

Sl. No.	District	Taluka	Village	103	Devagadh (Bariya) (Traf @ Plod)	Yes	Area	4-0.00	4-Cluster	5-0.00	8-0.00	2022.582	2,813,920	1.89	1.05	1.26	4.20			12									
																	2.10	2.11	2.12										
23	Godhra	Godhra	Yes	103	Devagadh (Bariya) (Traf @ Plod)	Yes						2,022,582	2,813,920				4.20	2.10	1.89	1.05	1.26	12							
				104	Kaali	Yes								3,729,760	6,227,840				7.19	3.55	3.20	1.78	2.13	30					
				105	Zalod (Traf @ Plod)	Yes								11,913,040	22,511,300				7.30	3.65	3.29	1.83	2.19	66					
				106	Balsamor	Yes								3,724,151	8,441,760				8.60	4.30	3.87	2.15	2.58	55					
				107	Hakol	Yes								3,671,382	8,441,760				11.50	5.75	5.18	2.88	3.45	40					
				108	Lunavada	Yes								11,188,280	16,893,520				13.50	6.75	6.08	3.38	4.05	57					
				109	Dahod (Traf @ Plod)	Yes								11,913,040	29,714,985				26.40	13.20	11.88	6.60	7.92	39					
				110	Godhra	Yes								17,865,767	45,022,720				46.70	23.35	21.02	11.68	14.01	7					
				111	Khambal Anand	Yes								3,988,490	89,700,000				24.30	12.15	10.94	6.08	7.29	0.00					
112	Santrampur	Yes								3,729,760	12,907,407				4.50	2.25	2.03	1.13	1.35	0.00									
TOTAL												2	2		17	14		22,009,624	51,850,007		428.20								
(VCP) Completed : 8773584 rs.												(VCP) Yet to start : 14277360 rs.																	
24	3	Khambhal Anand	Yes																										
TOTAL												2	2		17	14		22,009,624	51,850,007		428.20								
(VCP) Completed : 8773584 rs.												(VCP) Yet to start : 14277360 rs.																	
26	1	Ankleshwar	Yes	113	Anod	Yes																							
				114	Tarsadi	Yes																							
				115	Kansad	Yes																							
				116	Jambusar	Yes																							
				117	Ankleshwar	Yes																							
				118	Bhanuch	Yes																							
				119	Dharapur	Yes																							
				120	Umbargao	Yes																							
				121	Pardi	Yes																							
				122	Vapi	Yes																							
123	Vaisad	Yes																											
124	Chota Udepur	Yes																											
125	Rajpipla	Yes																											
TOTAL												4	4		5.00	8.00		107,439,356.00	265,578,19.10		254.00								
(VCP) Completed : 1718746 rs.												(VCP) Yet to start : 96251870 rs.																	
27	2	Umbargao	Yes	119	Dharapur	Yes																							
				120	Umbargao	Yes																							
				121	Pardi	Yes																							
				122	Vapi	Yes																							
				123	Vaisad	Yes																							
124	Chota Udepur	Yes																											
125	Rajpipla	Yes																											
TOTAL												5	5		3	2		22,452,04	3,113,920		97.80								
(VCP) Completed : 1718746 rs.												(VCP) Yet to start : 96251870 rs.																	
28	3	Chota Udepur	Yes	119	Dharapur	Yes																							
				120	Umbargao	Yes																							
				121	Pardi	Yes																							
				122	Vapi	Yes																							
				123	Vaisad	Yes																							
124	Chota Udepur	Yes																											
125	Rajpipla	Yes																											
TOTAL												1	1		4.67	3.90		32,698,765			11.40	5.70	5.13	2.85	3.42	0.00			
(VCP) Completed : 1718746 rs.												(VCP) Yet to start : 96251870 rs.																	
29	4	Rajpipla	Yes	119	Dharapur	Yes																							
				120	Umbargao	Yes																							
				121	Pardi	Yes																							
				122	Vapi	Yes																							
				123	Vaisad	Yes																							
124	Chota Udepur	Yes																											
125	Rajpipla	Yes																											
TOTAL												1	1		7,459,520	27,535,802		10,000	5.00	4.50	2.50	3.00	0.00						
(VCP) Completed : 1718746 rs.												(VCP) Yet to start : 96251870 rs.																	

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5288

Mahatma Gandhi Swachhta Mission - Action Plan

Sr. No.	Activity/Intervention	Measurable Indicator	Department	2014-	2015-	2016-	2017-	2018-	Expected Outcome/Impact	Sustainability & M
				15	16	17	18	19		
1	2	3		4	5	6	7	8	9	30
1	Record Management - Classification of records	No. of files	All Dept			To be published				
2	Reuse/recycle (through repair) of all unused/ non functional furniture, vehicle dumped within the campus	No. of items	All Dept			To be published				
3	Reuse/recycle of unused/ non functional computers, printers, equipment etc. (e-waste management)	No. of items	All Dept			To be published				
4	Removal of hanging cables and fitting them in proper alignment	No. of locations	All Dept			To be published				
1	Ban on use of Gutka, Pan Masala and B&T Cigarettes & spitting in public places & offices	No of notice issued/No of persons fined/Amount of fine collected	All Dept & ISEs			To be published				
1	Mass Awareness, Sensitization & Training on Sanitation, hygiene to various stake holders through mass media and issue to house	No of sessions/ No. of persons contacted	All Dept			To be published				
2	Promotion of Ecofriendly material - IEC and preparatory group work	No. of users & producers identified for conversion	All Dept			To be published				
3	Awareness about Cleanliness in all enters (kitchen, toilet, drinking water, dining hall, personal hygiene of staff-cook & waiter)	No. of cateries	Food & Drug							
1	Identifying the drainage leakages if any and repair	No. of location	All Dept			To be published				
2	Fixing up of all water leakage and plumbing issues	No. of unit	All Dept			To be published				
3	Making operational all existing Wash basins	No. of items	All Dept			To be published				
1	GPCB certification of public health facilities up to PHC level	No. of Health facility	HE/RWO			To be published				
2	Cleaning of Canals and drains in co-ordination with WUA wherever possible	Kilometer	NWRWS&SD			To be published				
3	Survey of Canal length having problem of untreated solid and liquid waste	Kilometer	NWRWS&SD			To be published				
4	Cleaning of village water work premises, water treatment plant	No	Water supply/NWRWS&SD			To be published				
5	Cleaning of APMC, Market yards & Milk dables	No	Agriculture & Cooperation			To be published				
6	Jungle cutting from road side	Kilometer	R & B			To be published				

Mahatma Gandhi Swachhta Mission - Action Plan												
Sr. No.	Activity/Intervention	Measurable Indicator	2014-15	2015-16	2016-17	2017-18	2018-19	Expected Outcome/Impact	Sustainability & O & M			
1	2	3	4	5	6	7	8	9	10			
Short term (December-2014)												
1	Cleaning of public premises - head quarter, Regional Office, HOs, Offices	No.										
2	Cleaning of toilets in public premises	No.										
3	Cleaning of Offices of hostel, canteens, eateries, Staff quarters and service delivery centers such as schools, health institutions, bus station, port premises, estates, residential colonies etc.	No./Area in Sq.m/Garbage in kg	All Dept									
4	Furniture & fixtures are to be cleaned, rearranged and contents to be stored properly	No	All Dept									
5	Cleaning of campus, Landscaping & Gardening	No./Area in Sq.m/Garbage in kg	All Dept									
6	Maintenance of lawn and other open spaces in the campus and courtyards	Area in Sq. m.	All Dept									
7	Maintenance & repairs of existing toilets	No.										
8	Institutionalize operation and maintenance of toilets mentioned above	No. of premises and arrangement/ Annual Maintenance contract/ outsourcing										
9	Institutional arrangement for regular removal of garbage from the Campus premises	No. of premises	All Dept									
10	Segregation and temporary storage of waste and to coordinate with local self govt for proper disposal	No of facility/ Waste in Kg	All Dept									
11	Fitting of notice boards and Signage at appropriate locations	No	All Dept									
12	Cleaning of water coolers	No. of locations	All Dept									
13	Cleaning of water tanks											
14	Cleaning of water purifiers											
15	Making operational all existing drinking water system with necessary repairs/fitings	No. of items	All Dept									

385





582

**Mahatma Gandhi Swachhta Mission - Action Plan**

Sr. No.	Activity/Intervention	Measurable Indicator	2014-15	2015-16	2016-17	2017-18	2018-19	Expected Outcome/Impact	Sustainability & M
1	2 Institutionalize Cleaning of canals and drains	No						9	
9	Cleaning of waterway of culverts, major junction	No							
10	Waste collection system as per norms in the port area	No							
11	Focus on NSS/NCC activities on cleanliness	No. of Institute							
12	Implementation of methodology for liquid waste management system with proper connection to present drainage system and develop socket for biogas system	No. of Institute							
13	Implementation and monitoring - Public Health Byelaws for all ULBs, Zero waste policy & City sanitation plan for Municipal Corporations and Sanitation MIS for other ULBs	No. of ULBs							
14	Provision of Individual/ Community/ Psy & Use Toilets	No.							
15	Repairs of existing toilets (all types) as per survey carried out in short term planning and make them operational	No.							
16	Institutionalize segregation of solid waste in all commercial institutions & high income residential premises	No.							
17	Replacement of plastic bags with cotton/jute/paper bags through livelihood beneficiaries	No. of producers and users identified for conversion							
18	Bring down pollution in critically polluted industrial estates of Ahmedabad, Ankleshwar & Vapi to acceptable level	Pollution Parameter							
19	Disposal of seized articles & commodities	No. of articles							
20	SOP formulation and Institutionalize cleanliness in all eateries	Pipes collected from no. of eateries, licence cancelled							
21	Replacement of Plaster of Paris with clay	No. of producers and users identified for conversion							
22	Construction of toilets with decent facilities at tourist and pilgrim places as required	No. of items							
23	Institutionalize waste collection system in synchronization with ULBs at tourist and pilgrim places.	No. of items							
24	Construction of toilets with decent facilities in police lines as required	No. of items							
25	Institutionalize waste collection system in synchronization with ULBs at police lines.	No. of items							
26									

5803

Mahatma Gandhi Swachhta Mission - Action Plan										
Sr. No.	Activity/Intervention	Measurable Indicator	2014-15	2015-16	2016-17	2017-18	2018-19	Expected Outcome/Impact	Sustainability and O & M	
1	2	3	4	5	6	7	8	9	10	
<b>Long term: (2014-19)</b>										
1	Permanent Mechanism for solid and liquid waste management system in all service delivery centers in synchronization with system of local authorities	No. of Institution	All Dept							
2	Use of biodegradable material in office stationary	No. of Health facility	All Dept							
3	Composting pit facility for processing organic waste at PHC & CHC level		H&FWD							
4	Quarterly bacteriological investigations & reporting by swabs taken from septic instruments in OT, labor room up to PHC level	No. of Investigation	H&FWD							
5	All equipments covered under AMC/ calibration in CHCs, PHCs, UPHCs.	No. of Health facility/ No. of equipments repaired/ no. of equipments operational	H&FWD							
6	Free Exposure prophylaxis with TT, Hepatitis B, Measles, Rubella of all eligible employees as per guidelines up to SC level	Percentage of eligible employees immunized against TT/Hep B/ Measles/ Rubella	H&FWD							
7	Promote/ set up system for providing backward/ forward linkages for using compost and treated water		Agriculture & Cooperation							
8	Roadside cleaning of State highways and National highways (with state)	Kilometer	R & B							
9	Recycling of building debris	Ton	R & B, ULBs							
10	Mechanization of ports for closed handling of dirty cargo to prevent environmental hazards		GMB(Port&Transp or)							
11	Maintain cleanliness of draft in port		GMB(Port&Transp or)							
12	Solid waste management - Collection, transportation, process	Amount of waste collected	All ULBs (UD & UHD)							
13	Providing Sewerage/ Effluent treatment facilities for ULBs	Operational capacities	All ULBs (UD & UHD)							
14	Providing Sanitary Landfill Facilities through Cluster Based/ Stand Alone/ PPP mode	No. of landfill with coverage	All ULBs (UD & UHD)							

585

Mahatma Gandhi Swachhta Mission - Action Plan												
Sr. No.	Activity/Intervention	Measurable Indicator	2014-15	2015-16	2016-17	2017-18	2018-19	Expected Outcome/Impact	Sustainability and O & M			
1	2	3	4	5	6	7	8	9	10			
15	Provision of Individual/Community/ Pay & Use Toilets	No.										
16	Monitoring implementation of polluted river stretches cleaning scheme	No. of rivers/Processed length of stretches	PRD & RHD (DDPs)									
17	Dust free & clean environment for storage facilities in godowns CSC, PDS shops	No. of godowns, shops	GPCB (Forest & Environment)									
18	Effluent treatment plants in all GIDC and other industrial estates as per norms	No. of plants	Food & Civil supply									
19	Forward/backward linkages for distributing compost & treated water to industries in consultation with ULBs	Amount in mtds	GIDC, Industries & Mine									
20	Institutionalize segregation of solid and liquid waste at all tourist and pilgrim places	No. of places/ amount in kg	Industries & Mine									
21	Institutionalize segregation of solid and liquid waste in police lines	No. of places/ amount in kg	Tourism (I & M)									
22	Forward/backward linkages for distributing energy generated from Solid & Liquid waste in consultation with ULBs	Amount in kw/mw	Police Dept. Energy & Petrochemical									

## Public Health Bylaws

5805

## ✓ Objectives

- The main objective of preparing the Bylaws is to develop a tool for Municipal authorities to regulate the implementation of Municipal Solid Waste Management (MSWM) & Liquid Waste Management which will help improve the services to protect public Health, the environment and natural resources (water, land, air).
- It is also proposed to environmentally sound management of solid & Liquid waste in compliance with the principle of the 4Rs: Reduce, Reuse, Recycle, Recover and safe disposal.

## ✓ Broad Scope of Work

- Preparation of Public Health Bylaws for Municipalities which would be in consonance with the Gujarat Municipalities Act.
- Public Health Bylaws for Municipal Corporation which would be in consonance with GPMC Act
- Undertake Consultation Meetings
- Incorporation of objections before submitting it to Government.
- Preparation of an Implementation manual, for the purpose of implementation of these Bylaws.
- Three Manuals as per the class of ULBs would be prepared as under
  - Implementation manual for Class A & B Municipality
  - Implementation manual for Class C & D Municipality
  - Implementation manual for small Municipal Corporations
- Committee Formation: A committee comprising of different experts on Health, law, urban affairs, SWM, industries, public health engineering etc would be formed by the Institute. In-house experts as well as experts from outside would be invited on the committee.
- Existing acts, rules and bylaws would be referred by each concerned committee members. Consultation with concerned officers, experts, agencies and other stake holders would be carried out on periodic basis. We propose consultation mainly with three groups.
  - Group 1 Chief Officers and Government officer
  - Group 2 Councilors and other political leaders
  - Groups3 Agencies, NGOs, Institutions, Corporate, Social Groups etc.



- We propose to submit the Document in three stages

Stage	Activity
First Stage	This draft would be based on initial scrutiny of current rules bylaws; act and outcome of consultations with various Groups.
Pre Final Stage	Based on suggestions and observations from Stake Holder this draft would be refined further for submission.
Final Stage	Based on the suggestions and observations of Pre Final Draft the final draft of Bylaws would be prepared and submitted
Legal Modalities	<ul style="list-style-type: none"> <li>• On submission of final Draft GUDC will circulate the draft at 159 Municipalities and 4 Municipal Corporations</li> <li>• The proposed bylaws would be published in leading Newspaper for suggestions and observations from general public by Individual Municipality.</li> <li>• Based on the suggestions and observation, Institute In consultation with GUDC would revise the proposed draft Bylaws and submit to GUDC.</li> <li>• GUDC would again circulate the same to the ULBs so that the resolution is passed in General Board and submitted to State Government for approval.</li> </ul>

There are 8 Municipal Corporations in the State of Gujarat; Overall 5 Municipal Corporations has 100% Door to Door collection whereas remaining 3 Municipal Corporations has Door to Door collection efficiency between the range of 80-100%.

The details of Municipalities collection efficiency is as follows:

Sr. No.	Number of Municipalities: Door- to-Door collection	Efficiency (%)
1	111	100
2	8	85-100
3	14	70-85
4	26	50-70
Total	159	



Government of Gujarat



# Sanitation Index

Indicators for monitoring cleanliness under the  
**Mahatma Gandhi Swachhata Mission**

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Mahatma Gandhi Swachhata Mission  
Urban Development and Urban Housing Department  
Government of Gujarat

5808

## **Preface**

The Government of Gujarat launched the Mahatma Gandhi Swachhata Mission (MGSM) in February 2014 to achieve "Zero Waste and open defecation free state" in Gujarat by the year 2019. On October 02, 2014 – birth anniversary of Mahatma Gandhi, Government of India launched the Swachha Bharat Mission.

MGSM's objective is to materialize the dream of Mahatma Gandhi that all cities, towns and villages should become clean, resulting into healthy life increasing liveability of our state.

These set of guidelines have been prepared by MGSM to promote the tenets of "Sanitation" and initiate a regular reliable monitoring system for all public offices across the state.

For any further information, please contact:

Mahatma Gandhi Swachhata Mission  
Urban Development and Urban housing Department  
Government of Gujarat  
Block No. 14, 7th floor, Sachivalaya  
Gandhinagar

## Table of contents

5809

<b>Section 1: Background</b> .....	3
<b>Section 2: Reporting formats</b> .....	8
<b>Section 3: MGSM Indicators</b> .....	14
<b>A. Output Indicators</b> .....	14
INDICATOR A-1: ADEQUACY OF TOILETS FOR MEN .....	15
INDICATOR A-2: ADEQUACY OF URINALS FOR MEN .....	16
INDICATOR A-3: ADEQUACY OF TOILETS FOR WOMEN .....	17
INDICATOR A-4: RECYCLING AND DISPOSAL OF PAPER, STATIONERY AND OTHER DRY RECYCLABLES .....	18
INDICATOR A-5: EXTENT OF DECENTRALISED PROCESSING OF ORGANIC WASTE .....	19
INDICATOR A-6: EFFICIENCY OF REDRESSAL OF COMPLAINTS RELATED TO SANITATION.....	20
INDICATOR A-7: CLEANING OF SEPTIC TANK/ PIT.....	21
INDICATOR A-8: CLEANING OF OVERHEAD WATER TANK/ SUMP .....	22
INDICATOR A-9: CLEANLINESS OF DRINKING WATER STATIONS .....	23
<b>B. Process Indicators</b> .....	24
INDICATOR B-1: CLEANLINESS AND HYGIENE RELATED IEC CAMPAIGN.....	24
INDICATOR B-2: RECYCLING AND DISPOSAL OF E-WASTE .....	25
INDICATOR B-3: RECYCLING AND DISPOSAL OF FURNITURE .....	26
<b>C. Outcome Indicators</b> .....	27
INDICATOR C-1: CLEANLINESS OF TOILETS .....	28
INDICATOR C-2: EXTENT OF CLEANLINESS OF OFFICES/ ROOMS/ HALLS AND OTHER INHABITED AREAS..	30
INDICATOR C-3: EXTENT OF CLEANLINESS OF LOBBIES, STAIRCASES, LIFTS, TERRACES AND OTHER COMMON AREAS .....	31
INDICATOR C-4: EXTENT OF CLEANLINESS OF KITCHENS, PANTRIES, CANTEENS AND OTHER DINING AREAS .....	32
INDICATOR C-5: EXTENT OF CLEANLINESS OF OPEN/ LANDSCAPED AREAS, STILTS, BASEMENTS AND PARKING AREAS .....	32
<b>Annex</b> .....	33

## Section 1: Background

In order to promote the tenets of "sanitation" across the state, the Government of Gujarat has initiated a regular monitoring system for all departments of the state. The Director MGSM has been entrusted by the Government of Gujarat to monitor sanitation in the state including government owned buildings, and initiatives in cities and villages. This set of guidelines details the monitoring framework for government owned and occupied buildings only.

These monitoring guidelines are applicable to the following:

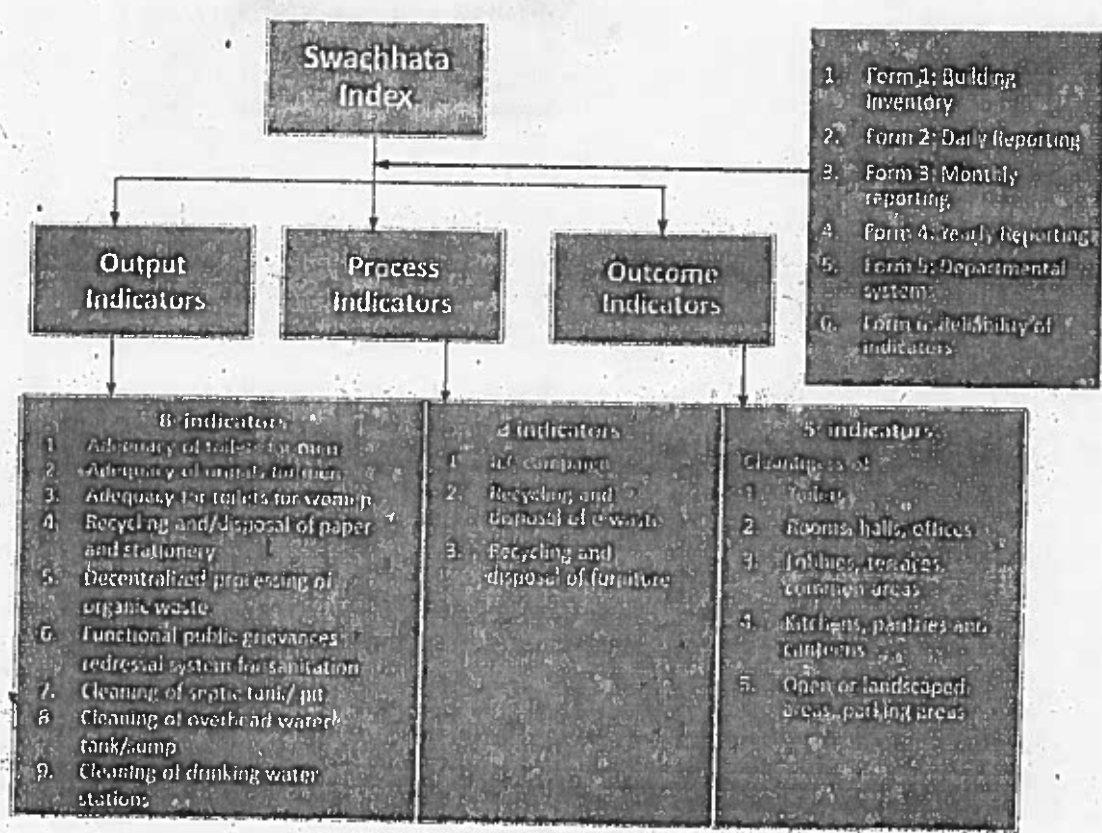
1. All buildings/ premises owned or occupied by the 'eligible organisations' – any organisation/ board/ corporation/ company of the Government of Gujarat.
2. All buildings/ premises commissioned by eligible organisations on public private partnership (PPP).
3. Only Administrative buildings of utilities, industries, special structures such as dams, water treatment plants, scientific landfill sites for solid waste, hydro/ thermal/ other forms of power plants, electric sub-stations, docks, etc.

These guidelines can also be applied to all buildings/ premises under the direct ownership or occupancy of the Government of India or other state governments/ union territories of India and located in Gujarat state.

A 'Swachhata Index' for every building/ premise will be used to monitor their cleanliness. The objective of the Swachhata Index is also to define a set of standards that can be used to measure the cleanliness of these areas. This Index will assist in:

- Providing a quantitative measurement to gauge the cleanliness of the buildings/premises as it relates to the vision statement.
- Putting to use the data captured by the index to improve maintenance functions.
- Assessing whether various initiatives and service levels are effective in making these buildings-cleaner.





**Categories and List of Indicators**

MGSM has identified 17 indicators categorized as output, process and outcome indicators. The proposed set of indicators pertain to adequacy of toilets for all occupants and visitors to each building, extent of segregated waste disposal, extent of cleanliness of toilets, extent of cleanliness in other key parts of the building, systems established to achieve cleanliness and for sanitation related grievance redressal system.

1. **Output Indicators:** These pertain to the department having achieved certain results or outputs in different dimensions of sanitation ranging from behavioural aspects, provision, safe collection, treatment and disposal of solid and liquid waste without harm to the environment. There are nine output indicators.
2. **Process Indicators:** These indicators pertain to operational systems and procedures to ensure sustained sanitation. There are three process indicators.
3. **Outcome Indicators :** These indicators pertain to the building's extent of cleanliness in toilets, offices, other inhabited spaces, kitchens/pantries, open spaces and parking areas. There are five outcome indicators.

<b>Output Indicators</b>	
Indicator A-1	Adequacy of toilets for men
Indicator A-2	Adequacy of urinals for men
Indicator A-3	Adequacy of toilets for women
Indicator A-4	Recycling and/ or disposal of paper and stationery items
Indicator A-5	Extent of decentralised processing of organic waste within the premises
Indicator A-6	Efficiency in redressal of sanitation related complaints
Indicator A-7	Cleaning of septic tank/ pits
Indicator A-8	Cleaning of overhead tank/ sump of the building

5812

Indicator A-9	Cleaning of drinking water stations
<b>Process Indicators</b>	
Indicator B-3	Cleanliness and hygiene related IEC activities
Indicator A-3	Recycling and/ or disposal of e-waste
Indicator A-4	Recycling and/ or disposal of furniture and other large items
<b>Outcome Indicators</b>	
Indicator C-1	Cleanliness of toilets
Indicator C-2	Cleaning of rooms, halls and other inhabited areas
Indicator C-3	Cleaning of kitchens, pantries and canteens
Indicator C-4	Cleaning of lobbies, staircases, lifts, terraces and other common areas
Indicator C-5	Cleaning of open/ landscaped areas, stilts, basements and parking areas

**Weightage of indicators for computing the Swachhata Index**

Weightage of output, process and outcome indicators for computation of the Swachhata Index is 30:20:50 respectively. Each category comprises of its set of respective indicators. Weightages of these indicators has been provided below.

Output Indicators (Overall Weightage - 30%)		
Indicator A-1	Adequacy of toilets for men*	5%
Indicator A-2	Adequacy of urinals for men*	5%
Indicator A-3	Adequacy of toilets for women*	15%
Indicator A-4	Recycling and/ or disposal of paper and stationery items	10%
Indicator A-5	Extent of decentralised processing of organic waste within the premises	10%
Indicator A-6	Efficiency in redressal of sanitation related complaints	25%
Indicator A-7	Cleaning of septic tank/ pits	10%
Indicator A-8	Cleaning of overhead tank/ sump of the building	10%
Indicator A-9	Cleaning of drinking water stations	10%

Note: \* Buildings/ premises without toilet provisions for disabled and children would be subject to 10% deduction each.

Process Indicators (Overall Weightage - 20%)		
Indicator B-1	Cleanliness and hygiene related IEC activities	50%
Indicator B-2	Recycling and/ or disposal of e-waste	25%
Indicator B-3	Recycling and/ or disposal of furniture and other large items	25%

Outcome Indicators (Overall Weightage - 50%)		
Indicator C-1	Cleanliness of toilets	40%
Indicator C-2	Cleaning of rooms, halls and other inhabited areas	15%
Indicator C-3	Cleaning of kitchens, pantries and canteens	15%
Indicator C-4	Cleaning of lobbies, staircases, lifts, terraces and other common areas	15%
Indicator C-5	Cleaning of open/ landscaped areas, stilts, basements and parking areas	15%

In case any indicator is not applicable, the weightage will be distributed within the category proportionately. For example, if a building has an underground drainage connection, weightage of 'Indicator A-7: Cleaning of septic tanks' will be distributed across other applicable within 'Output Indicators'.

5813

In addition to the above, the Swachhata Index also assigns weightage to method of waste water disposal by a building/ premise. Buildings/ premises without improved solid and liquid waste mechanisms will be subject to a deduction of 0.25 marks each, from the overall score. Based on the indicator value and its respective weightage and these deductions, each building/premise receives a score out of 5.

The total score attained by each building/ premise out of 5 presents its Swachhata Index. Based on this score, each building/ premise will be categorised as per the table below.

S. No	Category	Description	Points
1	Red	Buildings/ premises on the brink of public health and environmental 'emergency' and needing immediate remedial action	< 2
2	Amber	Needing considerable improvements	2 to 3
3	Blue	Recovering and needs some improvements	3 to 4.5
4	Green	Healthy and clean building/ premises	> 4.5

For assessment of department-wise performance, each building score will be weighed by the number of occupants and visitors it serves.

**Limitations and challenges**

Implementing Swachhata Index at the State level has a number of limitations. There could be a few definition and measurement issues which will continue to exist and they could be refined with ground level experience. Field-level experience in implementing this monitoring framework may throw up the need for additional parameters and a few additional indicators may be added for analysing performance.

**Challenges anticipated in implementing this monitoring framework includes:**

- Lack of system to capture key data elements identified in the monitoring framework
- The creation of the detailed inventory of all sanitation related assets is critical for the monitoring framework, which could be a one-off exercise. However, there is a need to set sustainable systems to generate data from the field level on a regular basis to sustain this monitoring

**Role of Each Department**

Each of the 26 departments of Government of Gujarat will:

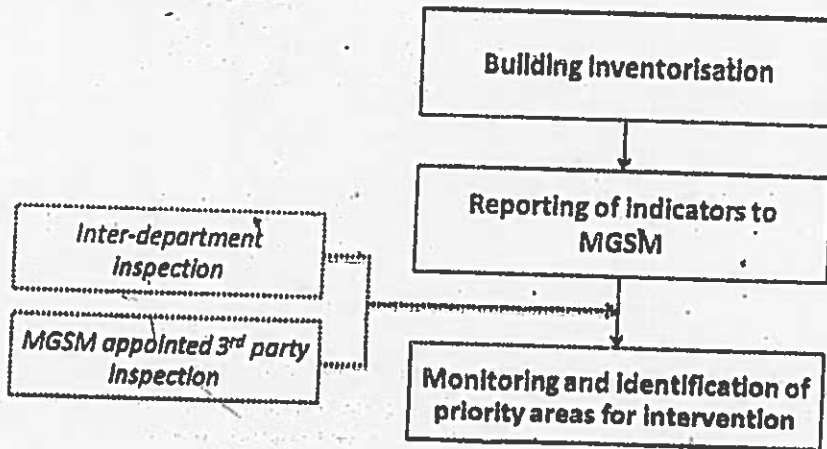
1. Appoint a 'Nodal Officer' for monitoring of MGSM related activities for their respective department. The Nodal Officer will submit reports to the Mission Director (or State MGSM Coordinator) containing the indicators defined in this note at the frequency mentioned for each indicator.
2. Appoint a 'Swachhata Nodal Officer' for every building/ premises who would report the data to MGSM as per the prescribed formats on MGSM website.
3. Fill the following forms on the MGSM portal <http://mis.mgsm-gujarat.in/>

Form No.	Frequency
a. Asset Inventory Form	End of March
b. Daily Form	Daily
c. Monthly Form	End of the calendar month
d. Yearly Form	End of March
e. Department's System Form	End of March

To cross verify the measurement of above indicators, inspections would be conducted by

- i) sanitation nodal officers of other departments
- ii) third party independent evaluators appointed by Director, MGSM

Inspections would be conducted monthly, quarterly and yearly for daily, monthly and yearly indicators, respectively.



5815

## Section 2: Reporting formats

Form 1

### Mahatama Gandhi Swachhata Mission

*Building Inventory data list*

Name of the Department \_\_\_\_\_

Name of the MGSM Nodal Officer \_\_\_\_\_

Corporation/ Board/ etc. \_\_\_\_\_

Name of the building/ premise \_\_\_\_\_

Contact number of Nodal Officer \_\_\_\_\_

Email ID \_\_\_\_\_

Name of the District		
Name of the Taluka		
Name of the Municipality/ Gram Panchayat (if applicable)		
Address of the building		
Is the building/ premise shared with other occupants?		<i>(Yes/ No)</i>
Plot area		<i>(sqm)</i>
Built-up area of the building		<i>(sqm)</i>
Predominant Building use		<i>Office/ Health/ Education/ Residential/ Markets/ Recreational/ Transport/ Utilities/ Hotels</i>
Regular Water supply source		<i>Municipal or Panchayat/ Private Borewell/ Water Tanker/ Other</i>
Number of drinking water stations/ coolers		<i>Number</i>
Number of water tanks and sumps		<i>Number</i>
Number of functional toilet seats	<i>Male</i>	<i>Number</i>
	<i>Female</i>	<i>Number</i>
	<i>Disabled-friendly</i>	<i>Number</i>
	<i>Child-friendly</i>	<i>Applicable for buildings used by children like schools, health centres, recreational facilities, etc.</i>
Number of functional urinals for men		<i>Number</i>
Number of permanent occupants	<i>Male</i>	<i>Number</i>
	<i>Female</i>	<i>Number</i>
	<i>Disabled</i>	<i>Number</i>
	<i>Children</i>	<i>Number</i>
Number of visitors on a daily/ periodic basis (estimate)	<i>Male</i>	<i>Number</i>
	<i>Female</i>	<i>Number</i>
	<i>Disabled</i>	<i>Number</i>
	<i>Children</i>	<i>Number</i>
Method of waste water disposal		<i>UAD/ On-site/ Storm Water Drains/ Open spaces/ Water bodies</i>
If, on-site disposal method, then	<i>Number of single pit systems on premise</i>	<i>Number</i>
	<i>Number of twin pit systems on premise</i>	<i>Number</i>
	<i>Number of Septic tank/ soak pit systems on premises</i>	<i>Number</i>
If septic tank/ soak pit, has it been cleaned in the last 3 years?		<i>(Yes/ No/ NA)</i>
Method of solid waste disposal		<i>Municipal or Panchayat collection/ on-site processing/ open dumping</i>

NA - Not applicable



5816

Form 2

**Mahatama Gandhi Swachhata Mission**  
Cleanliness self-evaluation form (to be filled by Sanitation Nodal Officer)  
Daily cleanliness reporting

Name of the building \_\_\_\_\_

Name of the Sanitation Nodal Officer \_\_\_\_\_

Phone number of the Sanitation Nodal Officer \_\_\_\_\_

Email address of the Sanitation Nodal Officer \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

a. Number of toilet seats which are	Select one of the following	Number of toilet seats
		<input type="checkbox"/> Very dirty <input type="checkbox"/> Somewhat dirty <input type="checkbox"/> Fair <input type="checkbox"/> Clean <input type="checkbox"/> Very clean <input type="checkbox"/> Not applicable
b. Total number of toilet seats in all premises under assessment	(to be taken from inventory form)	
How would you rate cleanliness of the toilet seats and other related areas in your building/ premises/facility?	Select one of the following <input type="checkbox"/> Very dirty <input type="checkbox"/> Somewhat dirty <input type="checkbox"/> Fair <input type="checkbox"/> Clean <input type="checkbox"/> Very clean <input type="checkbox"/> Not applicable	
How would you rate cleanliness of the toilet seats and other related areas in your building/ premises/facility?	Select one of the following <input type="checkbox"/> Very dirty <input type="checkbox"/> Somewhat dirty <input type="checkbox"/> Fair <input type="checkbox"/> Clean <input type="checkbox"/> Very clean <input type="checkbox"/> Not applicable	
How would you rate cleanliness of the toilet seats and other related areas in your building/ premises/facility?	Select one of the following <input type="checkbox"/> Very dirty <input type="checkbox"/> Somewhat dirty <input type="checkbox"/> Fair <input type="checkbox"/> Clean <input type="checkbox"/> Very clean <input type="checkbox"/> Not applicable	
How would you rate cleanliness of the toilet seats and other related areas in your building/ premises/facility?	Select one of the following <input type="checkbox"/> Very dirty <input type="checkbox"/> Somewhat dirty <input type="checkbox"/> Fair <input type="checkbox"/> Clean <input type="checkbox"/> Very clean <input type="checkbox"/> Not applicable	

5817

Form 3

## Mahatama Gandhi Swachhata Mission

Cleanliness self-evaluation form (to be filled by Sanitation Nodal Officer)  
Monthly cleanliness reporting

Name of the building

Name of the Sanitation Nodal Officer

Phone number of the Sanitation Nodal Officer

Email address of the Sanitation Nodal Officer

Date

Time

Quantity of waste paper, stationery and other dry recyclables generated/collected monthly	Kg	
Quantity of paper, stationery and other dry recyclables recycled monthly	Kg	
Quantity of organic waste collected monthly	Kg	
Quantity of organic waste processed monthly locally within the premises or neighbourhood	Kg	
Total number of sanitation related complaints received for your building/premise/facility during the last month	Number	
Total number of sanitation related complaints redressed within the stipulated time	Number	
Total number of drinking water stations cleaned every week in the last month	Number	
Has the overhead tank/ sump of the building been cleaned in the last one month?	Yes/ No/ NA	

NA - Not applicable

5818

Form 4

**Mahatama Gandhi Swachhata Mission**  
 Cleanliness self-evaluation form (to be filled by Sanitation Nodal Officer)  
 Half year cleanliness reporting

Name of the building \_\_\_\_\_

Name of the Sanitation Nodal Officer \_\_\_\_\_

Phone number of the Sanitation Nodal Officer \_\_\_\_\_

Email address of the Sanitation Nodal Officer \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Have you recycled e-waste to an authorised recycler in the last one year?	Yes/ No/ NA	
Have you recycled furniture waste to waste recycler in the last one year?	Yes/ No/ NA	
Number of male users including permanent occupants and visitors	Number	
Number of female users including permanent occupants and visitors	Number	
Number of toilet seats for men	Number	
Number of toilet seats for women	Number	
Number of child-friendly toilet seats	Number	
Number of disabled-friendly toilet seats	Number	
Has the septic tank/ pit been cleaned in the last 3 years?	Yes/ No/ NA	
Has cleanliness and hygiene related IEC activities been conducted in the last one year?	Yes/ No	

NA - Not applicable

5819

Form 5

### Mahatama Gandhi Swachhata Mission

(to be filled by State Level Nodal Officer)  
State Department's System Form

Name of the Department

Name of the Nodal Officer

Phone Number of Nodal Officer

Email Id of Nodal Officer

Date

Does the Department have a citizen's charter and does it cover sanitation?	Yes/ No	
Does the Department have a public grievances redressal system including sanitation related complaints?	Yes/ No	
Has the Department prepared standard operating procedures for Cleanliness of offices/rooms/ inhabited areas?	Yes/ No	
Has the Department prepared standard operating procedures for cleanliness of toilets?	Yes/ No	
Has the department framed rules and regulations for levying fines or administrative charges for defecation/urinating in open; littering?	Yes/ No	
Are there instances of fining or punishing people in the last one year for the two above categories of offenses?	Yes/ No	

5820

**Mahatma Gandhi Swachhata Mission**  
 Cleanliness self-evaluation form (to be filled by Sanitation Nodal Officer)  
 Reliability of indicators

Name of the building \_\_\_\_\_

Name of the Sanitation Nodal Officer \_\_\_\_\_

Phone number of the Sanitation Nodal Officer \_\_\_\_\_

Email address of the Sanitation Nodal Officer \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Do you have a list of permanent occupants (staff/ employee ) who occupy your building/ premise?	Yes/ No/ NA	
Do you count number of visitors to your building/ premises? Common methods could include entry logbook/ register, entry pass, digital entry card, periodic survey of footfalls, electronic/ manual footfall counting device or periodic assessment of CCTV footage.	Yes/ No/ NA	
Do you maintain records which provide the weight of paper, stationery, plastic and other recyclable items collected in your building/ premise?	Yes/ No/ NA	
Do you maintain records which provide the weight of paper, stationery, plastic and other recyclable items sold to recyclers?	Yes/ No/ NA	
Do you maintain records which provide the weight of organic waste collected from your premises?	Yes/ No/ NA	
Do you maintain records which provide the weight of organic waste processed within your premises/ neighbourhood?	Yes/ No/ NA	
Do you have an operational complaints redressal system?	Yes/ No/ NA	
Can sanitation related complaints be easily identified from your complaints database?	Yes/ No/ NA	
Do you have a charter that includes sanitation related grievances?	Yes/ No/ NA	
Do you have records indicating the date when overhead tank/ sump was last cleaned?	Yes/ No/ NA	
Do you have a standard operating procedure for cleaning of overhead tank/ sump?	Yes/ No/ NA	
Do you have photographic evidence of the last instance when overhead tank was cleaned?	Yes/ No/ NA	
Do you have records indicating the last date of cleaning of septic tank/ pit?	Yes/ No/ NA	
Do you have a standard operating procedures for cleaning of septic tank/ pit?	Yes/ No/ NA	
Do you have photographic evidence of the last instance when septic tank/ pit was cleaned?	Yes/ No/ NA	
Do you have records indicating the last date of cleaning of drinking water stations/ coolers?	Yes/ No/ NA	
Do you have a standard operating procedures for cleaning of drinking water stations/ coolers?	Yes/ No/ NA	
Do you have photographic evidence of IEC campaign conducted in the last one year?	Yes/ No/ NA	
Do you maintain records for sale/ recycle of e-waste to authorised e-waste recycling agencies?	Yes/ No/ NA	
Do you maintain records for sale/ recycle of furniture waste to recycling agencies?	Yes/ No/ NA	
Do you maintain weekly photographic evidence of cleanliness of toilets?	Yes/ No/ NA	
Do you maintain weekly photographic evidence of cleanliness of offices/ rooms/ halls and other inhabited areas?	Yes/ No/ NA	
Do you maintain weekly photographic evidence of cleanliness of lobbies, staircases, lifts, terraces and other common areas?	Yes/ No/ NA	
Do you maintain weekly photographic evidence of cleanliness of kitchens, pantries, canteens and other dining areas?	Yes/ No/ NA	
Do you maintain weekly photographic evidence of cleanliness of open/ landscaped areas, stilts, basements and parking areas?	Yes/ No/ NA	

NA - Not applicable



5821

### Section 3: MGSM Indicators

Each of the 17 indicators has been detailed out in a standard template to present the rationale for the indicator, definition and computation methodology. Each indicator has the following details:

- **Rationale of the indicator** in the context of MGSM
- **Units and definition**
- **Data requirements**- elements of data that are required to compute the indicator and its frequency of capturing are mentioned
- **Frequency of Measurement** – this refers to the frequency at which performance will be assessed. Frequency is important since there should be a potential for changing the performance level between two reporting periods.
- **Reliability of measurement** – measurement of the swachhata index will be reliable if there is a robust system to generate data used for computing the indicators. Three levels of reliability of data have been defined ranging from highest reliability of "A" to "C" as lowest. The Service Level Benchmarking (SLB) framework of the Ministry of Urban Development also uses a similar reliability framework. The goal is that all departments should reach "A" reliability band.

#### A. Output indicators

Output indicators pertain to a building/ premise having achieved certain outputs related to sanitation ranging from behavioural aspects, provision, safe collection, treatment and disposal of solid and liquid waste.

Output Indicators	
Indicator A-1	Adequacy of toilets for men
Indicator A-2	Adequacy of urinals for men
Indicator A-3	Adequacy of toilets for women
Indicator A-4	Recycling and/ or disposal of paper and stationery items
Indicator A-5	Extent of decentralised processing of organic waste within the premises
Indicator A-6	Efficiency in redressal of sanitation related complaints
Indicator A-7	Cleaning of septic tank/ pits
Indicator A-8	Cleaning of overhead tank/ sump of the building
Indicator A-9	Cleaning of drinking water stations

5822

**INDICATOR A-1: ADEQUACY OF TOILETS FOR MEN**

**Rationale for the Indicator:** This indicator is to check adequacy of toilets within the premises. In many government premises/buildings, there are inadequate toilet seats. Adequate number of seats for occupants as well as visitors to a government building is vital. This indicator will be contextualised for each department to capture its adequacy. Relevant Indian Standard (IS) Codes and other applicable benchmarks for provision on facilities such as toilet seats, ablution taps and wash basins should be strictly followed. Toilets should comply with regulations for provision of facilities for disabled persons and children. Adequacy is to be checked for current building use even if it was designed as per earlier standards.

Performance Indicator		
Indicator	Unit	Definition
Adequacy of toilets for men	Number	This indicator is to check adequacy of toilet seats for men within the premises.
Data requirement		
Data required for calculating the Indicator	Unit	Remarks
a. Number of male users including permanent occupants and visitors	Number	Every department should calculate the number of permanent occupants of the premises such as employees and residents. Departments should also estimate number of visitors to each premise.
b. Number of toilet seats for men	Number	Total number of functional toilet seats should be counted
<b>Number of users per toilet seat</b>	<b>Number</b>	<b>= a/b</b>
Frequency of measurement	Yearly	

**Reliability of Measurement**

Reliability Scale	Description of Method
A	Number of functional toilet seats in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. Data should be periodically updated to revise the number of toilet seats and permanent occupants. Data of visitor footfalls is based on records being maintained such as sale of entry tickets, log-books of visitors, OPD data, CCTV footage or other such relevant recording mechanisms.
B	Number of functional toilet seats in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. No surveys are conducted to measure the footfalls but number of visitors is estimated through observation.
C	Number of functional toilet seats in a building/ premise is counted. Number of occupants, and visitors are estimated without tallying records of occupants or surveys to measure footfalls of visitors.

5823

## INDICATOR A-2: ADEQUACY OF URINALS FOR MEN

**Rationale for the indicator:** This indicator is to check adequacy of urinals within the premises. Adequate number of urinals for occupants as well as visitors to a government building is vital. This indicator will be contextualised for each department to capture its adequacy. Relevant Indian Standard (IS) Codes and other applicable benchmarks for provision on facilities should be strictly followed. Toilets should comply with regulations for provision of facilities for disabled persons and children. Adequacy is to be checked for current building use even if it was designed as per earlier standards.

Performance Indicator		
Indicator	Unit	Definition
Adequacy of urinals for men	Number	This indicator is to check adequacy of urinals for men within the premises.
Data requirements		
Data required for calculating the indicator	Unit	Remarks
a. Number of male users including permanent occupants and visitors	Number	Every department should calculate the number of permanent occupants of the premises such as employees and residents. Departments should also estimate number of visitors to each premise.
b. Number of urinals for men	Number	Total number of functional urinals should be counted
Number of users per toilet seat	Number	=a/b
Frequency of measurement	Yearly	

## Reliability of Measurement

Reliability Scale	Description of Method
A	Number of functional urinals in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. Data should be periodically updated to revise the number of urinals and permanent occupants. Data of visitor footfalls is based on records being maintained such as sale of entry tickets, log-books of visitors, OPD data, CCTV footage or other such relevant recording mechanisms.
B	Number of functional urinals in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. No surveys are conducted to measure the footfalls but number of visitors is estimated through observation.
C	Number of functional urinals in a building/ premise is counted. Number of occupants and visitors are estimated without tallying records of occupants or surveys to measure footfalls of visitors.

5824

**INDICATOR A-3: ADEQUACY OF TOILETS FOR WOMEN**

**Rationale for the indicator:** This indicator is to check adequacy of toilets within the premises. In many government premises/ buildings, there are inadequate toilet seats. Adequate number of seats for occupants as well as visitors to a government building is vital. This indicator will be contextualised for each department to capture its adequacy. Relevant IS Codes and other applicable benchmarks for provision on facilities such as toilet seats, urinals, wash basins should be strictly followed. Toilets should comply with regulations for provision of facilities for disabled persons and children. Adequacy is to be checked for current building use even if it was designed as per earlier standards.

Performance Indicator		
Indicator	Unit	Definition
Adequacy of toilets for women	Number	This indicator is to check adequacy of toilet seats for women within the premises.
Data Requirements		
Data required for calculating the indicator	Unit	Remarks
a. Number of female users including permanent occupants and visitors	Number	Every department should calculate the number of permanent occupants of the premises such as employees and residents. Departments should also estimate number of visitors to each premise.
b. Number of toilet seats for women	Number	Total number of functional toilet seats should be counted
Number of users per toilet seat	Number	= a/b
Frequency of measurement	Yearly	

**Reliability of Measurement**

Reliability Scale	Description of Method
A	Number of functional toilet seats in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. Data should be periodically updated to revise the number of toilet seats and permanent occupants. Data of visitor footfalls is based on records being maintained such as sale of entry tickets, log-books of visitors, OPD data, CCTV footage or other such relevant recording mechanisms.
B	Number of functional toilet seats in a building/ premise is counted. Number of permanent occupants of a building are known and documented through employees/ workers list. No surveys are conducted to measure the footfalls but number of visitors is estimated through observation.
C	Number of functional toilet seats in a building/ premise is counted. Number of occupants and visitors are estimated without tallying records of occupants or surveys to measure footfalls of visitors.



5825

**INDICATOR A-4: RECYCLING AND DISPOSAL OF PAPER, STATIONERY AND OTHER DRY RECYCLABLES**

**Rationale for the indicator:** Every building/ premise uses paper, stationery items and other dry recyclable items for their functioning. It is important to ensure that such items once discarded are collected, stored and recycled appropriately. Data regarding quantity of such waste generated and recycled/ disposed and frequency of its recycling/ disposal should be maintained by the facility management.

Performance Indicator		
Indicator	Unit	Definition
Recycling and disposal of paper, stationery and other dry recyclables	Percentage	This indicator provides the extent of recycling/ proper disposal of paper, stationery and other dry recyclables.
Data Requirement		
Data required for calculating the Indicator	Unit	Remarks
a. Quantity of paper, stationery and other dry recyclables recycled	Kg per month	This will include paper, stationery and other dry recyclables weighed at the time of recycling
b. Quantity of waste paper, stationery and other dry recyclables collected	Kg per month	Waste paper, stationery and other dry recyclables items collected should be tracked using records of supplies and procurement. Quantity of waste collected is recorded on a daily basis.
Recycling and disposal of paper, stationery and other dry recyclables	Percentage	$= (a/b) \times 100$
Frequency of measurement	Monthly	

**Reliability of Measurement**

Reliability Scale	Description of Method
A	Records are maintained with quantity of waste given to a recycler.
B	Records are maintained with quantity of waste given to a recycler. Intermittently, waste is given to waste recyclers without documentation.
C	No records are maintained. Waste generated is estimated based on the size of bins/ containers. Waste is recycled intermittently to local waste recyclers without documentation.