

Government of West Bengal
Backward Classes Welfare Department
Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091
www.anagrasarkalyan.gov.in

No. 284 -6M(MC)-3/13(Pt.-VIII)

Dated- 19.02.2023

From : **Deputy Secretary to the Government of West Bengal**
Department of Backward Classes Welfare

To : **1. Commissioner, Kolkata Municipal Corporation**
2. District Magistrates – All districts of West Bengal
3. Joint Secretary, UD& MA Department, GoWB
4. Joint Secretary, P&RD Department, GoWB

Sub : District Level Survey Committee for identification of Manual Scavengers

Madam / Sir,

Hon'ble Supreme Court of India in its verdict dated 20-10-2023 in the matter of Writ Petition (Civil) No. 324 of 2020 – Dr. Balaram Singh Vs. Union of India and Ors. – has directed to prepare modalities for a survey of the Manual Scavengers countrywide. This has been communicated recently by Ministry of Social Justice & Empowerment, Government of India vide File No. U-12012 / 1 / 2023-PLAN dated 01-02-2024 along with the Guidelines for the Survey.

In view of the above, you are requested to refer Rule 2 (d) of "The West Bengal Prohibition of Employment as Manual Scavengers and their Rehabilitation Rules, 2015" regarding constitution of District level Survey Committee. Soft copy of the Rule is available www.anagrasarkalyan.gov.in and www.wbbcdev.gov.in.

The matter for conducting Survey has been placed before the State Government. Meanwhile, you are requested to constitute / re-constitute District Level Survey Committee and hold a meeting of the committee by February 2024. Copy of the communication received from Ministry of Social Justice & Empowerment, Government of India is enclosed for ready reference.

Yours Faithfully,

Encl : as stated above


Deputy Secretary to the Government of West Bengal

No. 284 -6M(MC)-3/13(Pt.-VIII)

Dated- 19.02.2023

Copy forwarded for kind information and taking necessary action to:-

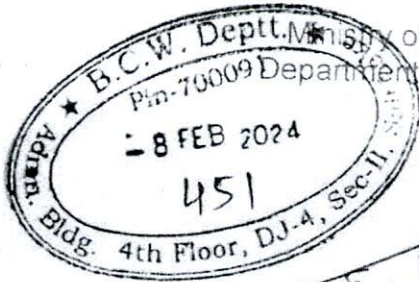
1. The MD, WB SC ST & OBC Dev. & Finance Corporation


Deputy Secretary to the Govt. of West Bengal

File No. U-12012/1/2023-PLAN
Government of India

Secretary, BCW.

0665-OSD
6/2/24



Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

SS(AIC) & MLC
For UDMA & P&RD

B-2, Ground Floor,
Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi-110003
Dated: 1st February, 2024

To,
Chief Secretaries of all the States /UTs

Subject:- Modalities/Guidelines for conducting of survey of Manual Scavengers.

Sir/Madam,

The undersigned is directed to refer to the following directions of Hon'ble Supreme Court's in WP No. 324/2020 in the matter of Dr. Balram Singh Vs Union of India & Ors delivered vide Order dated 20.10.2023:-

"Para 96 (8)" The NCSK, NCSC, NCST and the Secretary, Union Ministry of Social Justice and Empowerment, shall, within 3 months from today, draw modalities for the conduct of a National Survey. The survey shall be ideally conducted and completed in the next one year.

"Para 96 (11) The National Legal Services Authority (NALSA) shall also be part of the consultations, toward framing the aforesaid policies. It shall also be involved, in co-ordination with state and district legal services committees, for the planning and implementation of the survey. Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation."

2. In order to comply with the aforesaid directions of the Hon'ble Supreme Court, the modalities/guidelines for conducting survey of manual scavengers have been finalized in consultation with all stakeholders and NALSA and the same is enclosed herewith.
3. You are requested to kindly take necessary action for conduct of survey of manual scavengers as per procedures and guidelines prescribed in the enclosed guidelines and submit action taken report in this regard from time to time to this Ministry. As regards model for disbursement of compensation to the kins of the deceased/victims is concerned, the same would be communicated after response of the NALSA in this regard is received.

Encl: As above

Yours faithfully,

S.K. Srivastwa

(S.K. Srivastwa)
Deputy Secretary to the Government of India
Telephone No.011-24369841
E-mail: srivastwa.sk@nic.in



सत्यमेव जयते

**DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT
GOVERNMENT OF INDIA**

**Guidelines
for
Survey of Manual Scavengers**

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BACKGROUND:

1.1 The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, inter-alia, provides for:-

- (i) Elimination of insanitary latrines;
- (ii) Prohibition of :-
 - (a) Employment as Manual Scavengers;
 - (b) Hazardous cleaning of sewers and septic tanks; and
- (iii) Identification of insanitary latrines and demolish the same / convert it into sanitary latrines;
- (iv) Survey of Manual Scavengers and their rehabilitation.

1.2 Self – Employment Scheme for Rehabilitation of Manual Scavengers (SRMS): SRMS scheme launched in 2007 to rehabilitate the manual scavengers and their dependents in alternative occupation was revised in November 2013 in consonance with the provisions of MS Act, 2013. Two surveys were conducted in 2013 and 2018 and 58,098 manual scavengers were identified.

1.3 Hon'ble Supreme Court order in WP (C) No. 324/2020 filed by Dr. Balram Singh:- Dr. Balram Singh filed the WP (C) No. 324/2020 v/s UoI through Ministry of Environment and all the States and UTs before Hon'ble Supreme Court of India and prayed for directions for implementation of various rules including "The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993" and "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013". Hon'ble Court vide order dated 20.10.2023 had directed as under:-

(8) *The NCSK, NCSC, NCST and the Secretary, Union Ministry of Social Justice and Empowerment, shall, within 3 months from today, draw modalities for the conduct of a National Survey. The survey shall be ideally conducted and completed in the next one year.*

(9) *To ensure that the survey does not suffer the same fate as the previous ones, appropriate models shall be prepared to educate and train all concerned committees.*

(11) *The National Legal Services Authority (NALSA) shall also be part of the consultations, toward framing the aforesaid policies. It shall also be involved, in co-ordination with state and district legal services committees, for the planning and implementation of the survey. Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation.*

1.4 Definition of Manual Scavenger and *insanitary latrine*:

As per Section 2(1)(g) of the MS Act, 2013 manual scavenger has been defined as under:

"manual scavenger" means a person engaged or employed, at the commencement of this Act or at any time thereafter, by an individual or a local authority or an agency or a contractor, for manually cleaning, carrying, disposing of, or otherwise handling in any manner, human excreta in an insanitary latrine or in an open drain or pit into which human excreta from the insanitary latrines is disposed of, or on a railway track or in such other spaces or premises, as the Central Government or a State Government may notify, before the excreta fully decomposes in such manner as may be prescribed, and the expression "manual scavenging" shall be construed accordingly;

Explanation.-(a) "engaged or employed" means being engaged or employed on a regular or contract basis;

(b) a person engaged or employed to clean excreta with the help of such devices and using such protective gear, as the Central Government may notify in this behalf, shall not be deemed to be a 'manual scavenger';

Section 2(1)(e) of the MS Act, 2013 defines insanitary latrine as under:

"insanitary latrine" means a latrine which requires human excreta to be cleaned or otherwise handled manually, either in situ, or in an open drain or pit into which the excreta is discharged or flushed out, before the excreta fully decomposes in such manner as may be prescribed:

Provided that a water flush latrine in a railway passenger coach, when cleaned by an employee with the help of appropriate devices and using such protective gear, as the Central government may notify in this behalf, shall not be deemed to be an insanitary latrine.

1.5 Existing Provisions of MS Act 2013 and MS Rules 2013

Section 11 of MS Act, 2013 contains the provision of survey in urban areas by Municipalities and Local authorities, which is as follows:

11. (1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.

(2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.

- (3) The local authority shall also associate community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.
- (4) The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self-declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.
- (5) The lists of manual scavengers, if provided by the non-governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.
- (6) In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.
- (7) Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safaikaramcharis, sanitary workers or manual scavengers.
- (8) Sample checks of the work done to be done by the enumerators ensuring 100% sample check in villages, cities and towns.
- (9) Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority
- (10) After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self- declaration about his being a manual scavenger.

Section 12 of the MS Act, 2013 provides for application by an urban manual scavenger for identification, which is as under:-

12. (1) Any person working as a manual scavenger in an urban area, may, either during the survey undertaken by the Municipality in pursuance of section 11, within whose jurisdiction he works, or at any time thereafter, apply, in such manner, as may be prescribed, to the Chief Executive Officer of the Municipality, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger.

(2) On receipt of an application under sub-section (1), the Chief Executive Officer shall cause it to be enquired into, either as part of the survey undertaken under section 11, or, when no such survey is in progress, within fifteen days of receipt of such application, to ascertain whether the applicant is a manual scavenger.

(3) If an application is received under sub-section (1) when a survey under section 11 is not in progress, and is found to be true after enquiry in accordance with sub-section (2), action shall be taken to add the name of such a person to the final list published under sub-section (6) of section 11, and the consequences mentioned in sub-section (7) thereof shall follow.

Section 14 of the MS Act, 2013 provides survey of manual Scavengers in Rural Areas by Panchayats which is as under:

14. If any Panchayat has reason to believe that some persons are engaged in manual scavenging within its jurisdiction, the Chief Executive Officer of such Panchayat shall cause a survey of such manual scavengers to be undertaken, *mutatis mutandis*, in accordance with the provisions of section 11 and section 12, to identify such person.

Provisions of MS Rules 2013 for Survey of Insanitary latrines and Manual Scavengers

SURVEY OF INSANITARY LATRINES

- 10 (1) Every local authority shall draw a suitable time schedule for carrying out survey of insanitary latrines within its jurisdiction and the publication of their list.
- (2) The local authority shall take the assistance of the community leaders and non Governmental organizations working in the area for the welfare of the Safai Karamcharis or sanitary workers, on the existence of insanitary latrines in the area under its jurisdiction.
- (3) Any complaint filed by any person including a non Governmental organization, regarding the construction, maintenance or use of insanitary latrine, shall be inquired by the local authority within fifteen days of filing the complaint.
- (4) The local authority shall constitute a Committee under its Chief Executive Officer with at least two members from the community of Safai Karamcharis or sanitary workers, one of whom shall be a woman and at least one member from the civil society groups.
- (5) The Committee referred to in sub-rule (4) shall plan and monitor the survey, and ensure that an awareness campaign is carried out simultaneously with the survey that is conducted.
- (6) The Chief Executive Officer of the local authority shall prepare an initial list of insanitary latrines existing in his jurisdiction and display the same at the notice board of the office of the local authority and publish in two local daily newspapers, inviting

the objections, specifying the date by which the objections, if any, to the list, shall be received.

- (7) The local authority shall cause to hold a meeting on the due date as specified to hear the complaints and objections received on the initial list and approve the final list of insanitary latrines.
- (8) The final list of insanitary latrines shall be prepared and published by the local authority which shall display the same at the notice board of office of the local authority and publish in two local newspapers, one of which shall be in the vernacular language.
- (9) The local authority, within fifteen days of final publication of list of insanitary latrines, shall serve a notice on the occupier of the insanitary latrine to either demolish such insanitary latrine or convert it into a sanitary latrine within a period of six months from the date of commencement of the Act.
- (10) A copy of such notice referred to in sub-rule (9) shall be sent to the inspector.
- (11) The notice referred to in sub-rule (9) shall include information regarding the schemes of the Central and State Government which entitle the beneficiaries to incentives for the demolition of insanitary latrines or conversion to sanitary latrines; and other information regarding the eligibility to avail the benefits under those Schemes and the procedure for availing such benefits.
- (12) The Committee referred to in sub-rule (4) shall submit the survey report to the District Magistrate, who, or any department designated by him for this purpose, in turn, shall submit the consolidated reports of all local authorities under his jurisdiction to State Level Survey Committee.
- (13) State Level Survey Committee shall furnish the report of the survey to the Central Ministry/Department dealing with the Schemes of conversion of insanitary latrines into sanitary latrines for the urban and rural areas.
- (14) The eligible beneficiaries under the relevant Schemes of the Central or State Government may apply for the admissible financial assistance under such schemes.
- (15) After the expiry of the period under sub-Rule (9), the local authority shall have the premises of the occupier of insanitary latrine inspected.
- (16) If the occupier has neither demolished nor converted the insanitary latrine into a sanitary latrine, the local authority shall order for its demolition and recover the cost from the occupier as arrears of land revenue.

SURVEY OF MANUAL SCAVENGERS

11. 1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the

method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.

- 2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.
- 3) The local authority shall also associate community leaders or non governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.
- 4) The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.
- 5) The lists of manual scavengers, if provided by the non governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.
- 6) In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.
- 7) Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safai karamcharis, sanitary workers or manual scavengers.
- 8) Sample checks of the work done by the enumerators would be carried out by overseers designated for the purpose by the local authority, on the basis of random selection to the extent indicated below:-
 - (i) 100% check in villages.
 - (ii) 100% check in cities and towns having less than 1000 households with insanitary latrines.
 - (iii) 50% of the declarations, verified by each enumerator, shall be checked in towns or cities having 1000 to 9999 households with insanitary latrines.
 - (iv) 33% of the declarations, verified by each enumerator, shall be checked in towns/cities having 10000 or more households with insanitary latrines.
 - (v) In categories (iii) and (iv), if sample check of the work done by any enumerator reveals an error of >10%, a 100% check of his work shall be carried out by the supervisor.
- 9) Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority.
- 10) The local authorities shall also notify the manner of publication of said list during the survey of manual scavengers carried out under the Act.

- 11) The local authority shall get the objections enquired into and hold a meeting, if necessary to finalise the list of manual scavengers in its jurisdiction.
- 12) After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self-declaration about his being a manual scavenger.
- 13) The District Magistrate shall notify a designated officer not below the Tehlisdar or Block Development Officer for inquiring into claims and objections received and giving their findings and the inquiry conducted by the designated authority shall ensure that –
 - (i) the claimant or objector is given adequate opportunity to be heard;
 - (ii) the claimant or objector is given not less than seven days' notice about the date of summary hearing as provided under sub-rule (15);
 - (iii) the claimant or objector shall be allowed to support his claim with documentary evidence, if any, as provided under sub-rule(14);
 - (iv) the claimant or objector shall have the right to be represented by a lawyer, Non Governmental Organization, or a friend; and
 - (v) the claimant or objector shall be given a copy of the order passed by the designated authority as provided under sub-rule(20).
- 14) Forms for filing claims and objections under these rules shall be made available to the applicants free of charge on demand at the designated place, as also through the website of the local authority and the claimant or objector may support his claim with documentary evidence, if any.
- 15) Summary hearings shall be conducted by officers designated by the local authority.
- 16) The officer designated to verify the claims may order fresh verification, if necessary.
- 17) After summary hearing and such further verification (if ordered), the officer would pass an appropriate order, accepting or rejecting the claim or objection, as the case may be and a copy of the order would be given to the persons concerned.
- 18) After settlement of claims and objections by the designated authority, the local authority shall carry out necessary corrections in the draft list and transmit it to the District Level Survey Committee for its consideration.
- 19) The District Level Survey Committee shall cause compilation of lists of manual scavengers received from each local authority, town and prepare a list of manual scavengers for the district which the District Collector will forward to the State Government.
- 20) The State Government shall have the lists of manual scavengers received from various districts, compiled and prepare a consolidated State list of manual scavengers.

- 21) Any person working as a manual scavenger, may self declare either during the survey undertaken by the local authority, or any time thereafter, apply to the Chief Executive Officer of the local authority, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger in the prescribed Proforma.
- 22) There shall be no minimum age limit for identification of manual scavenger, and there shall be no restriction regarding the caste or religion or income or gender for being identified as manual scavenger.
- 23) For the purposes of sub-rule (22), a person should have been engaged or employed as manual scavenger at the commencement of the Act or thereafter and should have worked as such continuously for not less than three months.
- 24) A provisional list of identified manual scavengers as verified by the Overseers, shall be published by the concerned local authority in local newspapers and displayed in its own office and at such other places as deemed appropriate.
- 25) A copy of the provisional list shall be made available to members of the local authority and the non Governmental organizations or community leader of Safai Karamcharis or sanitary workers.
- 26) While publishing the provisional list, the local authority shall call upon members of the public to file claims and objections vis-à-vis, the list, within a period, not less than 15 days, in a proforma notified by the local authority.
- 27) After the approval of the final list by the District Level Survey Committee, it shall be duly published at the notice boards of concerned offices and the final list shall also be uploaded on the website of the District administration and the State Government.

Proposed Methodology as per MS rules 2013:

The MS Rules 2013 highlight the methodology to conduct the survey. The Rules provide for specific authorities that include constitution of State Level Survey Committee (SLSC) and District Level Survey Committees under Rule 11, to perform detailed roles. All the States / UTs are required to constitute SLSC and DLSC as per the MS Rules, 2013

1.1 Constitution of Committees for conducting the MS survey:

As per MS Rules the composition of DLSC and SLSC is given in the table below:

S.No.	Composition of the Committee		Timeline
	District level survey committee means the committee referred to in Rule 11(2), 11(18) and 11(19) with the following composition		29.02.2024
1	District Magistrate	Chairman	
2	District level officer dealing with scheduled castes affairs	Member Secretary	
3	District Statistical Officer	Member	
4	District level officer of Urban Development/Local Self Government	Member	
5	One Representative of Railway Authority	Member	
6	Upto two representatives of Non-government organizations working for welfare of manual scavengers and Safai Karmacharis to be nominated by the District Magistrate	Member	
7	Up to two community representatives of whom one should be a woman to be nominated by the District Magistrate	Member	

S.No.	Composition of the Committee		Timeline
	State Level Survey Committee means the committee referred to in rules 10(12), 10(13) and 11 (2) with the following composition:		29.02.2024
1	Additional Chief Secretary or Principal Secretary, nominated by the State Government	Chairman	
2	Principal Secretary/Secretary dealing with Scheduled Castes, if the Committee is chaired by Additional Chief Secretary. If Principal Secretary, Scheduled Caste Welfare himself is the Chairman then Director, Scheduled Castes Welfare.	Member Secretary	
3	Director, Economics and Statistics	Member	
4	Secretary, Urban Development Department / Local Self Government Department	Member	
5	Regional Director, Census Operation	Member	
6	One representative of Railway Authority	Member	
7	Upto two representatives of Non-Government Organizations working for welfare of Manual Scavengers and Safai Karmacharis to be nominated by the State Government	Member	
8	Upto two community representatives of whom one should be a woman to be nominated by State Government	Member	

3. MODALITIES OF SURVEY AS PER MS RULES, 2013:

3.1 Coverage: To ensure that survey does not suffer like last time, Survey would be conducted in all the districts across the country for insanitary latrines existing as on date and manual scavengers currently engaged with the same.

3.3 Methodology of Survey: As per MS rules, 2013, the survey of insanitary latrines and manual scavengers involved in cleaning of insanitary latrines is to be undertaken by the local authority¹ through a self-declaration form attached in the annexure:-

- i. **Digital survey:** The survey to be conducted preferably in a digital manner to ensure that the data is collected in cost effective manner and transparent manner as compared to a paper survey. However, if digital survey is not feasible due to some reasons, physical survey can be done.
 - a. **A Beneficiary Management System (BMS) application** that is currently being used for enumeration of workers engaged in hazardous cleaning under NAMASTE will be customised to be utilised for survey of manual scavengers. This application has modalities of quality checks and a district wise and state wise dashboarding also possible. The application also in-built functionalities of capturing photographs of the individuals and their requisite identity cards and geo-tagging locations.
- ii. In case no manual scavenger is identified in the District, District Magistrate to upload the NIL information. This declaration that there are no manual scavengers identified in the district should be made in two local newspapers and a period of 15 days to be given for inclusion of any such individuals who have been inadvertently left out of the survey.
- iii. The Aadhar details of manual scavengers to be captured in the survey. In case the scavengers do not have an aadhar card or need their card details to be updated, the same should be facilitated through Common Service Centres by respective local bodies.
- iv. **Selection of enumerators² by local authority for survey.** These enumerators will be such who have experience of conducting digital surveys and interacting with vulnerable communities. These enumerators will be a mix of men and women to ensure that both male and female scavengers are identified.
- v. **Selection of Overseers³ for validation** (as mentioned in MS Rules 11): Overseers will be district level officials such as xxxx and officials of urban local bodies or in block offices such as xxxx
- vi. Training modules for local authority to conduct the survey may be formulated by NSKFD.
- vii. Information Education Communication (IEC) Campaign

¹ Local authority means urban local body or Panchayat which is responsible for sanitation in its area of jurisdiction , cantonment board and railway authority

² As per MS Rules, Enumerator means any person engaged by a local authority for the purpose of survey or verification of manual scavengers

³ As per MS Rules, Overseer means an officer engaged by a local authority to exercise powers and perform the duties under the act

- ❖ As a preparatory for conducting the survey of manual scavengers, wide publicity about the survey for identification of Manual Scavengers, its dates, etc., through Print, and audio-visual Media, outdoor publicity, etc. would be given to make the general public aware about the survey. The notice of survey should also be published in two local newspapers, one of which shall be in vernacular language. States and cities may use other channels of communicating the survey timelines and modalities such as rickshaw mounted loudspeakers or in existing solid waste door to door collection vehicles.
- ❖ Support of community leaders/activists, NGOs working for welfare of Safai Karamcharis in identification of wards/pockets having concentration of insanitary latrines.

3.4 Actions to be taken by District Level Survey Committee and Timeline

1	ACTION BY DISTRICT LEVEL SURVEY COMMITTEE AND TIMELINE	
	Data, if any, uploaded on the Mobile App launched on 18.12.2020 under Swachhata Abhiyan App be discarded / deleted by District Magistrate	Immediately and before start of the fresh survey
a	The notice of Survey shall be displayed at the Notice Board of the office of the Local authority and also be published in two local newspapers, one of which shall be in vernacular language.	15.03.2024
b	Every local authority shall carry out survey of insanitary latrines as per the procedures and guidelines laid down in MS Rules, 2013 within its jurisdiction and complete the same as per timeline. The Survey shall be undertaken for all currently existing insanitary latrines and the complete details such as Name of the occupier, complete address etc. and a geo-tagged photograph should be obtained.	15.04.2024
c	If any insanitary latrine is found, the District Authority should serve upon a Notice to the occupier of such insanitary latrines to demolish it or convert it into a sanitary latrine.	23.04.2024
d	In case no insanitary latrine is found under the jurisdiction of the local authority, the District Magistrate should publish public notice about declaration of the district as manual scavengers free and give fifteen days' time for objection if any, and if no objection is raised declare the district manual scavengers free and upload NIL data on Swachhta Abhiyan Mobile App.	12.05.2024
e	Once the survey of existing insanitary latrines is completed and where the insanitary latrine found the process of survey of existing manual scavengers, who are found servicing such insanitary latrines, be initiated and completed as per the procedures and guidelines laid down in MS Rules, 2013. The details of the existing manual scavengers should be obtained through Self Declaration Form as per Annexure "A"	28.05.2024
f	The final list of manual scavengers, if any, for all towns, cities and villages in each district shall uploaded on Swachhta Abhiyan Mobile App for its ratification by State Level Survey Committee.	30.06.2024
g	District Magistrates should also intimate about the action taken on the occupier of insanitary latrine in compliance of the provisions of	07.07.2024

3.5 Actions to be taken by State Level Survey Committee and Timeline

B	ACTION BY STATE LEVEL SURVEY COMMITTEE AND TIMELINE	
a	To monitor and oversee the survey process of existing insanitary latrines and identification of Manual Scavengers at State level.	
b	To issue suitable instructions to all the District Magistrates for initiating survey of the insanitary latrines still existing under their jurisdiction.	15.03.2024
c	To arrange publicity through local newspapers etc. about the survey. The notice of survey to be published in two local newspapers, one of which shall be in vernacular language.	29.03.2024
d	To check, verify and ratify the list of existing insanitary latrines and manual scavengers, if any found, in all Districts.	30.07.2024
e	To arrange publication of final consolidated list of manual scavengers in the State.	14.08.2024
f	State Level Survey Committee shall furnish the report of the survey and conversion of insanitary latrines into sanitary latrines for the urban and rural areas with details of Manual Scavengers on Mobile App.	30.08.2024



4. Training and Sensitization of DLSC and SLSC:

- NSKFDC would be developing Training and education modules on MS Act and survey of Manual Scavengers and would conduct training workshops for DLSC and the SLSC.
- Each Local authority like Panchayati Raj Institutions, Urban Local Bodies will have to organize training for sensitizing the Enumerator for carrying out the survey of Manual Scavengers.

4. Provision of Photo Identity Card:

As per Chapter IV, section 13(1) of the MS Act, 2013 the identified manual scavenger shall be given a photo identity card containing details of family members which can be further used to avail benefits.

ID CARD TEMPLATE

  Name of Core Sanitation Worker: Achok Nayak NAMASTE UID: 87547598 Contact No.: 9999999999 NAME OF URB NAME OF DISTRICT	Card No. Date of Birth: 24/03/1982 Insurance No.: 84545759 Current Address: 101, New Mangla Village, Kharak Pincode: 768030 Permanent Address: 101, New Mangla Village, Kharak, Baramulla District 768030 Core Sanitation Worker ILLUSTRATIVE <small>THIS CARD IS VALID FOR 5 YEARS. THE CARD SHOULD BE KEPT SAFE AND NOT LOST. IF LOST, IT SHOULD BE REPORTED TO THE LOCAL AUTHORITY IMMEDIATELY. THE CARD SHOULD BE KEPT SAFE AND NOT LOST. IF LOST, IT SHOULD BE REPORTED TO THE LOCAL AUTHORITY IMMEDIATELY.</small>
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Size of card: 2.125" x 3.37"

Annexure-A

{See rule 11(2)}

Self Declaration Form

Identification of the persons engaged in manual scavenging

(Office Use)

- Name of the State: _____
- District: _____
- Municipality: _____ Town _____ Ward : _____
- Panchayat _____ Village _____

Photo of the person
engaged in manual
scavenging

Family Photo of the person engaged in manual scavenging
(Picture post card size photograph 6"x4")

1. Name of the person engaged in manual scavenging: _____
2. Name of Father / Mother / Spouse: _____
3. Date of Birth _____ Age: _____
4. Sex : Male ☐ Female ☐
5. Aadhaar Number of the person engaged in manual scavenging

6. Bank details
Name of Bank _____
Branch _____
IFSC Code _____
Account No _____

7. Details of Self and dependent family members:-

Household Profile

(Please give the names of the family members who live in your household starting with the manual scavenger)

Sl. No.	Name	Gender (M/F)	Age	Marital Status	Relationship with Identified Manual Scavenger	Educational /Skill Qualification	Current Occupation	Monthly Income (Amt. in Rs.)	Requirement if any, for			Remarks
									Edu-cation	Skill Train ing	Loan for Project	
1												
2												
3												
4												
5												
6												
7												

Marital Status: 1. Married 2. Unmarried 3. Divorced/Widow

Relationship: 1. Father 2. Mother 3. Brother 4. Sister 5. Grandfather 6. Grandmother 7. Father in Law 8. Mother in Law 9. Self 10. Son 11. Daughter 12. Others (Specify)_____

Education: 1. Illiterate 2. Primary 3. Middle 3. Secondary 4. 10+2 5. Graduate and above 6. Skilled

Occupation: 1. Agricultural Labour 2. Housewife 3. Student 4. Farmer 5. Wage Labourer 6. Self employed 7. Permanent Sanitary worker in Government 8. Contractual/Casual Sanitation Worker 9. Other Service/Job 10. Others (specify)_____

8. Educational Status of the person engaged in manual scavenging : (Put a \sqrt mark in the appropriate box)

(i) a) Literate ☐ b) Not literate ☐

(ii) If literate, level of education:-

a) Studied: Class 1-5: ☐ Class 6-10: ☐ Class 11-12 : ☐ Class above 12: ☐

9. Occupation :

ii) Carrying/disposing/cleaning of human excreta manually from insanitary latrine ☐

ii) Cleaning untreated human excreta manually from: (a) open drain ☐

(b) Railway Track ☐ (c) Pit Latrine ☐

10. Status of Employment:-

I. Employed in:

(a) Private:-

(i) Individual Household ☐ (ii) Community/ Group of Households ☐

(iii) Contractor ☐ (iv) Institution like hospital, office etc. ☐

(v) Others (specify) _____

(b) Central Government ☐ (c) State Government ☐

(d) Municipal Corporation or Municipality or Panchayat ☐

II. Employed on:

(a) Permanent basis ☐ (b) Temporary basis ☐

(c) Contract basis ☐ (d) Jajmani ☐

11. How long you have been in this Occupation: _____

12. Social Background:

(a) Whether SC/ST/OBCs/Others ☐

(b) Caste ☐

(c) Sub Caste ☐

(d) Religion ☐

13. (a) Have you received any benefit from the Government rehabilitation schemes?

(Put a \sqrt mark in the appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

b) If yes, name of the scheme (Put a \checkmark mark in the appropriate box):

	Name of the Schemes	Rupees
(1)	National Scheme for liberation and rehabilitation of scavengers (NSLRS)	
(2)	Self Employment Scheme for rehabilitation for manual scavengers (SRMS)	
(3)	Any other (Please specify the name of Scheme(s))	
(4)		

c) If yes, whether project funded through above scheme is running:

Yes	No	If yes, monthly income (Rs.)

d) Not known

14. (a) Are you engaged in any occupation other than scavenging? : ☐ Yes ☐ No

(b) If yes, specify: _____

15. Any other skills you possess:

i) Construction ☐ii) Carpentry ☐iii) Driving ☐iv) Cooking ☐

iv) Tailoring	<input type="checkbox"/>
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vi) Any other (specify) _____

16. Alternative Occupation Proposed (Please specify): _____

Name and Address of the person engaged in manual scavenging: _____
 _____ Pin code _____

Contact Telephone/Mobile No. -----

Signature / Thumb Impression of the person engaged in manual scavenging

Signature of Data Entry Operator, _____

Name and date (with code No.): -----

Name and date: -----

Signature of Enumerator, -----

Name and date: (with code No.):-----

Signature of Supervisor, -----

Name and date (with code No.): -----

Details of Insanitary Latrine**1. Details of Individual Insanitary Latrine (IIL):**

Sl. No	Name of the owner of Insanitary Latrine	Location of the		Monthly Salary/ wages of the Manual Scavenger (Rs.)	
		dry latrine	latrine from which excreta is being flushed into open drain	In cash	In food grains etc.

Total Number of the Individual Insanitary Latrines being cleaned by the person engaged in manual scavenging:

(Note: Please give detailed description of the individual Insanitary Latrine Cleaned by the person engaged in manual scavenging. In case you need to write extra information kindly photocopy this page and attach with the survey form)

2. Details of Community Insanitary Latrine (CIL):

Sl. No	Name of the owner (Organisation/ Agency) of Community Insanitary Latrine	Location of the		Monthly Salary/ wages of the Manual Scavenger (Rs.)	
		dry latrine	latrine from which excreta is being flushed into open drain	In cash	In food grains etc.

3. Detail of Open Drains (OD)/Railway Tracks/other spaces:

S.No	Location of Open Drains/Railway tracks/other spaces in which excreta from the insanitary latrines is being flushed	Salary/wages of the manual scavengers	
		In cash (Rs.)	In kind (Rs.)

(Note: If the number of involved manual scavengers in OD is more than one then please fill up a separate form for each of the person engaged in manual scavenging)