

Action to be taken by ULB : -

- i. **To arrange publicity through local newspaper, poster, leaflet about survey of the manual scavengers**
- ii. **Appointment of Nodal Officer, Enumerator, Supervisor and Data Entry Operator** by Joint Municipal Commissioner/Chief Executive Officer/Executive Officer/Finance Officer (in absence of EO)
- iii. **To notify the designated places (Self Declaration Camp), dates and time for Survey**
- iv. **If manual scavengers do not turn up for self declaration, enumerator shall visit the households having insanitary latrine as per AHL List, 2011 for verification and record the information on manual scavengers**
- v. **Data Collection , its validation , compilation and preparation of Draft List**
- vi. **Inviting claims and objections on the Draft List**
- vii. **Publication of final List** of Manual Scavenger.
- viii. Final list to be sent to the **District Level Survey Committee** for their approval
- ix. Publication of the **Final List of Manual Scavengers**

Action to be taken by District :

- i. **To oversee the survey process** at the district level
- ii. **To arrange publicity** through local newspapers, electronic media about survey of manual scavengers.
- iii. **Approval of final list of manual scavengers** for all the ULBs in the District.
- iv. **After approval and finalization of the list, District level Survey Committee will send the compiled list to SUDA for all the ULBs of the District and upload the same in the website at the District Level.**