**MINUTES OF ONE DAY MEETING HELD ON SWACHH TALNGANA - SWACHH BHARAT AT O/O C&DMA HYDERABAD ON 06.04.2015 WITH MUNICAPAL FUNCTIONARIES OF ULBs OF THE STATE BY C&DMA, HYDERABAD**

At the outset the C&DMA congratulated all Municipal Commissioners and their team on the commendable performance shown in collection of Property Tax for the FY 2014-15. The C&DMA has reviewed the progress on Swachh Telangana - Swachh Bharat, with all Municipal Commissioners, Engineers and Municipal Health Officers/Sanitary Inspectors, and issued following set of instructions;

1. Constitution of City Sanitation Task Force Committee (CSTF):

All ULBs shall constitute City Sanitation Task Force (CSTF) Committees for preparation of City Sanitation Plans (CSP), to review and monitoring of Swachh Telangana activities in the ULB. The Task Force shall be headed by the Mayor / Chairperson and Municipal Commissioner is a Member Convener. The composition of CSTF is 15-20 members and 1/3rd of the City Sanitation Task Force members shall be represented by women. The following is the composition of the CSTF;

* Representative from Public Health & Engg. Dept./ Pollution Control Board/ MEPMA
* Representatives from the civil societies, RWAs, slum women self-help groups, apartment buildings, area sabhas and ward committees etc.
* Eminent persons and practitioners in civic affairs, health and urban poverty (Retd. Officers, i.e., doctors, engineers and social activists and academicians etc.)
* Representatives from shops and establishments and trade associations
* NGOs working on water and sanitation, urban development and slums, health and environment,
* Representatives of unions of safai karamcharis, sewerage sanitary workers, recycling agents / kabaris, etc
* Representatives from private firms / contractors formally or informally working in the sanitation sector (e.g. garbage collectors, septic tank de-sludging firms etc.)
* Representatives from educational and cultural institutions
* Any other significant or interested stakeholders

All ULBs shall prepare City Sanitation Plans (CSP) as per the templates given by MoUD, GoI duly constituting above City Sanitation Task Force in all ULBs.

1. Municipal Commissioners were instructed to initiate house to house survey to validate the data available in the Sarva Kutumba Survey for identification, verification and publication of list of beneficiaries for construction individual toilets. Along with application, photograph of beneficiary shall also be taken up. ULBs can opt for twin pit toilets instead of septic tank toilets. The application forms shall be made available at mee seva centers and citizen help desks at ULB level.
2. Create help desk in ULBs for receiving and processing of applications for construction of individual toilets.
3. Identify places and beneficiaries for construction of Community Toilets
4. Identify places and agencies for construction of Public Toilets under PPP mode
5. Initiate large scale IEC & Public Awareness programs on Swachh Telangana by involving Council and other elected representatives and citizens groups, i.e., SHGs/SLF/TLF, RWAs and Senior Citizens, Educational institutions etc.
6. Appoint a Special officer for each ward to monitor and implement Swachh Telangana activities at Ward Level
7. As per the Hon’ble National Green Tribunal orders, all ULBs shall prepare Detailed Project Reports for Solid Waste Management. The TUFIDC has called for an EoI from empanelled agencies for preparation of DPRs. The Commissioners of all ULBs were instructed to extend necessary cooperation with the selected agencies in preparation of DPRs.
8. The C&DMA has requested all the MCs to construct at least one individual and one public toilet with Bio Digester technology as model toilets in each ULB.
9. In Nalgonda, Miryalguda, Karimnagar, Nizamabad and Vikarabad, where UGD works are under progress, no individual toilets will be permitted. The existing toiletless households can be permitted to utilize the Rs.4000/- GoI incentive for connection to the existing UGD system as per guidelines.
10. All the MCs in the State were instructed strictly to implement the provisions of the “PROHIBITION OF EMPLOYMENT AS MANUAL SCAVENGERS AND THEIR REHABILITATION ACT, 2013”
11. All MCs were instructed to obtain authorization from TSPCB for their dumping yards for processing of waste before 31.05.2015
12. **OTHER ISSUES;**
13. MCs shall furnish proposal for construction of new modern Slaughter houses, and upgradation of existing slaughter houses as per the Hon’ble Supreme Court directions by 31.04.2015 under PPP mode
14. MCs shall furnish proposal for construction of new Vegetable Markets and upgradation of existing Markets by 31.04.2015
15. The MCs were instructed to taken up initiatives for improving existing Grave Yards, and construction of new Grave Yards with all amenities by involving community under (PPP mode).
16. MCs were sensitized on net banking system being implemented in the State by SBH, and instructed to utilize this technology in Property Tax collection.
17. The MCs were instructed to take up random inspection of under assessed and unassessed properties.
18. The C&DMA has given some tips to MCs on how to improve upon the performance;
19. MCs mind set should be very inclusive.
20. MCs mind set should be reform oriented.
21. Utilize new technology wherever it is possible, to improve the performance and service delivery and for citizen satisfaction
22. Bus Shelters;
23. EoI for construction of Bus shelter in 6 ULBs were called by TUFIDC and last date for submission of proposal is 16.04.2015. Municipal Commissioners were requested to identify suitable sites for construction of Bus Shelters jointly with TSRTC which shall be litigation free.
24. MCs were instructed to complete all the 13th FC works by 31st May, 2015 and submit UCs for the same.
25. The C&DMA has briefed on eligibility criteria for 14th FC performance grants
26. Municipal Commissioner’s were instructed to call for an EoI for procurement of handheld devices for both Property Tax & Water Tax collection.
27. MCs were instructed to ensure remittance shall be made on daily basis and to close monitor and do random check of receipt books, and to maintain transparency at all levels.
28. MCs shall attend all the monthly meetings of Bankers with MEPMA.
29. The CE(PH) informed that technical sanctions were given for Nalgonda, Shadnagar, Kodad, Siricilla, Narayanpet, Ibrahimpatnam & Siddipet water grid points.

**Sd/- Dr.B.Janardhan Reddy**

**Commissioner & Director**