



ABSTRACT

Sanitation – Maintenance of School Toilets clean in Panchayat Unions Primary / Middle Schools and Government Schools located in rural areas – Guidelines approved – Orders – Issued.

Rural Development and Panchayat Raj (CGS.1) Department

G.O.(Ms)No. 151

Dated: 30.11.2015

Read:

Director of Rural Development and Panchayat Raj letter No.60354/2015/ NBA-1, dated 31.08.2015.

ORDER:

The Director of Rural Development and Panchayat Raj, in the letter read above, has stated that in G.O(Ms) No.77, School Education (S.E.4(1)) Department, dated 13.4.2015 the Local Bodies have been entrusted the responsibility of maintenance of toilets in all the Government Schools and Local Body Schools located in their respective jurisdiction.

2. The Director of Rural Development and Panchayat Raj has also stated that the following procedure is suggested for implementation of the above order:

- i. Maintenance can be done either through an Agency or Local Bodies through their Full time / Part-time Sanitary Workers or by engaging on daily wage basis.
- ii. The required number of Sanitary Workers may be decided by the Local Bodies concerned as per the exigencies.
- iii. The attendance of such sanitary workers and their work will be monitored by the respective School Head Masters.
- iv. The required cleaning implements and material to be provided by the Local Bodies concerned.
- v. For Rural Local Bodies, the expenditure is to be met out from Solid Waste Management funds and for urban Local Bodies from the Education Cess.

The Director of Rural Development and Panchayat Raj, has also pointed out the following points to take into consideration:-

- a) There are around 27,700 Panchayat Union Primary/Middle Schools and 7,247 School Education Department Schools. Totally, there are around 34,947 Government Schools in rural areas.
- b) Cleaning of toilet is a specific activity on a given day, especially on School working days only.
- c) On an average, there are 22 working days in a month and 10 working months in an Academic year.
- d) At present there are 24,928 full-time Sanitary Workers engaged by the Village Panchayats for various sanitation related activities. Hence, all of them cannot be fully used for cleaning of school toilets.
- e) As per G.O.(Ms) No.77, School Education (SE-4(1) Department, dated 13.04.2015, Solid Waste Management funds have to be utilised for the above purpose.

Further, the Director of Rural Development and Panchayat Raj, has informed of the following expenditure expected in cleaning the School Toilets:-

1. Cost of engaging Part-time Sanitary workers:

It is estimated that the total expenditure per annum towards engagement of Part-time Sanitary workers for cleaning of School Toilets is expected to be approximately Rs.39.79 Crore as given below:

Sl. No	Category of Schools	Total No. of Schools	Amount per School / Month (Rs.)	Total Requirement per annum (Rs. in lakh)
1	Panchayat Union / Government Primary Schools	22,796	750	2051.64
2	Panchayat Union / Government Middle Schools	6,797	1,000	815.64
3	Government High Schools	2,892	1,500	520.56
4	Government Higher Secondary Schools	2,462	2,000	590.88
Grand Total		34,947		3978.72

2. Provision of cleaning materials:

The bucket, mug and consumables like Broomstick, Bleaching powder, etc., may be required for cleaning the toilet. The bucket and mug are durable and consumables have

to be replenished from time to time. The approximate requirement of funds for Cleaning materials is given below:

Sl. No.	Category of Schools	Total No. of Schools	Amount per School / per month (Rs.)	Total Requirement per annum (Rs. in lakh)
1	Panchayat Union / Government Primary Schools	22,796	300	820.66
2	Panchayat Union / Government Middle Schools	6,797	500	407.82
3	Government High Schools	2,892	750	260.28
4	Government Higher Secondary Schools	2,462	1,000	295.44
Total		34,947		1784.20

Therefore, the approximate cost for engaging Sanitary Workers and cost of cleaning materials per annum is expected to be Rs.57.63 crore as detailed below:

Cost of engaging Sanitary workers	:	Rs.39.79 crore
Provision of Cleaning materials	:	<u>Rs. 17.84</u> crore
Total	:	<u>Rs.57.63</u> crore

The above expenditure should be met out from the Solid Waste Management funds as already ordered by the Government in School Education Department vide G.O (Ms) No.77, School Education (SE-4(1) Department, dated 13.4.2015. The Director of Rural Development and Panchayat Raj has requested that the Directorate of Rural Development and Panchayat Raj may release the funds to District collectors based on the requirements furnished by them as per the guidelines provision. The District Collectors will in turn release the funds to the Panchayat unions concerned.

In this connection, it is to be noted that a sum of Rs. 200 Crore has already been provided in the Budget Estimate 2015-16 for Solid Waste Management in the following Head of Account:

2515-00-Other Rural Development Programme – 800 Other Expenditure – I Non Plan – AO Grants for Clean Village Campaign Scheme -09 Grants –in –Aid-03 Grants for Specific Scheme.
(DPC 2515-00-800-AO-0939)

3. The Director of Rural Development and Panchayat Raj has therefore requested the Government to authorise the Director of Rural Development and

Panchayat Raj to draw and disburse the required amount for 2015 -16 from the above Head of Account to the Panchayat Unions through the District Collectors in one or more instalments for maintenance of School toilets clean in rural areas and to approve the Guidelines for Maintenance of School toilets clean in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas.

4. The Government, after careful examination of the proposal of the Director of Rural Development and Panchayat Raj, authorise the Director of Rural Development and Panchayat Raj to draw and disburse the required amount for the year 2015-16 to the Panchayat unions through the District Collectors in one or more instalments for the maintenance of School Toilets Clean in the Panchayat Union rural areas and approve the Guidelines for the maintenance of School Toilets Clean in the Panchayat union primary / middle schools and Government schools located in rural areas annexed to this order, subject to the following conditions:

- 1) Wherever, possible, existing Sanitary Workers of local bodies may be utilized for cleaning School Toilets.
- 2) If not possible, the work should be outsourced instead of engaging part time Sanitary workers.
- 3) The required cleaning materials and equipments should be provided by the Local Bodies concerned as per the guidelines issued in G.O(Ms) No.77, School Education Department, dated 13.4.2015.

(BY ORDER OF THE GOVERNOR)

GAGANDEEP SINGH BEDI
SECRETARY TO GOVERNMENT

To

The Director of Rural Development and Panchayat Raj, Chennai – 15.

All District Collectors (Except Chennai)

(Thro' the Director of Rural Development and Panchayat Raj, Chennai-15)

All Project Directors, District Rural Development Agency,

(Thro' the Director of Rural Development and Panchayat Raj , Chennai-15)

Copy to:

The Principal Secretary, School Education Department, Chennai-9.

Finance (RD) Department, Chennai-9

The Accountant General, Chennai-18

The Pay and Account Officer(South), Chennai-35

The Senior Personal Assistant to Hon'ble Minister (M.A, R.D., Law, Courts and Prison), Chennai-9

The Principal Private Secretary to Secretary to Government,

Rural Development & Panchayat Raj Department, Chennai-9

Rural Development and Panchayat Raj(OP.II) Department, Chennai-9,

National Informatics Centre, Chennai-9

//Forwarded by order//

K. Saravanan
Section officer 30/11/2015
30/11/15

Guidelines for the Maintenance of School toilets clean in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas

1. Introduction:

The Government have taken adequate measures to ensure provision of boys and girls toilets in all the Panchayat Union and Government Schools in rural areas. Sanitation facilities are foremost important in maintaining health & hygiene and for overall development of the students. In order to sustain the Sanitation facilities in the Government Schools, necessary funds and guidelines are provided to ensure maintenance of the toilets clean.

2. Engaging Sanitary workers on Out sourcing:

- The Village Panchayat / PTA / Head Master concerned may engage one Sanitary Worker for cleaning toilets, on outsourcing basis, for each of the Government / Panchayat Union School. Outsourcing should be done through the Village Poverty Reduction Committee (VPRC) or Panchayat level Federations (PLF) or through any other outsourcing Agency. Payment of consolidated monthly amount to the worker engaged should only be made to Village Poverty Reduction Committee /Panchayat Level Federations/Agency concerned and not to the worker's name.
- The Sanitary Worker shall be responsible for cleaning both girls and boys toilets in their respective schools.
- In respect of exclusive Girls Schools, only Female Sanitary Workers should be engaged.

3. Periodicity of Cleaning:

- Cleaning should be done atleast twice a day compulsorily, preferably once in the morning and once in the afternoon.

4. Payment to Sanitary Workers on out sourcing:

- Since the cleaning activity is to be done 3-4 times a day on an average on School working days, the following consolidated monthly amount is prescribed for Payment to Sanitary Workers engaged on out sourcing as given below:-

Sl. No.	Type of School	Amount per month (Rs.)
1.	Panchayat Union / Government Primary School	750/-
2.	Panchayat Union / Government Middle School	1000/-

3.	Government High School	1500/-
4.	Government Higher Secondary School	2,000/-

- The Head Master shall make payment for the Sanitary Worker engaged through outsourcing every month from the amount released to the Village Education Committee Account by the Panchayat Union concerned to the Village Poverty Reduction Committee/Panchayat Level Federations/ Outsourcing Agency, who in turn will make payment to the worker.
- The payment should be made based on the attendance and satisfactory performance of the Sanitary worker outsourced by Village Poverty Reduction Committee /Panchayat Level Federations /Agency.

5. Fund Provision for Cleaning Materials:

- The bucket, mug and consumables like Broomstick, Bleaching powder, etc., may be required for cleaning the toilet. The bucket and mug are durable and consumables have to be replenished from time to time.
- The following overall monthly fund provision will be given for each school as given below:

Monthly fund provision for cleaning materials

Sl. No.	Type of School	Amount per month (Rs.)
1.	Panchayat Union / Government Primary School	300/-
2.	Panchayat Union / Government Middle School	500/-
3.	Government High School	750/-
4.	Government Higher Secondary School	1,000/-

- The cleaning materials shall be procured by the School Head Master concerned and he/she shall also ensure proper stocking and issue of materials.

6. Release of Funds by Panchayat Union:

- The Block Development Officer (Block Panchayat) shall release funds for payment to Village Poverty Reduction Committee /Panchayat Level Federations/ Outsourcing Agency for sending the Sanitary workers and for cleaning materials to the Village Education Committee Account of the Schools concerned, in advance, twice in an academic year i.e., by 1st June and 1st December.

Half-yearly requirement of funds for each category of Schools

Sl. No.	Type of School	Amount per month for San. Worker (Rs.)	Amount per month for Cleaning Materials (Rs.)	Total Amount (Rs.)	Half yearly release amount per School (Rs.)
1.	Panchayat Union / Government Primary School	750/-	300/-	1,050	6,300
2.	Panchayat Union / Government Middle School	1000/-	500/-	1,500	9,000
3.	Government High School	1500/-	750/-	2,250	13,500
4.	Government Higher Secondary School	2,000/-	1,000/-	3,000	18,000

- The Block Development Officer (Block Panchayat) shall release funds to the Village Education Committee Account of the School concerned based on the Duty Certificate and Payment Acquittance obtained from Outsourced Sanitary Worker, for the previous half-year, furnished by the Head Master concerned. The village Education Committee should release the fund to Village Poverty Reduction Committee /Panchayat Level Federations /Agency based on attendance of the worker sent by them.
- The School Head Master concerned shall ensure proper maintenance of accounts for receipt and expenditure of funds towards payment to Sanitary Worker and cleaning materials.

7. Monitoring:

- School Level:** The Head Master concerned is responsible for monitoring the cleanliness of toilet in the School. He shall maintain attendance for Outsourced Sanitary worker, issue and maintain the

stock of consumables and ensure that the toilets are cleaned atleast twice a day. The Village Panchayat President, Ward Member concerned and PTA shall inspect and review the cleanliness of school toilets atleast once in a week.

- **Block Level:** The officials of Panchayat Union and Block Resource Centre of School Education Department should cover all the schools in their respective jurisdiction atleast once in a month. The Block Development Officer (Block Panchayat), Supervisor of Block Resource Centre and Assistant Elementary Education Officer / Additional Assistant Elementary Education Officer should jointly conduct a review of School Head Masters every quarter to review the cleanliness of school toilets.
- **District Level:** The District Collector shall nominate District level officers from School Education Department and Rural Development and Panchayat Raj Department as Zonal Officers for each Block for inspection and monitoring of cleanliness of school toilets. The Collector shall conduct a meeting of the Zonal Officers every quarter to review the cleanliness of school toilets.

Wherever possible existing Sanitary Workers of local bodies shall be utilized for cleaning School Toilets.

The required cleaning materials and equipments should be provided by the Local Bodies concerned as per the guidelines issued in G.O(Ms) No.77, School Education Department, dated 13.4.2015.

The Expenditure involved for the maintenance of School toilets clean in the Panchyat Union Primary/Middle Schools and Government Schools located in rural areas shall be met out from Solid Waste Management fund in the Budget Estimate of the year.

The Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify any of the above guidelines in consultation with the Director of Rural Development and Panchayat Raj based on the exigencies that may arise from time to time in the implementation.

GAGANDEEP SINGH BEDI
SECRETARY TO GOVERNMENT

/True Copy/

K. Saravanan
Section Officer
30/11/2015