

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF MUNICIPAL AFFAIRS**  
**WRITERS' BUILDINGS: KOLKATA**

No. 280/MA/C-10/3S-7/2013

Dated, Kolkata, the 21<sup>st</sup> day of March, 2013.

From: Joint Secretary  
to the Government of West Bengal.

✓ To: (1) Chairperson, \_\_\_\_\_ Municipality/ NAA, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.  
(2) Commissioner, \_\_\_\_\_ Municipal Corporation, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.

**Subject: Constitution of Town/ City Level Committee for Conduct of Survey in connection with Identification of Manual Scavenger and Insanitary Latrines and follow up actions thereon in all the Urban Local Bodies of West Bengal**

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Sir,

I am directed to inform you that in pursuance of the decisions of the Ministry of Social Justice and Empowerment, Government of India adopted in the meeting at New Delhi to review the progress of action for complete elimination of insanitary latrines and rehabilitation of manual scavengers on the 19<sup>th</sup> February, 2013, the Town/ City Level Committee for each Municipal Town in West Bengal to co-ordinate and monitor the work of survey of manual scavengers in 125 Urban Local Bodies (excepting 2 in Dakshin Dinajpur out of 127 ULBs in this State where Pilot Survey has been completed) has been constituted by this Department notification No. 277/MA/C-10/3S-7/2013 dated the 21<sup>st</sup> March, 2013, and the State Urban Development Agency has been designated as the State Level Nodal Agency, and Shri Amit Dawn, Executive Engineer, Municipal Engineering Directorate and Project Engineer, State Urban Development Agency has been appointed as the State Level Nodal Officer for supervision and co-ordination of the work of said Town/ City Level Committees by this Department notification No. 278/MA/C-10/3S-7/2013 dated the 21<sup>st</sup> March, 2013.

In view of above, I am directed to inform you that the following actions need to be initiated from your end for the purpose:

- (1) The survey is to be conducted as per Guidelines, Instructions Manual, and Standard Operation Procedure issued by the Ministry of Social Justice and Empowerment, Government of India.
- (2) The entire process including wide publicity appointment, training, self declaration at designated centres, house to house survey and sample checking, preparation of draft list, data validation etc. to be completed by 29.05.2013 as per scheduled enclosed herewith.

- (3) Publicity material as well as Bengali translated version of the Instruction Manual to be prepared and distributed by SUDA.
- (4) ILGUS will conduct training of both District Level and ULB Level Officials with the assistance of the Master Trainers.
- (5) Municipalities will arrange for printing and issuance of Identity Card and Appointment Letter to Nodal Officer, Declaration Centre Officer, Supervisor and Enumerator under the signature of the Chairman of the Municipalities/ Commissioner in case of Municipal Corporations.
- (6) Wide publicity in all possible locations within the town is to be ensured for conduct of survey and necessary interaction with the NGOs working for the welfare of Manual Scavengers must be maintained so as to ensure the necessary purpose of the programme is successfully complied.

I am, therefore, directed to request you to convene the meeting of the Town Level Committee at your earliest and to kindly extend your support and co-operation for successful completion of the survey and allied works within the schedule time.

Yours' sincerely,

*[Signature]*  
Joint Secretary.

**No. 280/1(400)/MA/C-10/3S-7/2013**

**Dated, Kolkata, the        day of March, 2013.**

Copy forwarded for information and necessary action to the, -

- (1) Mayor, \_\_\_\_\_ Municipal Corporation, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_;
- (2) Chairman, \_\_\_\_\_ Municipality / Notified Area Authority, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_;
- (3) Additional Secretary, Ministry of Social Justice & Empowerment, Government of India, Shastri Bhawan, New Delhi – 110 001;
- (4) Director, State Urban Development Agency, ILGUS Bhaban, Block HC, Sector III, Salt Lake, Kolkata – 106;
- (5) General Manager, \_\_\_\_\_ Railways, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_;
- (6) District Magistrate, \_\_\_\_\_, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_;
- (7) Commissioner/ Executive Officer, \_\_\_\_\_ Municipality/ Municipal Corporation, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_;
- (8) Engineer-in-Chief, Municipal Engineering Directorate, Bikash Bhaban, Salt Lake, Kolkata – 700 091;
- (9) Shri Amit Dawn, Executive Engineer, Municipal Engineering Directorate and Project Engineer, State Urban Development Agency;
- (10) OSD to the Chief Secretary to the Government of West Bengal;
- (11) Private Secretary to the Minister-in-Charge, Department of Municipal Affairs & Urban Development;
- (12) F.S to Secretary, Municipal Affairs Department.

*[Signature]*  
Joint Secretary.

### TIME LINE FOR SURVEY AS PROPOSED

<ul style="list-style-type: none"> <li>• Assessment of numerical requirement of data entry operators, enumerators and supervisors, their identification by district/town level officers.</li> <li>• Assessment of requirement of number of self declaration centres, identification of their suitable locations.</li> <li>• Identification and sponsoring of suitable number of candidates to become master trainers.</li> <li>• Translation and printing in required number of the survey guidelines, manuals, forms and their transmission to the districts/towns.</li> <li>• Translation of software manual in regional language, wherever necessary.</li> <li>• Orientation of district and town level concerned officers.</li> </ul>	14.3.13 -3.4.13 (21 days)
<ul style="list-style-type: none"> <li>• Appointment and training of data entry operators, enumerators and supervisors.</li> <li>• Appointment of a nodal officer for self declaration centre(s)</li> <li>• Appointment of designated officers for receipt of claims and objections.</li> <li>• Local publicity.</li> <li>• Establishment of Self declaration centres by making arrangements for computer with required accessories, stationery, furniture etc.</li> </ul>	4.4.13 – 6.4.13 (3 days)
Self declaration at designated Centres	8.4.2013- 16.4.2013 (7 days )
Identification of manual scavengers based on lists provided by NGOs, house to house survey in the areas of concentration of manual scavengers and reverse identification in the areas of high concentration of insanitary latrines, based on the ward-wise data of RGI. Collection and compilation of data generated during survey and uploading at the district NIC Centres.	17.4.2013- 23.4.2013 (7 days)
Verification by enumerators	24.4.2013-
Modification of the data, based on verification by enumerators	30.4.2013 (7days)
Sample checks by supervisors	2.5.2013-
Modification of the data, based on verification by supervisors	8.5.2013(7 days)

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Preparation of draft list and invitation of objections/ fresh enrolment of left out persons. Verification of objections/ persons enrolled. Modification of the data, based on objections/ fresh enrolment	10.5.2013- 23.5.2013 (14 days)
Data validation, analysis and preparation of Towns, Districts, States and National Survey reports.	24.5.2013- 06.06.2013(14 days)