



ABSTRACT

Solid Waste Management - Guidelines for the continuous implementation of Solid Waste Management activities in all identified 9,000 Village Panchayats during the year 2016-17 – Approved – Orders – Issued.

Rural Development and Panchayat Raj (CGS.1) Department

G.O(Ms)No.69

Dated 16.06.2016

Read:

1. G.O.(Ms).No.47, Rural Development and Panchayat Raj (CGS-1) Department, dated 25.3.2015.
2. G.O.(Ms).No.10, Rural Development and Panchayat Raj (CGS-1) Department, dated 20.1.2016
3. G.O.(Ms).No.22, Rural Development and Panchayat Raj (CGS-1) Department, dated 9.2.2016
4. From the Director of Rural Development and Panchayat Raj Rc.No.15803/2014/ SBM(G)-3, dated 09.05.2016

ORDER:

In G.O first read above, the Government have issued detailed guidelines for the establishment of Solid Waste Management (SWM) Systems with recycling and waste disposal facilities in the selected 2,000 Village Panchayats, initially in the first Phase, that had fulfilled one or more of the specified criteria by utilizing a sum of Rs.110 Crore out of funds already earmarked for the implementation of SLWM Projects for the year 2014-15. Accordingly, Mahatma Gandhi National Rural Employment Guarantee Scheme workers are engaged for Solid Waste Management activities as "Thooimai Kaavalars" at the rate of one worker per 150 households for the door to door collection of waste, segregation, transporting to disposal pits, etc.

2. In G.O. second read above, the Government have issued guidelines for extending the Solid Waste Management activities in the selected 7,000 Village Panchayats, which are adjacent to Corporation, Special Grade Municipalities, District Headquarters and also to those Village Panchayats, which have more than 300 households in the Second Phase and also strengthening of infrastructure facilities

in the 2,000 Village Panchayats that have already been taken up in the first phase at a cost of Rs.300.00 Crore. Mahatma Gandhi National Rural Employment Guarantee Scheme workers are also engaged for SWM activities as "Thooimai Kaavalars" as per the guidelines issued in G.O.(Ms).No.47, Rural Development and Panchayat Raj (CGS-1) Department dated 25.3.2015.

3. In the G.O. third read above, the Government have issued some amendment to the guidelines issued in G.O.(Ms).No.10, Rural Development and Panchayat Raj (CGS-1) Department dated 20.1.2016.

4. The Director of Rural Development and Panchayat Raj in the letter fourth read above has stated that the Government in G.O.(Ms).No.10, Rural Development and Panchayat Raj (CGS-1) Department, dated 20.1.2016 have accorded sanction for a sum of Rs.142.37 Crore available in Budget Estimate 2015-16 and the utilization of unspent amount of Rs.150 Crore and savings amount of Rs.4.72 Crore totalling Rs.297.09 Crore and directed to work out the actual interest accrued on the unspent amount under Solid Waste Management Scheme kept outside the State Consolidated Fund and to remit back the same to the Government and to obtain separate sanction for the amount short for Rs.300.00 Crore.

5. The Director of Rural Development and Panchayat Raj also stated that as per the direction of the Government, interest accrued amount of Rs.13.03 Crore has been remitted into the Government receipt head of account (0049-04-110. Interest Realized on Investment of Cash Balance – AA Other Receipts) on 5.5.2016. Balance amount required for the implementation of Solid Waste Management activities in identified 7,000 Village Panchayats will be arrived at on the completion of all the activities as per the orders of Government in G.O.(Ms).No.10, Rural Development and Panchayat Raj (CGS-1) Department, dated 20.1.2016.

6. The Director of Rural Development and Panchayat Raj has also stated that as per the above orders of Government, the Solid Waste Management activities have been taken up in all the 9,000 Village Panchayats that have already been taken up in the first and second phases and so far a sum of Rs.319.56 Crore (Rs.79.56 Crore + Rs.240 Crore) has been released to the District Collectors for the Phase I and Phase II SWM Village Panchayats and remaining amount will be released to the District Collectors based on their requirements. Since implementation of SWM activities is a continuous process, it needs to be implemented in all the above mentioned 9,000 Village Panchayats during the year 2016-17 also.

7. The Director of Rural Development and Panchayat Raj has further stated that since only 100 days of employment is given for Mahatma Gandhi National Rural Employment Guarantee Scheme Workers in a year, new set of MGNREGS Workers as Thooimai Kaavalars should be engaged in the place those, who have completed 100 days in the particular financial year. Similarly, Worksite Supervisors shall also be

changed after every 100 days in order to ensure that fresh persons get experience in the supervision process. The District Collectors shall be requested to organize training to the every fresh batch of MGNREGS workers engaged as Thooimai Kaavalars and Worksite Supervisors on various aspects of SWM activities. The cost of conduct of training can be met out from the Capacity Building Component of Swachh Bharat Mission (Gramin). The District Collectors concerned may also be requested to ensure the smooth implementation of SWM activities in the identified Village Panchayats with the infrastructure facilities such as Tricycles/Push-Carts, Implements, Segregation cum Storage Sheds, Street Garbage Collection Bins, Shredding Machines, etc., that have already been provided by the Government.

8. The Director of Rural Development and Panchayat Raj has further stated that there is no additional fund requirement now since Mahatma Gandhi National Rural Employment Guarantee Scheme Workers are to be engaged as Thooimai Kaavalars and Worksite Supervisors for the entire year and no additional infrastructure is suggested at present.

9. The Director of Rural Development and Panchayat Raj has therefore requested the Government to approve the draft guidelines for the continuous implementation of SWM activities in all the identified 9,000 Village Panchayats during the year 2016-17.

10. The Government, after careful examination of the proposal of the Director of Rural Development and Panchayat Raj, approve the guidelines for the implementation of Solid Waste Management activities in all the identified 9,000 Village Panchayats in Rural Areas during the year 2016-17 annexed to this order.

(BY ORDER OF THE GOVERNOR)

HANS RAJ VERMA
PRINCIPAL SECRETARY TO GOVERNMENT

To

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

All District Collectors (Except Chennai)
(Through DRD & PR, Chennai – 15)

All Project Directors, District Rural Development Agencies
(Through DRD & PR, Chennai – 15)

The Secretary,
Ministry of Rural Development,
Government of India,
Krishi Bhavan, New Delhi – 110 001.

The Secretary,
Ministry of Drinking Water and Sanitation,
Government of India,
Paryawaran Bhavan,
Lodhi Road, New Delhi.

The Accountant General, Chennai – 18.

Copy to:

The Senior Personal to Hon'ble Minister (Municipal Administration
& Rural Development, Implementation of Special Programme)
Chennai – 9.

The Principal Private Secretary to Principal Secretary to
Government, Rural Development and Panchayat Raj
Department, Chennai – 9.

Finance (RD) Department, Chennai – 9.

Rural Development and Panchayat Raj (OP.2) Department,
Chennai – 9

National Informatics Centre, Chennai – 9.

//Forwarded by order//

K. Saravanan

SECTION OFFICER

[Signature]

Annexure to G.O.(Ms) No.69, Rural Development and Panchayat Raj (CGS.1) Department Dated 16.6.2016

Guidelines for Implementation of Solid Waste Management Systems in Rural Areas during 2016-17

1. Introduction:

The Scheme of Solid Waste Management in Rural Areas for Collection of Waste, Segregation of these waste into biodegradable and non-biodegradable and their safe disposal engaging 'Thooimai Kaavalars' was initially introduced in 2,000 Village Panchayats in Phase I and extended to another 7,000 Village Panchayats in Phase II which have been identified as per certain specified criteria during 2015-16. Further, fund provision for creation of infrastructure facilities in all the 9,000 Village Panchayats have been made.

2. Objectives:

- 2.1 Creation of awareness among all the stakeholders regarding the necessity of Solid Waste Management in rural areas and its importance in health and environment protection.
- 2.2 The Grama Sabha should resolve to take up Solid Waste Management with the support of local people.
- 2.3 Involvement of Village Panchayats in the entire process of implementation and monitoring the Solid Waste Management in a sustainable manner.
- 2.4 Maintaining the villages clean and tidy.

3. Implementation at Village Panchayat / Cluster level:

- 3.1 **Village Panchayat** will be the unit for implementation, wherever there is **only one habitation**.
- 3.2 In the case of Village Panchayats that consist more than one habitation, instead of considering the Village Panchayat as a single unit, **each habitation or cluster of habitations** shall be the unit of implementation taking into account the quantum of waste generated, number of households, etc.
- 3.3 **Cluster of Habitations** shall be formed based on the parameters such as geographical contiguity, proximity, homogeneity, etc.
- 3.4 The unit for implementation, formed as per 3.1 to 3.3 above shall be called as "**Clusters**" for easy identification of geographical area and for convenience purpose. (Irrespective of whether it is a single habitation or cluster of habitations).

- 3.5 Depending upon the quantum of waste generated, number of habitations, number of households, etc., the **Cluster** should be grouped into "**Densely Populated**" and "**Sparsely Populated**" as provided in G.O.(Ms). No. 87, Rural Development and Panchayat Raj (CGS.1) Department dated 8.6.2015.
- 3.6 It is also important to involve the **Village Poverty Reduction Committees (VPRCs)** which are active Community Based Organizations in each Village Panchayat (or in the case of VPRC being dormant, the PLF) to be involved for **motivating and supervising** the "Thooimai Kaavalars" involved in carrying out the works.

4. Minimum Infrastructure arrangements and Manpower already provided in the identified 9,000 Village Panchayats during 2015-16:

- a) Two Compost Pits per Cluster/Panchayat – under MGNREGS
- b) One Dumping Pit per Cluster/Panchayat – under MGNREGS
- c) One Thooimai Kaavalar per 150 households– under MGNREGS
- d) One Tricycle/Pushcart for every 300 households - under SWM funds.
- e) One Segregation cum Storage shed per Panchayat – under SWM funds.
- f) Street Garbage Collection Bins– under SWM funds.
- g) Implements like Broom stick (both small and long handle), Aluminium basket, Spade, Long handle Steel Fork, Scraper, Pick Axe, Shovel, Crowbar, Sieve, First Aid Kit, Spring Type Weighing Machine, Protective layer for dumping pit, etc. – under SWM funds.
- h) Kit for Thooimai Kavalars: Jacket, Cap, Gloves, etc., under SWM funds.

4.1. The District Collectors concerned should ensure the smooth implementation of SWM activities in the identified Village Panchayats with the above infrastructure facilities.

4.2. Suggested works that can additionally be taken up with General Funds/SFC Grant of Village Panchayats, where it is found necessary:

- a) Brick lining to prevent soil erosion and surface runoff rainwater into the Compost Pits and Dumping Pits.
- b) Barbed wire fencing of Compost yards
- c) Biodegradable waste crusher/shredder machines to hasten composting process, with the approval of S.E. (RD)

- h) Instructions have already been given for provision of Two pits for composting the Bio-degradable waste and one for dumping the residual solid waste (sanitary landfill) with suitable protective measures against pollution under MGNREGS. A **Protective layer of sheet** should be given in dumping pit so that the non-recyclable waste dumped in it **does not pollute the subsoil**.
 - i) Final disposal of solid waste in the Compost Pit and Dumping Pit should be done **without contaminating groundwater, surface water and ambient air quality**.
 - j) Therefore, necessary **awareness should be created to segregate** the waste into bio-degradable and non bio-degradable at Household level and Thooimai Kaavalar should be sensitised to collect the segregated solid waste.
 - k) However, Thooimai Kaavalar should ensure that the waste collected has been properly segregated. If it has not been done properly, the waste should be segregated into organic (biodegradable), inorganic, recyclables and hazardous waste before disposal.
 - l) This activity should be meticulously done at the working space available in the Segregation cum storage shed installed at Cluster level or near the disposal points.
 - m) The recyclable waste should be safely stored before selling to the scrap merchants on accumulation of reasonable quantity.
 - n) Implements already provided should be safely stored after daily use.
 - o) First Aid Box should be kept in all the Segregation cum storage sheds.
- 7. Regular Cleaning activities:** The Sanitary workers/Sweepers already working in the Village Panchayat and Thooimai Kaavalar engaged for SWM activities, shall be allotted specific roads/streets/lanes for the regular activities like sweeping, Drain cleaning, street cleaning, etc. These workers should keep the allotted roads/streets/lanes clean and tidy with no stagnant water.
- 8. Vermi-Composting:** Separate Guidelines will be issued for taking up vermi-composting in the SWM Phase I Village Panchayats at the rate of one per Block. However, wherever there is a feasibility of taking up Vermi-Composting for revenue generation, the Village Panchayat can take it up with the approval of District Collector concerned.
- 9. Provision of Cleaning, Sieving and Shredding Machines:** In those Village Panchayats, where the quantum of plastic waste (above 40 microns) collected is very huge, Cleaning, Sieving and Shedding Machines shall be provided based on the necessity under General Funds

or by dovetailing any other ongoing Scheme funds. Alternatively, this shall be proposed even at Block level based on requirement. Preferably, this shall be handled by **Panchayat Level Federations /Village Poverty Reduction Committee as an Economic Activity.**

10. VPRC / PLF to act as a Nodal agency to supervise the Thooimai Kaavalars:-

10.1. The Village Panchayat with the assistance of VPRC/PLF should form the Solid Waste Management Workers Group comprising of these workers.

10.2. VPRC/PLF will monitor and guide the work of the Thooimai Kaavalar in SWM activities.

10.3. The involvement of VPRC / PLF will ensure participation of women Self Help Groups and this will also ensure a convergence of Panchayat Raj system with Community Based Organisations.

11. Duties and Responsibilities of Thooimai Kaavalar, Worksite Supervisor and Role of VPRC/PLF: Duties and Responsibilities of Thooimai Kaavalar, Worksite Supervisors and the Role of VPRC/PLF will be issued by the Director of Rural Development and Panchayat Raj from time to time.

12. Training Programmes:

12.1. To implement the scheme effectively, suitable training and awareness programmes shall be organized at the District, Block and Village Panchayat level for officials, Panchayat Raj Institution functionaries & other stake holders.

12.2. Training should be organised to the every fresh batch of MGNREGS workers engaged as Thooimai Kaavalars and Worksite Supervisors on various aspects of SWM activities.

12.3. The cost of conduct of training can be met out from the Capacity Building component of SBM(G) within the permissible limits.

13. Implementing Agency: Village Panchayat will be the implementing agency for creation of Infrastructure facilities required for SWM activities. Existing Financial code procedures should be duly followed by the implementing agencies in this regard.

- d) Secondary Collection sheds.
- e) Cleaning, Sieving and Shredding Machines at Panchayat/Block level.
- f) Vermi-Compost Tanks, etc.

4.3. Manpower Requirements: Thooimai Kaavalar (தூய்மை காவலர்) and Worksite Supervisor:

- a) MGNREGS workers in the ratio of one worker per 150 households have been involved in SWM activities on need basis. In any case the total number of workers should not exceed the above ratio.
- b) These workers should be involved in the entire process of Solid Waste Management activities such as door to door collection of waste, segregation, transporting to dumping site, etc.
- c) Worksite Supervisor should also be engaged to supervise the work performed by Thooimai Kaavalar as per the existing norms of MGNREGS.
- d) Thooimai Kaavalar (தூய்மை காவலர்) should be provided with Jacket, Cap and Gloves as per the design issued by the Director of Rural Development and Panchayat Raj. The cost of the same shall be met out from the funds available in the Village Panchayat SWM Account through **resources generated from SWM activities.**
- e) MGNREGS workers shall be rotated to different Clusters based on need, but within the same Village Panchayat.
- f) Each worker should be paid wage rate as notified from time to time under MGNREGS. The Wage Payment will be made as per the rural schedule of rate issued in this regard.
- g) Since only 100 days of employment is given for MGNREGS Workers in a year, **new set of MGNREGS Workers** as Thooimai Kaavalars should be engaged in the place those who have completed 100 days in the particular financial year.
- h) Similarly, Worksite Supervisors should also be **changed after every 100 days** in order to ensure that fresh persons get experience in the Supervision process.
- i) However, if no revenue is generated through sale of Recyclable Waste, Compost, etc, during **a period exceeding 60 days**, the Worksite Supervisor in-charge of the area should be immediately **removed and debarred** from being engaged as Worksite Supervisor **for atleast a period of one year** from the date of such removal.

4.4. Determination of No. of Households in the Village Panchayat:
For the purpose of determining number of households in a Village Panchayat, any one of the following data can be adopted in respect of the entire Village Panchayat.

- a) NBA Baseline Survey Data 2013
- b) SECC Data
- c) House Tax Demand Register, if verified and certified as correct jointly by BDO (VP) and AD (Panchayats).

5. Special Projects for Hilly area Panchayats

To meet out any special requirements of Hilly Village Panchayats and Peri-Urban Village Panchayats, a corpus fund of Rs.14 crore already earmarked vide G.O. (Ms) No.22, RD&PR (CGS-1) department, dated 9.2.2016 has been drawn and available with the Director of Rural Development and Panchayat Raj. Any Special Projects received under this category will be considered for approval by the State Level Scheme Review and Sanctioning Committee for examining, sanctioning and recommending Sanitation Projects based from this Corpus Fund.

6. The process of Collection of waste, Modalities of Segregation and Disposal of Segregated Waste in Compost Pit and Dumping Pit:

- a) Door to Door Collection of solid waste should be done by the Thooimai Kaavalar in their respective allotted area using the Push Carts/Tricycles already provided to them.
- b) After collection, the quantum of waste collected by each Thooimai Kaavalar should be weighed in the Weighing Machine installed in the Segregation cum storage shed. The weighing should be done by the Worksite Supervisor every day as prescribed in G.O.(Ms). No. 87, Rural Development and Panchayat Raj (CGS.1) Department dated 8.6.2015.
- c) There should be fixed days and timings for waste collection and cleaning of streets & habitations.
- d) **One day in a month** should be earmarked for **clearing plastic waste** in the Village by using picking sticks.
- e) Details of the above timing have to be displayed in respective streets & Habitations for proper follow up.
- f) Thooimai Kaavalar should use the implements and equipments already provided for cleaning & collection of garbage.
- g) Thooimai Kaavalar should get signature of **atleast 10 households** everyday for having cleaned/ collected waste in the allotted area in the format issued by the Director of Rural Development and Panchayat Raj. This will be reckoned for weekly payment.

14. Maintenance of Accounts:

- 14.1.** The Village Panchayat shall maintain in a separate Savings Bank account in order to monitor the fund flow under SWM activities and to ensure the sustainability of the scheme. The operation of this account will be similar to the operation of Scheme fund Account No.3 of Village Panchayat.
- 14.2.** The Revenue generated by the Panchayat through sale of Compost, Vermi-Compost, Recyclable waste, etc. should be deposited in this Village Panchayat SWM Account only.
- 14.3.** Model Attendance Sheet and Registers shall be maintained at Village Panchayat level will be prescribed by the Director of Rural Development and Panchayat Raj.

15. Solid Waste Management Committee at the Panchayat level: In order to monitor the day to day activities, Solid Waste Management Committee shall be constituted in the Village Panchayat concerned with the following members:

- 1) President
- 2) Vice-President
- 3) Ward Member concerned
- 4) One Local VPRC/PLF representative for every Habitation and
- 5) Worksite Supervisor engaged under MGNREGS

The Ward Member and the VPRC/PLF representative of the Habitation concerned will monitor the Solid Waste Management activities in their respective areas.

16. Capacity Building, Quality Monitoring, Awards and Rewards:

- 16.1.** Tamil Nadu Sanitation and Waste Management Society (TANSWAMS) will be utilised for capacity building of important stakeholders at State level and district level through SIRD/RIRDs by engaging experts in the field.
- 16.2.** TANSWAMS will also engage State Quality Monitors to ensure quality and sustainability in SWM Village Panchayats.
- 16.3.** TANSWAMS will also explore the market and guide SWM Village Panchayats in marketing the compost manure and other recyclable waste.

- 16.4.** TANSWAMS will also devise Awards and Rewards for the best performing Panchayat Presidents, Thooimai Kaavalars, Worksite Supervisors, Block Officials and District Officials who have shown exemplary involvement and showcased successful innovations.
- 16.5.** TANSWAMS shall engage suitable manpower for taking up the above activities.
- 16.6.** A corpus amount of Rs. One crore sanctioned already under G.O.(Ms).No.10, Rural Development and Panchayat Raj (CGS-1), Department dated 10.1.2016 for TANSWAMS can be used for the above purpose.
- 17. Solid Waste Management Rules, 2016:** The District Collector should ensure that the implementation of SWM activities under these guidelines is in tune with the provisions of Solid Waste Management Rules, 2016 and the State SWM Policy and Strategy formulated by the Government of Tamil Nadu in this regard.
- 18. Social Audit:** Grama Sabha shall conduct the Social Audit of Solid Waste Management activities in the respective Village Panchayat. The entire operations with budget and expenditure should be placed in all the Grama Sabha meetings to ensure transparency and also for suggestions and improvements.
- 19. Monitoring:**
The implementation of Solid Waste Management Projects shall be periodically monitored during inspections undertaken by State level, District Level Senior Officials and by Block level officials. Performance of the SWM systems shall be regularly monitored by the **Solid Waste Management Committee** in the Village Panchayat and Grama Sabha.
- The Specific Role and Responsibilities of District Level officials in the implementation of SWM is given below:**
- 19.1. Role of Assistant Project Officer (Housing & Sanitation)**
- Assistant Project Officer (Housing & Sanitation) should monitor the daily attendance of Thooimai Kaavalars and Solid Waste Management activities in identified Village Panchayats.
 - He/She should ensure online reporting of daily attendance and Solid Waste Management activities in the TNRD website.
 - He/She should collect and send the periodical reports to the Director of Rural Development and Panchayat Raj regarding quantum of waste collected, compost generated and sold by the

Village Panchayats, sale of recyclable waste etc., in the prescribed format from time to time.

- He/She should ensure that the sold amounts are properly deposited in the Village Panchayat SWM account maintained separately and maintenance of records at the Village/Block and District level.
- He/She should render necessary assistance to the Project Director, District Rural Development Agency and the District Collector for monitoring and review of SWM activities in the SWM Village Panchayats.

19.2. Role of Assistant Project Officer (Wage Employment)

- He/She should ensure identification of Thooimai Kaavalars and Worksite Supervisors from among the MGNREGS workers for engaging in SWM activities.
- He/She should ensure replacement of Thooimai Kaavalars and Worksite Supervisors on completion of 100 days.
- He/She should monitor the timely disbursement of wages to Thooimai Kaavalars and Worksite Supervisors.
- He/She should ensure MIS online entries in MGNREGS website.

19.3. Role of Project Director, District Rural Development Agency

- The Project Director, District Rural Development Agency shall be responsible for the overall implementation of SWM activities in the identified Village Panchayats in the District.
- He/She should monitor the discharge of duties and responsibilities of Village / Block / District level functionaries / officials in SWM activities.
- He/She should ensure that SWM activities are carried out on daily basis without any interruption.
- He/She should inspect atleast 20% of the SWM Village Panchayats every month and ensure similar inspections by the District level Zonal Officers.
- He/She should take necessary steps utilise the shredded waste plastic for laying of bitumen roads.
- He/She should assist the District Collector in the review of SWM activities in their district.
- He/She should render necessary assistance to the District Collector for monitoring and review of SWM activities in the SWM Village Panchayats.

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 of the Scheme.

HANS RAJ VERMA
PRINCIPAL SECRETARY TO GOVERNMENT

//True Copy//

K. Saravanan
SECTION OFFICER
[Signature]