



ABSTRACT

Announcements – 2020-21 – Announcement made by Hon'ble Minister (MA, RD and Impn. of Spl. Programme) – Increasing of consolidated payment to Thooimai Kaavalars engaged in the Solid Waste Management activities in the Village Panchayats from Rs.2,600/- to Rs.3,600/- per month - Allocation of Rs.285.6816 Crore per annum from State Finance Commission Grant – Sanctioned and Guidelines approved – Orders – Issued.

Rural Development and Panchayat Raj (CGS.1) Department

G.O. (Ms) No.208

Dated:05.12.2020

Read

1. G.O.(Ms) No.47, Rural Development and Panchayat Raj (CGS-I) Department, Dated 26.3.2015.
2. G.O.(Ms) No.10 Rural Development and Panchayat Raj (CGS-I) Department, Dated 20.01.2016.
3. G.O.(Ms) No.127, Rural Development and Panchayat Raj (CGS-I) Department, Dated 24.10.2016.
4. G.O.(Ms) No.53, Rural Development and Panchayat Raj (CGS-I) Department, Dated 05.04.2018.
5. G.O.(Ms) No.54, Rural Development and Panchayat Raj (CGS-I) Department, Dated 10.04.2018.
6. G.O.(Ms) No.13, Rural Development and Panchayat Raj (CGS-I) Department, Dated 06.01.2020.
7. From the Director of Rural Development and Panchayat Raj, Letter.Rc.No.27874/2018/ SBM(G)-3, Dated : 02.04.2020.

ORDER:

The Hon'ble Minister for Municipal Administration, Rural Development and Implementation of Special Programme has made the following Announcement on the floor of the Legislative Assembly on 16.03.2020:-

“கிராம ஊராட்சிகளில் திடக்கழிவு மேலாண்மைத் திட்டத்தில் ஈடுபடுத்தப்படும் தூய்மைக் காவலர்கள், வீடு வீடாக குப்பைகளை சேகரித்து, மக்கும் குப்பை மற்றும் மக்காத குப்பைகளாக தரம் பிரித்து, பாதுகாப்பாக அகற்றும் உன்னதமான பணியினை மேற்கொள்வதாலும், அதன் மூலம் கிராமங்கள் சுத்தமாகவும், தூய்மையாகவும் பராமரிக்கப்படுவதை கருத்தில் கொண்டும், அவர்களை ஊக்குவிக்கும் விதமாக, மாண்புமிகு இதயதெய்வம் புரட்சித் தலைவி அம்மா அவர்களின் ஆசியுடன், மாண்புமிகு முதலமைச்சர் அவர்களின் ஆணைப்படி, அனைத்து கிராம ஊராட்சிகளிலும் திடக்கழிவு மேலாண்மைத் திட்டத்தில் ஈடுபடுத்தப்படும் தூய்மைக் காவலர்களுக்கு வழங்கப்படும் மாதாந்திர தொகுப்பூதியம் 2,600 ரூபாயிலிருந்து 3,600 ரூபாயாக உயர்த்தி வழங்கப்படும்”.

2) In the Government Order first read above, orders were issued for engaging one Thooimai Kaavalar per 150 households for the implementation of SWM activities in the Village Panchayats. Accordingly, about 66,025 Thooimai Kaavalars have been engaged in all the 12,524 Village Panchayats through outsourcing basis through Village Poverty Reduction Committee (VPRC) / Panchayat Level Federation (PLF).

3) In the Government Orders, second and third read above, orders were issued for the establishment of Solid Waste Management (SWM) Systems in all the 12,524 Village Panchayats for the collection, segregation and safe disposal of waste to ensure cleanliness of the Village Panchayats with infrastructure facilities like Tricycles/ Pushcarts, E-carts, Street Garbage Collection Bins, besides implements and other safety equipments like Jackets, Gloves, Cap, etc., for the workers engaged in SWM activities to ensure effective implementation of the scheme.

4) In the Government Order fourth read above, orders have been issued for allocating an amount of Rs.206.04 crore per annum from the State Finance Commission Grant for consolidated payment to 66,025 Thooimai Kaavalars at the rate of Rs.2,600/- per Thooimai Kaavalar to carry out Solid Waste Management activities in the rural areas. This amount is deducted from the SFC Devolution grant due to the Village Panchayats and Panchayat Unions in the ratio of 67:33 (Rs.138.05 Crore of Village Panchayats and Rs. 67.99 Crore of Panchayat Union share) Rs.17.17 Crore is deducted every month from the SFC Grant on the above basis and release the same to the Districts. The District Collectors were permitted to release the above amount to the Village Panchayats based on the number of Thooimai Kaavalars engaged in the Village Panchayats and directed to deposit the same in the Savings Bank Account maintained by the Village Panchayats for the SWM Scheme. Accordingly, Rs.17.17 Crore is deducted from the SFC grant and released to the Districts every month to carry out Solid Waste Management activities in all the Village Panchayats.

5) The Director of Rural Development and Panchayat Raj in the letter seventh read above has stated that taking into account of various representations including the request of District Collectors and the efforts of the Thooimai Kaavalars in door to door collection of waste, transportation of waste collected to the segregation shed through tricycle/pushcarts, Segregation of waste as Bio-Degradable, Recyclable and Non-Recyclable waste, Generation of Compost from Bio-Degradable Waste and Safe Disposal of waste and also their noble work of maintaining the Cleanliness and hygienic status of the Village Panchayats thereby effectively contributing to the prevention of epidemics, the consolidated payment of Thooimai Kaavalars may be increased by Rs.1,000/-, which will amount to Rs.3,600/- in total, per month. The DRD&PR will release the funds to the District Collectors / Chairpersons, DRDAs. The District Collectors / Chairpersons, DRDAs will release the funds directly to the Village Panchayats SWM Account No. VIII before 5th of every month based on the number of Thooimai Kaavalars engaged in the concerned Village Panchayats. The Block Development Officer (Village Panchayats) will issue Payment Order to the Village Panchayats concerned based on NMR and quantum of work done by the Thooimai Kaavalars before 5th of every month. Immediately on receipt of the Payment Order issued by the BDO (Village Panchayats), the concerned Village Panchayat will release the funds to the VPRC / PLF concerned and ensure that VPRC / PLF in turn release the monthly payment to Thooimai Kaavalars through ECS before 10th of every month. He has also sent revised guidelines for implementation of SWM activities.

6) Para 4.3.3 of Tamil Nadu Rural Sanitation Policy approved in the Government Order 6th read above, provides for sharing a portion of sale proceeds from the sales of Compost and other Recyclable waste with Thooimai Kaavalars as incentive to

encourage their active involvement in the SWM activities. Hence, the Director of Rural Development and Panchayat Raj has stated that in order to encourage the Thooimai Kaavalars in carrying out SWM activities effectively, 50% of revenue generated through sale of Compost and Recyclable waste by the Village Panchayats concerned and deposited in Village Panchayat bank account may be distributed to the Thooimai Kaavalars as incentive.

7) The Director of Rural Development and Panchayat Raj has therefore requested orders of the Government on the following:-

(i) To increase the present monthly consolidated pay from Rs.2,600/- to Rs.3,600/- for Thooimai Kaavalars who are engaged through VPRC/PLF on outsourcing basis.

ii) To allocate a sum of Rs.285.6816 Crore from the State Finance Commission Grant due to Village Panchayats, Panchayat Unions and District Panchayats for the monthly payment of 66,130 Thooimai Kaavalars at an increased amount of Rs.3,600/- in the ratio of 55:37:8 (Rs.157.1249 Crore from Village Panchayats, Rs.105.7022 Crore from Panchayat Unions and Rs.22.8545 Crore from District Panchayats) as recommended for devolution by the 5th State Finance Commission, to rural local bodies every year.

(iii) To permit the Director of Rural Development and Panchayat Raj to deduct Rs.23.8068 Crore every month from the SFC Grant in the ratio as indicated above and release the funds to the District Collectors / Chairpersons, District Rural Development Agencies.

iv) To permit the Village Panchayat to release a portion of the revenue generated i.e., 50% of the sale proceeds from the sales of Compost and other Recyclable waste on quarterly basis to the Thooimai Kaavalars as an incentive amount, as laid down in the Tamil Nadu Rural Sanitation Policy issued in G.O.(Ms).No.13, Rural Development and Panchayat Raj (CGS1) Department, Dated : 06.01.2020.

v) To supersede the guidelines already issued in G.O.(Ms).No.54, Rural Development and Panchayat Raj (CGS1) Department, Dated : 10.04.2019 and to issue revised guidelines for the continuous implementation of SWM activities.

8) The Government after careful examination of the proposal of the Director of Rural Development and Panchayat Raj have decided to increase the monthly consolidated pay of the Thooimai Kaavalars who are engaged through VPRC/PLF on outsourcing basis from Rs.2,600 to Rs.3,600/- with effect from the date of issue of this order and allocate a sum of Rs.285.6816 crore from the State Finance Commission Grant due to Village Panchayats, Panchayat Unions and District Panchayats in the ratio of 55:37:8, (Rs.157.1249 crore from Village Panchayats, Rs.105.7022 Crore from Panchayat Unions and Rs.22.8545 crore from District Panchayats) as recommended for devolution by the 5th State Finance Commission, to rural local bodies every year as detailed in the Annexure-II to this order and issue orders accordingly.

9) The Government also permit the Director of Rural Development and Panchayat Raj to deduct Rs.23.8068 Crore every month from the SFC Grant in the ratio as indicated above and release the same to the District Collectors / Chairpersons, District Rural Development Agencies.

10) The Government also permit the Village Panchayat to release 50% of the revenue generated from the sales of Compost and other Recyclable waste on quarterly basis to the Thooimai Kaavalars as an incentive amount.

11) The Government also issues revised guidelines as in Annexure-I to this order for the continuous implementation and monitoring of SWM activities in rural areas in supersession of the guidelines issued in G.O.(Ms).No.54, Rural Development and Panchayat Raj (CGS1) Department, Dated : 10.04.2019.

12) This order is issued with the concurrence of Finance Department vide its U.O.No.45429/RD/2020, Dated : 3.12.2020.

(BY ORDER OF THE GOVERNOR)

**HANS RAJ VERMA
ADDITIONAL CHIEF SECRETARY
TO GOVERNMENT**

To

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

The Commissioner of Municipal Administration, Chennai-28.

All District Collectors (Except Chennai)

(Through Director of Rural Development and Panchayat Raj,
Chennai – 15)

All Project Directors, District Rural Development Agencies,

(Through Director of Rural Development and Panchayat Raj,
Chennai – 15)

The Municipal Administration and Water Supply Department,
Chennai – 9.

Copy to:

The Ministry of Jal Shakti, Department of Drinking Water and Sanitation,
Government of India, New Delhi – 110 003.

The Principal Private Secretary to Additional Chief Secretary to

Government, Rural Development and Panchayat Raj Department, Chennai – 9.

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

The National Informatics Centre, Chennai – 9.

Spare copy/Stock file.

//FORWARDED BY ORDER//

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5-12-2020
SECTION OFFICER

M
5-12-2020

**Annexures to G.O.(Ms.) No.208, Rural Development and Panchayat Raj
Department, dated: 05.12.2020**

ANNEXURE I

**GUIDELINES FOR IMPLEMENTATION AND MONITORING OF SOLID WASTE
MANAGEMENT ACTIVITIES IN RURAL AREAS**

The following guidelines are issued for the effective and continuous implementation of the SWM activities in supersession of the guidelines already issued vide G.O.(Ms) No.54, Rural Development and Panchayat Raj (CGS-1) Department, Dated: 10.04.2018.

1) Engagement of Thooimai Kaavalars on outsourcing basis:

Thooimai Kaavalars shall be engaged through the Village Poverty Reduction Committee (VPRC)/ Panchayat Level Federation (PLF) on outsourcing basis and that the VPRC/PLF concerned shall provide persons with the following prescribed qualifications, namely

- a) He / She should be the MGNREGS worker who had already worked as Thooimai Kaavalar for not lesser than 100 days under the earlier SWM Convergence Scheme (till 31.3.2018).
- b) In the absence of required number of Thooimai Kaavalars who have already worked for 100 days as mentioned in 1(a) above, Thooimai Kaavalars who had already worked for not lesser than 50 days under the earlier convergence scheme shall be selected by VPRC/PLF.
- c) If persons are not available on both the above categories, the MGNREGS workers who have worked not less than 75 days in other MGNREGS works in a year either during 2018-19 or 2019-20 shall be selected as Thooimai Kaavalars.
- d) Persons having above eligibilities with age between 35 to 60 with required physical fitness shall be selected for SWM scheme by the concerned VPRC / PLF and
- e) Worksite Facilitators who have worked under SWM scheme and MGNREGS should not be selected as Thooimai Kaavalars.

2) Roles and Responsibilities of Thooimai Kaavalars:-

- a) Thooimai Kaavalars engaged in SWM activities should work under the overall supervision of the Village Panchayats concerned.
- b) Thooimai Kaavalars shall collect the Solid Waste from all the Households / Commercial establishment situated in allotted main roads, streets, lanes, etc.
- c) Transportation of collected Solid Waste to the Segregation cum Storage Shed.
- d) Segregation of the collected waste as Bio-Degradable, Recyclable and Non-Recyclable waste.
- e) They should also educate and request the households to segregate the waste at source.

- f) To stack up the Bio-Degradable waste, layer by layer in the compost pit and after every 150 mm of height, cow dung is to be sprayed to aid the Composting process.
- g) To assist Village Panchayats for the sale of Recyclable waste.
- h) To help in the safe disposal of Non-Recyclable part of Non-Degradable waste in the Sanitary Landfill in which the ground layer is covered with the composite Liner to prevent contamination of Ground Water and Environment.
- i) They should get signatures from atleast 10 households everyday in the prescribed format regarding the work done by them.
- j) To support the Village Panchayats in the sale of Compost generated from the compost pit.
- k) Thooimai Kaavalars should also maintain the Vermi-Compost Sheds put up under MGNREGS wherever they are yet to be handed over to SHG/PLF by Village Panchayats concerned.
- l) Thooimai Kaavalars should properly use and maintain the uniform, implements, Tricycles / pushcarts and Segregation Shed.
- m) Thooimai Kaavalars should participate in the training programme conducted at Block and District levels and follow the instructions given for SWM activities.
- n) Thooimai Kaavalars should inform about the details of payment received to the Village Panchayats before 15th of every month.
- o) Thooimai Kaavalars should follow any other instructions given by the District Administration, Block Development Officer and Village Panchayats regarding Solid Waste Management activities from time to time.

3) Supervision and Maintenance of daily attendance by Worksite Facilitators:-

- a) No separate Worksite facilitator shall be engaged for the implementation of Solid Waste Management activities.
- b) Worksite Facilitators engaged to supervise works under Mahatma Gandhi National Rural Employment Guarantee Scheme shall oversee the SWM activities.
- c) The Forms/Registers already prescribed by DRD&PR and revised from time to time shall be used.
- d) They should maintain the daily attendance (NMR-Form No.1) of Thooimai Kaavalars and verify the signature obtained from the 10 households (Form No.2) randomly by the Thooimai Kaavalars from the households allotted to them and counter sign on daily basis.
- e) Worksite facilitators should monitor that the Thooimai Kaavalars collect the Solid Waste from the areas allocated to them and transport it to the Segregation Shed. The Waste collected by each Thooimai Kaavalar must be weighed separately and entered in the Daily Attendance (NMR-Form No.1). The weight of the bio-degradable waste, recyclable waste such as Plastic and other materials, non-recyclable waste should be entered in the relevant column of NMR and attested by the Worksite Facilitator.

4) Payment to Thooimai Kaavalars:-

The District Collectors / Chairpersons, DRDA will release the funds directly to the Village Panchayats SWM Account No. VIII before 5th of every month based on the number of Thooimai Kaavalars engaged in the concerned Village Panchayats. The Block Development Officer (Village Panchayats) will issue

Payment Order to the Village Panchayats concerned based on NMR and quantum of work done by the Thooimai Kaavalars before 5th of every month by following the procedures given below:

- a) The quantum of Waste to be collected daily by the Thooimai Kaavalars / Sanitary Workers as prescribed in G.O. No: 87, Rural Development and Panchayat Raj (CGS-1) Department, Dated: 8.6.2015 should continue to be adopted.
- b) Union Overseers should verify the quantum of waste collected by each Thooimai Kaavalars as per above norms and sign in the NMR Form No.1 on a weekly basis and also facilitate to maintain weekly attendance by Village Panchayat in the prescribed Format.
- c) The Zonal Deputy Block Development Officer of the concerned Village Panchayat shall verify the above daily attendance (NMR-Form No.1) and shall counter sign on weekly basis.
- d) Every month on the last working day, concerned Overseer shall send the verified NMRs (Form No.1) of all the weeks of that month to the concerned Village Panchayat.
- e) The Village Panchayat Secretary should collect all the weekly NMRs of that Month duly verified by the Overseer concerned, get it countersigned by the Village Panchayat President and submit to the BDO (Village Panchayats) before 2nd of every succeeding month.
- f) After receipt of the countersigned and certified consolidated weekly NMRs from the concerned Village Panchayats, the Overseer shall consolidate the weekly attendance of the previous month in the prescribed Form and indicate the number of days Thooimai Kaavalars had worked, quantum of waste collected. Thereafter, the Zonal Deputy Block Development Officer shall check the same and handover to the BDO (Village Panchayats) with counter signature for issue of payment order. The BDO (Village Panchayats) should issue payment order before 5th of every month to the concerned Village Panchayats.
- g) Immediately on receipt of payment order, the Village Panchayat should release payment to VPRC/PLF concerned and ensure that the monthly payment is made to Thooimai Kaavalars by VPRC / PLF before 10th of every month through ECS.
- h) The Zonal Deputy BDOs shall also follow up and ensure that the payment of previous month to Thooimai Kaavalars has been made by the concerned VPRC / PLF before 10th of every succeeding month.

5) Incentives to Thooimai Kaavalars:-

- a) The revenue generated through the sale of Compost and Recyclable Waste shall be deposited in the Savings account for SWM scheme maintained by the Village Panchayats.
- b) Thooimai Kaavalars play a major role in generating revenue through Segregation of Waste as Bio-Degradable and Non-Degradable and using Bio-Degradable waste for production of Compost and in the sale the Recyclable waste.
- c) In Para 4.3.3 of Tamil Nadu Rural Sanitation Policy vide Annexure to the G.O.Ms.No.13, RD & PR (CGS-1) Dept., dated 6.1.2020, the Government have permitted to share a portion of sale proceeds from the sales of Compost and other Recyclable waste with Thooimai Kaavalars as incentive to encourage their active involvement in the SWM activities.

- d) Hence, 50% of revenue generated as mentioned above by the Village Panchayats concerned shall be distributed to the Thooimai Kaavalars equally as an incentive to encourage them in carrying out these activities effectively.
- e) The Village Panchayats shall be permitted to release a portion of amount i.e., 50% of the revenue generated by them through the sale of Compost and Recyclable waste, on quarterly basis to all the Thooimai Kaavalars equally, as an incentive amount.
- f) The District Collectors shall instruct Zonal Deputy BDOs to verify the revenue generated through the sale of Compost and Recyclable waste credited into the concerned Village Panchayat SWM account, every quarter, i.e., in the 1st week of April, July, October and January and ensure release of 50% of the above amount equally to the Thooimai Kaavalars of those Village Panchayats concerned.

6) Training of Thooimai Kaavalars:

- a) Thooimai Kaavalars engaged under Solid Waste Management scheme should be trained at Block level once in every quarter regarding the implementation procedures namely segregation of Waste, Composting techniques, segregation and sale of recyclable waste, safe disposal of non-recyclable waste.
- b) Project Director, DRDA and Project Director, TNSRLM should ensure the conduct of training programmes for Thooimai Kaavalars at Block level in regular interval.

7) Medical Camp and Health Card to Thooimai Kaavalars:-

- a) "Medical Camps" for Thooimai Kaavalars should be organised at Block level, twice a year and maintain a Health Card to monitor the health.
- b) They should be registered with the Chief Minister's Comprehensive Health Insurance Scheme and provided with the Identity card.

8) Solid Waste Management Committee at Village Panchayat Level:-

- a) In order to monitor the day to day activities, Solid Waste Management Committees 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. Sanitation Motivator/ Worksite Facilitator engaged under Mahatma Gandhi National Rural Employment Guarantee Scheme.

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

- b) Project Director, District Rural Development Agency should ensure the formation and functioning of the SWM committee and also supervise the work done by Thooimai Kaavalars.

- c) VPRC/ PLF will act as nodal agency to monitor the SWM activities at Village Panchayat level.

9) Monitoring the Daily Attendance of Thooimai Kaavalars:-

- a) The concerned Village Panchayat Secretary and Worksite Facilitator and should submit the daily attendance of the Thooimai Kaavalars to the Block office before 11.00 AM and Block Development Officers (Village Panchayats) should in turn ensure that the details of number of Thooimai Kaavalars working on that day has been entered in www.tnrd.gov.in portal before 3.00 PM every day.
- b) At district level, Project Director, DRDA should monitor the daily attendance of the Thooimai Kaavalars and also the SWM activities carried out in the Village Panchayats.

10) Monitoring of SWM activities:

The Director of Rural Development and Panchayat Raj shall prescribe the format for inspection of SWM activities by State / District / Block level Officials. The implementation of Solid Waste Management Scheme shall be periodically monitored during inspections undertaken by District Level Senior Officials and by Block level officials. Performance of the SWM Scheme should be regularly monitored by the Solid Waste Management Committee in the Village Panchayat and Gram Sabha.

11) The Specific Role and Responsibilities of District / Block Level Officials and Village Panchayats in the implementation of SWM in Rural areas is given below:

A. Role of Village Panchayats:

- i. Village Panchayat concerned is responsible for proper implementation of SWM activities in the Village Panchayat area.
- ii. Village Panchayat Secretary shall make stock entries for all the Tricycle/Pushcart, E-Cart, Street Garbage Collection Bins, implements, etc., that are already provided, maintain it properly and ensure that they are always in working condition.
- iii. Village Panchayats should engage only the eligible persons as Thooimai Kaavalars through VPRC/PLF as per the guidelines.
- iv. Village Panchayat concerned shall maintain details of Thooimai Kaavalars engaged in SWM activities, weekly attendance in the Formats and Registers prescribed by DRD&PR from time to time.
- v. Village Panchayats shall ensure maintenance of receipt and expenditure of funds and Thooimai Kaavalars wise payment made by VPRC / PLF in the Formats and Registers prescribed.
- vi. The concerned Village Panchayat President shall counter sign in the weekly NMRs (Form No.1) submitted by the Overseer concerned and hand over the same to the BDO (Village Panchayats) before 5th of every month.
- vii. Immediately on receipt of payment order from the BDO (Village Panchayats), the Village Panchayat should release payment to VPRC/PLF concerned and ensure that the monthly payment is made to Thooimai Kaavalars by VPRC / PLF before 10th of every month through ECS.
- viii. Release 50% of Sale proceeds of Compost and Recyclable waste to the Thooimai Kaavalars as incentive amount.
- ix. Ensure that the Thooimai Kaavalars are regularly provided with protective gears like Gloves, Mask, etc.

- x. Arrange for periodical health check-up of Thooimai Kaavalars.

B. Role of Union Overseers:

- i. The Union Overseers shall verify the quantum of Waste collected daily by each Thooimai Kaavalars / Sanitary Workers as per norms prescribed in G.O. No: 87, Rural Development and Panchayat Raj (CGS-1) Department, Dated: 8.6.2015.
- ii. The Union Overseer of the concerned Village Panchayat shall verify the quantum of waste collected, daily attendance (NMR-Form No.1) and counter sign on weekly basis. On the last working day of the month, the Overseer shall handover all the weekly NMRs (Form No.1) to the concerned Village Panchayat for counter signature.

C. Role of Zonal Deputy Block Development Officers:

- i. Zonal Deputy Block Development Officers should monitor Solid Waste Management activities in their Zonal Village Panchayats.
- ii. Zonal Deputy Block Development Officer shall verify the daily attendance of Thooimai Kaavalars of their Zonal Village Panchayats and shall counter sign on weekly basis and also ensure that necessary entries have been made in the SWM registers.
- iii. Zonal Deputy Block Development Officer should ensure that all the movable assets like Tri-Cycle/Pushcart, Street Garbage Bins, implements, etc., and the Segregation cum Storage sheds are duly recorded in the Village Panchayat Register, properly put into use and are in working condition.
- iv. Zonal Deputy BDOs should verify that the revenue generated through the sale of Compost and Recyclable waste is credited into the concerned Village Panchayat SWM account, every quarter, i.e., in the 1st week of April, July, October and January and also ensure the release of 50% of sale proceeds equally to the Thooimai Kaavalars of concerned Village Panchayat.
- v. The Zonal Deputy BDOs shall ensure that the payment to Thooimai Kaavalars has been made through ECS by VPRC / PLF, before 10th of every month.

D. Role of Block Development Officers (Village Panchayats) :

- i. BDO (Village Panchayats) should monitor Solid Waste Management activities of the Village Panchayats in the Block.
- ii. He/She should ensure that only eligible persons have been engaged as Thooimai Kaavalars through VPRC/PLF as per the guidelines.
- iii. After receipt of all the weekly NMRs from the Village Panchayat concerned, verify the same, process the payment and issue payment order to Village Panchayat without delay.
- iv. He / she should monitor the timely release of monthly payment to Thooimai Kaavalars by the VPRC / PLF.
- v. BDOs should inspect the Solid Waste Management activities in minimum of one-third (1/3rd) of the Village Panchayats in the Block every month in the format prescribed.
- vi. He / She should ensure online reporting of daily attendance of Thooimai Kaavalars and Solid Waste Management activities in the TNRD website.
- vii. He / She should take action, if Thooimai Kaavalars has collected less quantum of waste continuously in four weeks in a month as against minimum quantum

of waste as prescribed and the concerned Thooimai Kaavalar should be replaced with eligible person through VPRC / PLF.

E. Role of District Level Zonal Officers of Blocks

- i. District Level Zonal Officers of Blocks like APOs/AEEs/ADs/PAs and other AD level officers working the district should inspect the Solid Waste Management activities in atleast 12 Village Panchayats and submit the report in the prescribed format every month.
- ii. He / She should monitor the online reporting of daily attendance of Thooimai Kaavalars and Solid Waste Management activities in the TNRD website.
- iii. He/She should verify the availability and usage of all the SWM infrastructure and should take appropriate actions to rectify if there are any deficiencies.
- iv. He / She should monitor the timely release of monthly payment to Thooimai Kaavalars by the VPRC / PLF.
- v. He / She should ensure that the sale proceeds are properly deposited in the Village Panchayat SWM account maintained separately and maintenance of SWM records at the Village/Block and District level.
- vi. He / She should ensure the release of 50% of sale proceeds of Compost/Recyclable waste as an incentive to Thooimai Kaavalars on a quarterly basis.
- vii. 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 District.

F. Role of Project Director, District Rural Development Agency:

- i. The Project Director, District Rural Development Agency shall be responsible for the overall implementation of SWM activities in the all Village Panchayats in the District.
- ii. He/She should ensure that the funds received from DRD&PR towards monthly payment for Thooimai Kaavalars is released to the Village Panchayats before 5th of every month.
- iii. He / She should monitor the discharge of duties and responsibilities of Village / Block / District level functionaries / officials in respect of SWM activities.
- iv. He / She should ensure that SWM activities are carried out on daily basis without any interruption.
- v. He / She should inspect the SWM activities in a minimum 10 Village Panchayats every month in the format prescribed and ensure similar inspections are carried out by the District level Officers and follow up action taken, wherever necessary.
- vi. He / She should render necessary assistance to the District Collector for monitoring and review of SWM activities in the Village Panchayats.

G. Role of Project Directors, TNSRLM

- i. Project Directors, TNSRLM shall inspect the SWM activities in minimum 10 Village Panchayats every month in the format prescribed and ensure VPRC/PLF perform the activities assigned to them in this regard.
- ii. He/She should coordinate with PD, DRDA in ensuring that the shredded plastic waste is utilised by EE(RD) and AEE (Roads and Bridges) in laying of BT Roads.

H. Role of Executive Engineers (RD) / Assistant Executive Engineers / Assistant Engineers / Junior Engineers

- i. Executive Engineers (RD) shall inspect the SWM activities in minimum 10 Village Panchayats every month and submit inspection report in the format prescribed and take follow up action wherever necessary.
- ii. He / She should ensure utilisation of the shredded plastic waste for laying of BT roads in coordination with PD, TNSRLM.
- iii. Assistant Executive Engineers shall inspect the SWM activities in atleast 12 Village Panchayats every month and submit inspection report in the format prescribed and take follow up action, wherever necessary.
- iv. Assistant Engineers / Junior Engineers shall inspect the SWM activities in minimum of one fourth (1/4) of the Village Panchayats in the Block every month, submit report in the format prescribed and take follow up action, wherever necessary.

12) Awards and Recognition:

The District Collectors shall identify and felicitate the best performing Thooimai Kaavalars/ Village Poverty Reduction Committee / Panchayat Level Federation and Village Panchayats under Solid Waste Management scheme in the Government functions (including Independence Day / Republic Day) held at Block / District level.

The Additional Chief 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
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

// TRUE COPY//

Nandk
5.12.2020
SECTION OFFICER
5.12.2020