

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA- 56/2014/ 1069

Date: 17.12.2014

From : Director,SUDA

To : 1. Mayor / Chairperson

.....Municipal Corporation/Municipality/N.A.A.

2. Municipal Commissioner, Kolkata Municipal Corporation

3. Administrator,..... Municipal Corporation/Municipality/N.A.A.

Sub : Comprehensive House to House Survey for identification
of Insanitary Latrine/ No Latrine in Urban Local Bodies

Sir/Madam,

In terms of Section 4(1)(a) under Chapter II of the "The Prohibition of Employment as Manual Scavengers and Their Rehabilitation Act, 2013" issued by Ministry of Social Justice & Empowerment, Government of India I am directed to inform you that every local authority shall :

- Carry out a survey of insanitary latrines existing within its jurisdiction, and publish a list of insanitary latrines within a period of two month from the date of its enactment (6th December,2013) ;
- Give notice to the occupier to either demolish the insanitary latrine or convert it into a sanitary latrine within six month;
- Construct within a period not exceeding nine months sanitary community latrine as it considers necessary, in areas where insanitary latrines have been found ;
- Construct adequate number of sanitary community latrines within three years.

In compliance with the above stated Act the State Monitoring Committee (SMC) constituted by the Nodal Department of the State, Backward Classes Welfare Department, Govt. of West Bengal has decided in its first meeting that a Comprehensive House to House Survey for identification of Insanitary Latrines for Urban areas will be canvassed in all ULBs within the State for complete elimination of insanitary latrines and construction of Sanitary / Community Latrine, thereof. Accordingly, Comprehensive House to House Survey in each and every household of all the ULBs of the State will start from 12th January, 2015 and entire survey process be completed within 28th February, 2015. Door to door enumeration will, however, take place during the period from 12th January,2015-2nd February,2015 (21 Days). Programme Schedule in this regard is enclosed.

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেকটর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA- 56/2014/

Date: 17.12.2014

The salient action points are mentioned hereunder –

1. Arrangement for printing of survey forms will be centrally done by SUDA and distributed to ULBs.
2. Selection of enumerators and supervisors will be done by the concerned ULB.
3. Each enumerator should enumerate at least 750 Households and each Supervisor should check at least 10% of the enumerated Households through field visit. Enumerator and Supervisor Ratio should be 10 : 1 . ie., for ten enumerator, one Supervisor needs to be engaged. Requirement of total number of Enumerator and Supervisor, as estimated by SUDA on the basis of Census-2011 data, has already been uploaded in the website www.wbdma.gov.in and www.changekolkata.org.
4. Programme for training of ULB level Master Trainer is scheduled to be held on 6th & 7th January,2015 at SUDA Conference Hall. In turn, Supervisors and Enumerators engaged for the survey will be trained by the ULB level Master Trainer at the respective ULB between 8th to 10th January,2015.
5. Arrangement for local level publicity through local newspapers, Posters , Leaflets etc. about the survey for identification of Insanitary Latrine/ No Latrine facility is to be made by the ULB before 10th January,2015.
6. At the ULB level, a Nodal Officer to be identified by the concerned ULB will act as ULB level Nodal Officer who will keep liason with the SUDA directly.
7. After completion of survey, ULB should send ward-wise filled in survey forms to SUDA separately for -
 - a) Household Survey Forms [FORM A] ;
 - b) Household Survey Forms having Insanitary Latrine [FORM B] ;
 - c) Household Survey Forms with No Latrine Facility [FORM C]
 - within 6th February,2015 for compilation of data in a software to be designed by SUDA.
8. ULB-wise as well as ward-wise compiled survey report of insanitary latrine/No Latrine facility will be sent to the concerned ULBs within 16th February,2015
9. Display of the Draft List of Insanitary Latrine/No Latrine facility shall be made for seven days in such places of the wards as may be determined by the ULB for public inspection and validation thereof. After validation of survey reports ULBs will send the final reports to the SUDA within 25th February,2015 for correction of the draft reports of household having insanitary latrine/No Latrine facility, if required.
10. Final List of Household having Insanitary Latrine/No Latrine facility, so prepared will be sent to ULBs within 27th February,2015 for taking further necessary action in this regard.
11. Accordingly, Final List of Insanitary Latrine / No latrine facility will be sent to Backward Classes & Welfare Department & other concerned Department for onward transmission to the Ministry of Social Justice & Empowerment, Govt. of India.

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA- 56/2014/

Date: 17.12.2014

In view of the above you are requested to initiate following necessary actions :-

1. To nominate the Commissioner/Joint Municipal Commissioner/Secretary in case of Corporation and Executive Officer/ Finance Officer (in absence of Executive Officer) and Office Superintendent/Head Clerk (in absence of Executive Officer & Finance Officer) in case of Municipality/N.A.A. who will act as Nodal Officer in respect of your ULB for the said survey. Name of the Nodal Officer is to be communicated to SUDA over fax within one week of receipt of this letter.
2. To identify enumerators for door to door survey.
3. To identify senior level employees of ULB for acting as supervisor for at least 10% sample checking through field visit of filled-in enumerated survey forms.

Eligibility criteria for enumerators and supervisors are given below :


- A. Enumerators : Should be not below the age of 18 years, at least Madhyamik pass and resident of the respective ward. Priority should be given to community people like RCV, HHW, Anganwadi workers, SSK Instructors, Non-formal Education Instructors etc. Each enumerator should enumerate at least 750 household survey forms.
- B. Supervisors : ULB officials like Office Superintendents, Secretaries, Town Project Officers, Urban Planners, Community Organisers, Engineers; Ward Committee members, senior level Staff-members of the ULB etc. Supervisors at ULB level and Ward levels are to be identified specifically. Each Supervisor should supervise at least 10% sample checking through field visit of filled-in enumerated survey forms.
- C. Enumerator & Supervisor Ratio : 10: 1, ie, for ten enumerator , one Supervisor to be engaged.
- D. Remuneration to Enumerators and Supervisors: Enumerators will get Rs. 3000/- for enumeration of 750 forms enumerated by them and Supervisors will get Rs. 4000/- for supervision of 750 enumerated forms checked by them. Costs of remuneration will be borne by SUDA. After the survey detailed demand in this respect is to be sent to SUDA for reimbursement.

For further details, you may contact the Director, SUDA who will act as State Level Nodal Officer in this regard. The contact numbers are :

Phone Nos. (033) 2358-5767, 2358-6403

Fax No. : (033) 2358-5800

Yours faithfully,


 Director, SUDA

**TIME SCHEDULE OF COMPREHENSIVE HOUSE TO HOUSE SURVEY FOR
IDENTIFICATION OF INSANITARY LATRINE/NO LATRINE**

<ul style="list-style-type: none"> • Notification issued from SUDA for conducting Survey • Preparation of required number of survey guidelines, posters, leaflets, matter for cable display and survey forms both in Bengali and in English will be centrally done by SUDA and their delivery to the ULBs through a Govt undertaking Printing Press. • Designing of Report Return Format; ie, Pre-enumeration (Report I), Enumeration (Report II) & Post Enumeration Phase Report (Report III) • Appointment of Nodal Officer for the ULB • Identification and sponsoring of suitable number of candidates to become ULB level Master Trainers (MTFs) • Appointment of required number of enumerators and supervisors. (Number of Enumerator, Supervisor , as estimated by SUDA on the basis of Census-2011 data, has already been uploaded in the website (www.wbdma.gov.in and www.changekolkata.org) • Training : ULB level Officials (MTF) about the Survey Process at the SUDA Conference Hall • Training of Enumerator, Supervisor by the ULB level Master Trainer • Publicity : <ul style="list-style-type: none"> ○ Publicity through Local Newspaper ○ Distribution of Leaflets and Posters ○ Matter for campaigning through local cable channel 	<p>19.12.14 to 10.01.15 (21 days)</p>
<ul style="list-style-type: none"> • Report I of Pre-enumeration Phase to be sent to SUDA 	<p>12.01.15</p>
<ul style="list-style-type: none"> • Comprehensive house to house survey by the Enumerators and at least 10% Sample Checking by the Supervisor of enumerated households through field visit 	<p>12.01.15 to 02.02.15 (21 days)</p>
<ul style="list-style-type: none"> • Last Date for Submission of Ward wise filled-in Survey Forms at SUDA . ULB should send ward-wise filled in survey forms to SUDA for compilation of data separately for : <ul style="list-style-type: none"> a) Household Survey Forms b) Household Survey Forms having Insanitary Latrine , c) Household Survey Forms with No Latrine Facility • Report II of Enumeration Phase to be sent to SUDA 	<p>06.02.2015 (3 days)</p>
<ul style="list-style-type: none"> • Ward-wise compiled survey report of insaniatry latrine/ No latrine facility will be sent to the concerned ULBs for publication of draft list 	<p>16.02.2015 (10 days)</p>
<ul style="list-style-type: none"> • Display of the Draft List of Insanitary Latrine/ No Latrine facility in such places of the wards as may be determined by the ULB for public inspection and validation thereof . After validation of survey reports ULBs will send the final reports to SUDA for correction of the draft reports of household having insanitary latrine/ No latrine facility , if required. 	<p>16.02.2015 to 25.02.2015 (9 days)</p>
<ul style="list-style-type: none"> • Final List of Household having Insanitary Latrine/No Latrine facility, so prepared will be sent to ULBs • Report III of Post-Enumeration Phase to be sent to SUDA 	<p>26.02.2015 to 27.02.2015 (2 days)</p>