवासन और शहरी कार्य मन्त्रालय  
निर्माण भवन, नई दिल्ली-110011  
Government of India  
Ministry of Housing and Urban Affairs  
Nirman Bhawan, New Delhi-110011

ACLS

27/8  
(D. B. Gupta)  
Chief Secretary

D.O. No. 15/47/2018-SBM-I  
August 20, 2018

Dear Sir,

I am happy to inform that on 13<sup>th</sup> August 2018, Hon'ble Minister of State (IC), Housing & Urban Affairs, Shri Hardeep Singh Puri launched Swachh Survekshan 2019 (SS 2019) Guidelines, which will inculcate spirit of healthy competition among cities for becoming 'swachh'.

2. Swachh Survekshan 2019 (the annual cleanliness survey being carried out for the past three years) is planned to be conducted across all cities and towns in the country within 4 weeks, between 4<sup>th</sup> - 31<sup>st</sup> January 2019. The focus of SS 2019, which will be conducted in the last year of the Mission is to ensure sustainability of outcomes, viz. garbage free and open defecation free cities with third party certification, institutionalizing existing systems through online processes and promote large scale citizen engagement. A brief presentation on SS 2019 is attached. The online link for accessing the SS2019 Toolkit is available on:  
<http://164.100.228.143:8080/sbm/content/writereaddata/Survekshan%20Survey%202019%20Toolkit%2013.09.2018.pdf>

3. On the same day, three other initiatives were also launched, viz. SBM ODF+ and ODF++ protocols, and the Swachh Manch. SBM ODF+ protocol is geared towards sustaining community and public toilet usage by ensuring their functionality, cleanliness and maintenance. SBM ODF++ protocol focuses on achieving sanitation sustainability by addressing the complete sanitation value chain, including fecal sludge management. Swachh Manch is a web based platform that will allow stakeholders to create/invite/participate in volunteering opportunities around neighbourhoods. One page flyers on SBM ODF+, ODF++ and Garbage Fee protocols are enclosed. Further, a brief on Swachh Manch is also attached.

4. As part of MoHUA's efforts to build the capacities of municipal bodies, a series of regional workshops for Swachh Survekshan 2019 will be conducted over the next two months. These workshops would be supplemented by

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exposure workshops by the NIUA, and on-ground outreach events by the Bureau of Outreach & Communications (BOC), Ministry of I&B for disseminating SBM-related messages. The detailed schedule of these workshops and events in your State will be shared separately.

5. I would, therefore, request your personal intervention to motivate the cities to:

- a) Start their preparations at the earliest for Swachh Survekshan 2019;
- b) Start the self-declarations and subsequent certifications by third party as per SBM ODF+ and ODF++ protocols;
- c) Start the self-declarations and subsequent certifications by third party as per the Star Rating Protocol for Garbage Free cities;
- d) Participate in large numbers in the capacity building workshops for SS 2019 and familiarize themselves with the survey procedures and indicators;
- e) Participate in the exposure workshops to be conducted by NIUA; and
- f) Facilitate the effective organisation of outreach events to be conducted by BOC (Ministry of I&B)

6. I look forward to your proactive leadership to make the Swachh Survekshan 2019 a success towards making all cities / towns 'swachh'.

Warm regards,

Yours Sincerely,



(Durga Shanker Mishra)

Encl: As above.

**Shri D.B.Gupta,**  
Chief Secretary,  
Government of Rajasthan,  
Secretariat,  
Jaipur - 302 005.





# Swachh Bharat Mission ODF++ Protocol

A city / ward / work circle can be notified/declared as SBM ODF+ city/ SBM ODF+ ward/SBM ODF+ work circle if, at any point of the day, not a single person is found defecating and/or urinating in the open, all community and public toilets are functional and well maintained, AND faecal sludge/septage and sewage is safely managed and treated, with no discharging and/or dumping of untreated faecal sludge/septage and sewage in drains, water bodies or open areas.



## BROAD FOCUS

Sustainability across sanitation value chain (through improved access, sustained usage, maintenance, cleanliness, and safe management of faecal matter)



## NECESSARY INFRASTRUCTURE AND REGULATORY CONDITIONS TO BE ACHIEVED BEFORE DECLARING A CITY/ WARDS SBM ODF+

- All necessary conditions for SBM ODF+ (as per the SBM ODF+ protocol laid down by MoHUA) have been achieved, and at least 25% of functional public and community toilets must adhere to the 11 additional conditions given therein.
- All toilets (individual, community and public) are either connected to:
  - a. Sewer networks; or
  - b. Safe containment systems (such as septic tanks, twin pits or other on-site sanitation systems prescribed by CPHEEO or under SBM-Urban Mission Guidelines), with regular emptying, treatment and/or safe disposal of septage from these toilets managed as per specified conditions.
- All septic tank cleaning service providers are registered with and licensed by ULB / Development Authority / Cantonment Board, operate through contract with the respective administration or authority in allotted areas and are utilising well-maintained mechanized equipment.
- The city has issued and notified fines against persons / desludging operators dumping untreated faecal sludge in drains and / or open areas.
- ULB / Development Authority / Cantonment Board has notified sanitation service level benchmarks, at the least adhering to all conditions defined for SBM ODF++, in municipal bye-laws (or equivalent) and published the same in at least two dailies with wide.

## Conditions for management of faecal matter from a toilet: (individual, community and public)

- No toilet of any kind is found to be discharging in open drains/land/water bodies
- Regular and safe emptying of faecal matter contained in on-site sanitation structures at least once in two years, either by ULB / Development Authority / Cantonment Board or by licensed operators contracted by the respective administration authority
- Safe conveyance and treatment of all faecal sludge, whether at a faecal sludge and septage treatment plant or nearby STP, via co-treatment of septage with conventional wastewater/sewage or co-treatment with solid waste at SW treatment plant, and is treated as per Central Pollution Control Board (CPCB) standards, or as amended by the state PCB
- Sewer networks, where existing, are maintained as per norms, with all overflow/leakage issues resolved within 6 hours of being brought to notice
- All transmitted sewage is treated at a sewage treatment plant, as per norms (not applicable if city does not have sewer network)
- Sewage/septage treatment facilities are operated and maintained as per norms
- Where sewer networks do not exist, no discharging and/or dumping of untreated faecal waste in the open environment—water bodies, drains, open land, etc.
- Treated sludge is disposed of at designated site

## VERIFICATION AND CERTIFICATION MECHANISM

- Cities that have been certified ODF+ at least once (on the basis of the SBM ODF+ Protocol laid down by MoHUA) shall be eligible to declare themselves as SBM ODF++ and apply for certification of SBM ODF++ status
- Once a city/town fulfills necessary conditions, the Municipal Commissioner/Chairperson/Chief Officer may declare the city/town as SBM ODF++, pass a resolution or issue a notification and communicate the same to MoHUA through State Government. The State government may, at their discretion, take up third party verification before MoHUA's verification process.
- MoHUA will take up independent verification and validation for Swachh Certification for SBM ODF++ through a third party agency
- In case of failure in certification, a one-month cooling off period (from date of certification failure) shall be applicable before the respective city may again request for SBM ODF++ certification
- The third party certification will be valid for six (6) months, after which the re-assessment and re-certification process will be carried





# Swachh Bharat Mission ODF+ Protocol

A city / ward / work circle can be notified/declared as SBM ODF+ city/ SBM ODF+ ward/SBM ODF+ work circle if, at any point of the day, not a single person is found defecating and/or urinating in the open, AND all community and public toilets are functional and well maintained.



## BROAD FOCUS

Improving  
toilet access



Sustaining  
toilet usage



## NECESSARY INFRASTRUCTURE AND REGULATORY CONDITIONS TO BE ACHIEVED BEFORE DECLARING A CITY/ WARD AS SBM ODF+

- All applicable conditions for ODF
- Individual toilets functional and well-maintained, with water availability.
- All public areas\* have functional public toilets within a span of 1 kilometer.
- While deciding the number of toilet seats/urinals and blocks, the city's entire floating population must have been considered.
- The city has sufficient mobile toilets/toilet facilities for use during occasions with large gatherings in a single area i.e. situations with high demand for toilets, where existing facilities may not be sufficient, regardless of how infrequent these occasions are.
- All residential societies with resident welfare associations (RWAs)/housing or mohalla committees have toilet facilities within the premises for the use of male and female non-resident workers, staff, drivers, etc. that are clean and usable at all times.
- City has carried out structural audit of all community / public toilets and carried out necessary repairs and renovations on the basis of the findings.
- All functional community / public toilets should be appropriately provisioned and well-maintained, with 20 conditions across cleanliness, support infrastructure, accessibility and operations and maintenance all adhered to.
- At least 1 or 10%, whichever is higher, of functional community / public toilets should adhere to all 11 additional conditions across cleanliness and aesthetics, additional amenities, green technology and financial viability.
- ULB / Development Authority / Cantonment Board has notified sanitation service level benchmarks, at the least adhering to all conditions defined for SBM ODF+, in municipal bye-laws (or equivalent, in absence of municipal administration) and published the same in at least two dailies with wide reach.
- The city has issued and notified fines against open defecators, and defined penalty / fine against concessionaires/maintenance authorities in-charge of community / public toilets in service contract (with respect to poor maintenance of such toilets).

## VERIFICATION AND CERTIFICATION MECHANISM

- Cities that have been certified ODF atleast once (on the basis of the ODF Protocol laid down by MoHUA) shall be eligible to declare themselves as SBM ODF+ and apply for certification of SBM ODF+ status.
- Once a city/town fulfills necessary conditions, the Municipal Commissioner/Chairperson/Chief Officer may declare the city/town as SBM ODF+, pass a resolution or issue a notification and communicate the same to MoHUA through State Government. The State government may, at their discretion, take up third party verification before MoHUA's verification process.
- MoHUA will take up independent verification and validation for "Swachh Certification for SBM ODF+ through a third party agency.
- In case of failure in certification, a one-month cooling off period (from date of certification failure) shall be applicable before the respective city may again request for SBM ODF+ certification.
- The third party certification will be valid for six (6) months, after which the re-assessment and re-certification process will be carried out every 6 months.

\*Public areas are areas with open access to public, especially those with high footfall (number of people at a given time) daily/periodically, including but not limited to parks and gardens, transport hubs (railway stations, airports, bus stations, etc.), religious areas, tourist sites, historic sites, etc. and not including commercial areas (such as market





Ministry of Housing  
and Urban Affairs  
Government of India



# STAR RATING OF GARBAGE FREE CITIES

## under Swachh Bharat Mission (Urban)



### A SEVEN STAR RATING PROGRAMME FOR MAKING CITIES GARBAGE FREE

#### VISION

"All cities achieve 'Garbage Free' status wherein at any point of time in the day, no garbage or litter is found in any public\*, commercial or residential locations (including storm drains and water bodies) in the city (except in litter bins or transfer stations). 100 per cent of waste generated is scientifically managed, all legacy waste has been remediated and city is scientifically managing its municipal solid waste, plastic waste and construction & demolition waste. Additionally, there must be a steady reduction in the waste generated by the city and visible beautification of the city to achieve a clean & aesthetically pleasing city."

#### DEFINITION

A city can be declared as "Garbage Free" if it complies with the conditions as prescribed under this protocol.



#### KEY COMPONENTS OF THE RATING METHODOLOGY

- ★ Door-to-Door Collection
- ★ Segregation at source
- ★ Sweeping of public, commercial and residential areas (no visible eyesores on streets)
- ★ Waste Storage Bins, Litter Bins and material recovery facility
- ★ Bulk Waste Generators compliance
- ★ Scientific Waste Processing, Scientific Landfilling and C&D Waste Management
- ★ User Fees, Penalties, Spot Fines for littering and Enforcement of Ban on Plastic
- ★ Citizen grievance redressal and feedback system
- ★ Eradication of crude dumping of garbage and dump remediation
- ★ Cleaning of storm drains and surface of water bodies
- ★ Waste Reduction
- ★ Visible beautification in the city



#### VERIFICATION MECHANISM – to ensure a standardised, transparent and robust rating system

- Cities fulfilling the necessary conditions for Garbage Free Star Rating (any rating of 1 to 7 stars) will have to carry out self-assessment and self-verification as per the methodology of the protocol. Upon satisfactory verification, the Municipal Commissioner/ Chief Officer/ Chairperson of the city may self-declare Garbage-Free Star Rating (any rating of 1 to 7 stars) of the city and notify it by a public notification and communicate the same to MoHUA through the State Government
- To ensure robustness of Garbage Free Star Rating, MoHUA will take up independent verification and validation through a third party agency. MoHUA's third party verification and certification will be carried out only for 3-star, 5-star and 7-star garbage free ratings. The State Governments at their discretion may take up similar third party verification for the remaining 1-star, 2-star and 4-star ratings. It may be noted that there is no 6-star rating.
- The city has to be certified as Open Defecation Free in order to apply for 3 Star and above Garbage Free Star Rating.
- The third party certification will be valid for one (1) year. The process will have to be re-assessed and re-certified every 12 months.

\* Public places are areas with open access to public, especially those with high footfall including but not limited to roads, streets, market areas, parks & gardens, transport hubs (railway stations, airports, bus stations, etc.), religious areas, historic sites and other tourist sites, etc.



Parameters	Score	Score	Score	Score
I. Door collection 'X' percent of households/premises in the city are covered by door-to-door collection and transportation of solid waste through ULB/AJL B-authorized garbage collectors.	At least 60 percent	At least 80 percent	100 per cent	
II. Segregation at source 'X' percent of all household premises have segregation at source (wet, dry & hazardous/hazardous) mandated till processing.	At least 25 percent	At least 50 percent	At least 80 percent	100 percent
III. Sweeping of public, commercial and residential areas 'X' percent of the public & commercial (and residential, if applicable) areas have daily (twice sweeping, if applicable) sweeping.	100 percent Public & commercial areas	100 percent Public, Commercial & residential areas	100 percent Public & commercial areas twice daily sweeping, including night sweeper and residential areas have daily sweeping.	
M. Litter bins, Waste Storage and Material recovery facility*				
A. Litter Bins: Two-Bin Segregated (Blue & Green) Litter bins are available in 'X' percent of public and commercial areas, at every 50 - 100 meters, as required to the town/city. (Waste is only deposited in such bins - No Littering or Spill over of waste)	At least 25 per cent	At least 50 per cent	At least 80 per cent	100 percent
B. Waste Storage (secondary storage): Waste storage bins are placed at strategic locations	100 per cent	Remark: City is exempt from this condition if the city is unincorporated, i.e., it does not have waste storage bins (no secondary waste transfer station). Waste is directly transferred from generators premises to transport chain vehicles, with or without transfer station, to processing units (verification will be done).		
C. Availability of Material recovery facility (for garbage collection, storage, recycle, processing and sale) in adequate numbers, (within maximum 5 km radius)	Plan drawn up, space identified for facility	Facility fully functional		
V. Bulk Waste Generators Compliance				
Bulk Waste Generators in all premises are:- (i) doing on-site processing of wet waste generated, including kitchen and garden waste OR Organic waste from RWGs is collected by mobile composting vehicles sent to ULB's decentralized composting processing plants. In such cases, the Bulk Garbage Generators will have to pay the processing fee at a prevalent commercial rates. (ii) Handling over segregated dry wastes to authorised waste pickers or waste collectors	Yet to start	All Bulk Waste Generators, as defined by SWM Rules 2016, including RWAs identified and issued official notice for compliance with SWM Rules 2016	All commercial Bulk Waste Generators, as defined by SWM Rules 2016	All Bulk Waste Generators, as defined by SWM Rules 2016, including RWAs
VI. User Charges, Penalties & Spot Fines and Enforcement of Ban on Plastic				
A. User Charges				
i. Affordable & differential user charges for waste collection and transportation being collected	Byelaws have been framed including user charges for waste collection and transportation	Collected at least from commercial, institutional and industrial establishments	Collected from all households/premises including residential, commercial, institutional and industrial establishments	
ii. Viable & sustainable user charges for waste collection and transportation being collected				Collected from all households/premises including residential, commercial, institutional and industrial establishments
B. Penalties and spot fines: deterrent penalty /spot fines for non-segregation, anti-littering and non-compliance of SWM Rules 2016	Notified		Implemented in 100% premises including littering in storm water drains and water bodies	
C. Plastic Ban: ban on the use, sale and storage of non-biodegradable plastic bags less than 50 microns (Carry bag) not less than fifty microns only shall be permitted), in compliance with Plastic Waste Management Rules 2016	Implementation of ban		Notification and enforcement of ban as well as enforcement of user fee by ULB on use, sale and storage of plastic bags more than 50 microns	Complete ban on all plastic bags
VII. Scientific Waste Processing, Scientific Landfilling and C&D Waste Management				
A. Waste Processing: 'X' percentage of waste generated is processed	At least 25 per cent	At least 50 percent	At least 75 percent	100 percent
B. Scientific Landfill	Land for dumping identified either in own city or other city, may not be scientific landfill		Remaining unprocessed waste is transported to Scientific Landfill either within the city or to another city	Only Process rejects are transported to Scientific Landfill either within the city or to another city
C. C&D Waste Management				
a. Facilitation of use/ processing or recycling of C&D waste (primarily for bulk waste generators)	Notification of changes for collection, transportation, processing and disposal of C&D Waste	Designated Facility operators exist- 50 percent of C&D waste generated is used/ processed within municipal limits or in a designated C&D recycling plant	Designated Facility operators exists- 75 percent of C&D waste generated is used/ processed within municipal limits or in a designated C&D recycling plant	100 percent of C&D waste generated is used/ processed within municipal limits or in a designated C&D recycling plant
b. Facilitation of collection of C&D waste from premises of retail (non-bulk) occasional generators or designation of collection points with reasonable distance (Max 5 KM).			75 per cent of municipal limits covered	100 per cent of municipal limits covered
c. Provisions made for use of material made out of C&D Waste in 'X' percent of municipal construction activity- including in non-structural concrete, paving blocks, lower layers of road pavements, inner colony roads etc.			5 percent of municipal construction activities	10 percent of municipal construction activities
VIII. Citizen Grievance Redressal and Feedback System				
At least 'X' percent of households (at least 1 member in each household) should have downloaded the App/equivalent grievance redressal platform and 'Y' percentage of complaints related to Solid Waste Management received on Swachata App/equivalent grievance redressal platform are resolved within SLA	Swachata App/equivalent grievance redressal platform is in place and At least 5 per cent of households have downloaded	At least 5 per cent of households	At least 10 per cent of households	At least 25 per cent of households
	50 per cent	75 per cent	75 per cent	80 per cent
				100 per cent
IX. Dumpsite Remediation				
Remediation of all identified dumpsites in the city	Yet to start	Plan has been approved including financial closure	Plan has been approved and work commenced	90 per cent work as per remediation project plan has been completed
X. Drains and Water Bodies				
No visible solid waste in storm water drains and water bodies in 100 percent of premises under ULB jurisdiction	100 per cent of water bodies (including but not limited to ponds, lakes, tanks, rivers, etc.) under ULB jurisdiction	100 per cent of water bodies (including but not limited to ponds, lakes, tanks, rivers, etc.) under ULB jurisdiction	100 per cent of water bodies and storm water drains under ULB jurisdiction	
XI. Waste Reduction* - Application of 3R Principles in MSWM				
Quantifiable reduction in waste generated by the city on a per capita basis in the past year (previous year from date of self-declaration)				
XII. City Beautification				