

Reminder
Top priority

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o. Commissioner and Director
of Municipal Administration,
Telangana, Hyderabad.

CIRCULAR

Roc.No.11733-198360/2020/H2,

Dt. 12/02/2021

Sub:-MA Department - Application for ODF + / ODF ++certification - Certain Instructions issued - Reg.

Ref:- 1. This office Cir.Roc.No. 11733-198360/2020/H2, Dt: 05-10-2020.

2. Lr.No.15/3/2018-SBM-II-Part (1), Dt: 01-11-2018 of Deputy Secretary to the Govt. of India, Ministry of Housing and Urban Affairs, New Delhi.

The attention of all the Municipal Commissioners in the State is invited to the subject cited, and informed that under Swachh Survekshan-2021 all the ULBs can apply for ODF + / ODF ++ certification, wherein marks are allocated to Service Level Bench Marks and also certain documents shall be updated into the goggle Link (<http://swachhodfurban.org/Dashboard/DocumentUpload>).

2. The ODF + / ODF ++ certification plays a vital role in achieving good ranks under Swachh Survekshan 2021. But it is observed that most of the ULBs are failing to achieve ODF+ / ODF++ status due to lack of maintenance of the Public Toilets and this may lead to least rank in SS-2021.

3. In order to achieve the target, the ULBs are requested to follow the norms for proper functioning of all public and community toilets and see that they are well-maintained, with all conditions as mentioned in **Annexure 1(A)**. Each toilet shall be scored as per the framework provided in **Annexure 2** and must score at least 90% to qualify as per the conditions.

4. Further, functional public and community toilets should also adhere to the additional conditions given in Annexure 1 (B). Each toilet shall be awarded marks as per the framework provided in Annexure 3 and must score at least 90% overall to qualify duly fulfilling these conditions.

5. Therefore, all the Municipal Commissioners are once again instructed to strictly follow the above norms and take up a drive to achieve ODF+ and ODF++ status immediately.

DR N SATYANARAYANA IAS
DIRECTOR OF MUNICIPAL
ADMINISTRATION

To
All the Commissioners of Municipalities and Municipal Corporations.

Copy to the RDMA Hyderabad and Warangal with a request to communicate the same to all the Municipal Commissioners.

Copy to all the Collectors and District Magistrates in the State for favour of information

Copy to all the Additional Collectors in the State for information and necessary action.

Annexure- 1(A). Necessary conditions for all functional community and public toilets

- A. Availability of water
- B. All toilet seats and urinals clean and usable at all times
- C. Wash basin(s) clean and usable at all times
- D. Roster being maintained for regular cleaning and maintenance and a caretaker is on duty at all times during opening hours
- E. Toilet floor is swept and mopped at all times
- F. Mirrors, if available, are clean and polished
- G. Functional bolting arrangements on all doors
- H. Available and operational soap/soap dispenser
- I. Available and regularly cleaned litter bins, with bins available with each toilet seat
- J. Premises are well lit at all times, with each seat having its own light point, and all light points functional
- K. Adequate ventilation facility (vents, slanted glass slats and/or exhaust fan)
- L. Usable taps and fittings, with no leakage OR water tank in or outside the structure with water available in it at all times during opening hours
- M. Gender-segregated, distinct entrances for males and females, if both facilities available in single block
- N. Entrance/ accessibility (like ramp, stairs) to toilet block is barrier free, including those for specially abled persons
- O. Premises are visible to passersby, with clear signage, and the area within 3m from each direction of the structure is not encroached by unauthorized construction and vendors
- P. Untreated faecal sludge/septage and sewage from the toilet is not discharged and/or dumped in drains, open areas or water bodies
- Q. Staff is provided with necessary supplies of consumables, protective gear, cleaning equipment and inventory¹ and there is no stock out for longer than 24 hours
- R. Name and contact details of each of the following are displayed prominently - Supervisor, Supervisor's agency, and area Sanitary Inspector
- S. Complaint registration and redressal mechanism is in place and is functional, with all complaints, maintenance issues or incidents resolved within 24 hours of registration
- T. Public/Community Toilet is visible on Google Maps toilet locator as 'SBM Toilet'

Annexure- 1(B). Necessary conditions for at least 1 or 10%, whichever is higher, of functional community and public toilets

- A. Walls and floors are clean and stain/graffiti free
- B. Hand dryer/ paper napkin is available
- C. Low height toilets and basins are available for use by children
- D. Bathing facility is available
- E. Women's toilets have sanitary napkin vending machine and adequate

- disposal mechanism for sanitary napkins
- F. Air freshener is available and applied
- G. Space has been earmarked for revenue generation
- H. Plants / shrubs in the vicinity of toilet complex are well maintained
- I. Rainwater harvesting facility is available
- J. Water-saving or reuse technology has been incorporated
- K. Toilet is self-sustainable

Annexure 2. Scoring of necessary conditions for each inspected community/public toilet

A community / public toilet must score at least 90% on this framework to qualify as fulfilling the necessary conditions under SBM ODF+

S.No.	Condition	Score
Cleanliness		33
1	All toilet seats and urinals clean and usable at all times	15
2	Wash basin(s) clean and usable at all times	6
3	Toilet floor is swept and mopped at all times	6
4	Mirrors, if available, are clean and polished	1
5	Available and regularly cleaned litter bins, with bins available with each toilet seat	3
6	Roster being maintained for regular cleaning and maintenance and a caretaker is on duty at all times during opening hours	2
Support infrastructure		30
7	Availability of water	10
8	Available and operational soap/soap dispenser	4
9	Usable taps and fittings, with no leakage OR water tank in or outside the structure with water available in it at all times during opening hours	4
10	Adequate ventilation facility (vents, slanted glass slats and/or exhaust fan)	4
11	Premises are well lit at all times, with each seat having its own light point, and all light points functional	4
12	Functional bolting arrangements on all doors	4
Accessibility		17
13	Gender-segregated, distinct entrances for males and females, if both facilities available in single block	5
14	Entrance/ accessibility (like ramp, stairs) to toilet block is barrier free, including those for specially abled persons	5
15	Premises are visible to passersby, with clear signage, and the area within 3m from each direction of the structure is not encroached by unauthorized construction and vendors	5
16	Public/Community Toilet is visible on Google Maps toilet locator as 'SBM Toilet'	2
Operations and Maintenance		20
17	Untreated faecal sludge/septage and sewage from the toilet is not discharged and/or dumped in drains, open areas or water bodies	5
18	Staff is provided with necessary supplies of consumables, cleaning	5

	equipment, protective gear and inventory, and there is no stock out for longer than 24 hours	
19	Name and contact details of the following are displayed prominently - Supervisor, Supervisor's agency and area Sanitary Inspector	5
20	Complaint registration and redressal mechanism is in place and is functional, with all complaints, maintenance issues or incidents resolved within 24 hours of registration	5
	Total	100

Annexure 3. Scoring of additional conditions for at least 1 or 10% functional community and public toilet(s)

A community / public toilet must score at least 90% on this framework to qualify as fulfilling the additional conditions under SBM ODF+

S.No.	Condition	Score
Cleanliness and aesthetics		20
1	Walls and floors are clean and stain/graffiti free	10
2	Air freshener is available and applied	5
3	Plants / shrubs in the vicinity of toilet complex are well maintained	5
Additional amenities/infrastructure		40
4	Hand dryer/ paper napkin is available	10
5	Bathing facility is available	10
6	Low height toilets and basins are available for use by children	10
7	Women's toilets have sanitary napkin vending machine and adequate disposal mechanism for sanitary napkins	10 (score to be pro-rated across other conditions in case of male only toilet)
Green technology		10
8	Rainwater harvesting facility is available	5
9	Water-saving or reuse technology has been incorporated	5
Financial viability		30
10	Space has been earmarked for revenue generation	15
11	Toilet is self-sustainable (100% operation and maintenance cost met from revenue generated within premises)	15
	Total	100

5.

Signature valid

Digitally signed by Dr. M.
Satyanarayana IAS
Date: 2021.02.12 15:17:41 IST
Reason: Approved

