

Proactive Disclosure under RTI Act 2005

Swachh Bharat Mission (Gramin) / NBA

I. Objective / purpose

- To achieve “Swachh Bharat” by 2019
- Bring about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation.
- Accelerate sanitation coverage in rural areas to achieve the vision of Swachh Bharat by 2nd October 2019
- Motivate Communities and Panchayati Raj Institutions to adopt sustainable sanitation practices and facilities through awareness creation and health education.
- Encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation.
- Develop where required, Community managed sanitation systems focusing on scientific Solid & Liquid Waste Management systems for overall cleanliness in the rural areas.

Main activities / functions

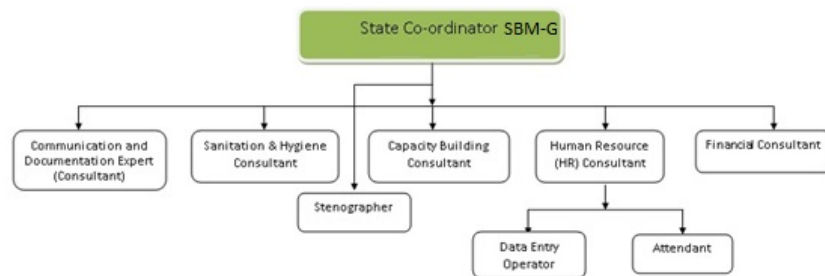
- Updation of Base line survey – Conducting of preliminary survey to assess the status of sanitation and hygiene practices
- Orientation of key personnel at the District/GP level and preparation of District Plans.
- Preparation of State Plan (Programme Implementation Plan – PIP).
- IEC (Information, Education and Communication) is a very important component of the Programme. IEC shall strive to bring about community-wide behaviour change and to trigger the demand for sanitary facilities in the rural areas for households, Schools, Anganwadis, Community Sanitary Complexes and Solid and Liquid Waste Management projects (SLWM) through provision of information and awareness generation.
- Capacity Building is for building capacities of stakeholders and sanitation workers, the Swachhata Doots/Sena, members of PRIs, VWSCs, functionaries of BPMU, DWSM, ASHA, Anganwadi workers, SHG members, masons, CSOs/NGOs etc.
- Construction of Individual Household Latrines
- Availability of Sanitation Material- through Rural Sanitary Marts (RSM), Production Centers (PC), Self Help Groups (SHG).
- Construction of Community Sanitary Complexes comprising an appropriate number of toilet seats, bathing cubicles, washing platforms, wash basins etc, can be set up in a place in the village acceptable and accessible to all.
- Solid and Liquid Waste Management lead to the setting up of systems for the scientific disposal of waste in such a way that has a tangible impact on the population.
- Administrative Charges shall normally permit expenditure on salary of temporary staff and agencies deployed for the execution of various components of the SBM(G) at State, District, Block and GP levels, Support services, fuel charges, vehicle hire charges, stationery, monitoring & evaluation activities, TA/DA to Inter-State and Inter-District Survey teams deputed for monitoring and verification, exposure visits.

List of services being provided

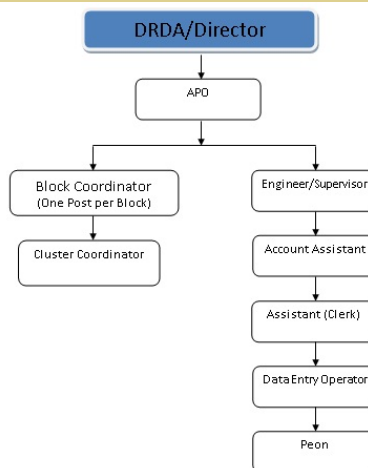
- Individual Household Latrines
- Community Sanitary Complexes
- Solid/Liquid Waste Management

Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc.

State CCDU-SBM-G



District CCDU-SBM-G



Expectation from the public for enhancing its effectiveness and efficiency

- To get the public participation at district level, governing body is organized under District Director officer and Chairman, DRDA. In which member of parliament, member of legislative assembly, President of Gram Panchayat and other members are available. Such meetings are arranged once in three months. In which public suggestions and opinions are reconsidered as per the guide line of Government of India.

Arrangements and methods made for seeking public participation / contribution

- IEC strategy and plan to be focused on creation of demand leading to behaviour change, construction and use of toilets in a sustained manner. Initially the focus should be on triggering of community action for provision of toilet access to every household. Once the toilets are gradually being put in place, the focus should start including sustained use as an important intervention.

- Triggering’ or ‘Nudging’ of Communities for Behaviour change leading to usage of toilets leading to an open defecation free environment shall be given priority through IEC activity.
- Girls and women have hygiene and sanitation needs linked to their menstrual cycle. Funds available for IEC may be used to raise awareness, disseminate information and skills on Menstrual Hygiene Management. IEC plans should include this component for raising awareness among all stakeholders
- Transparent disposal of claims and objections in a Gram Sabha meeting.

Mechanism available for monitoring the services delivery and public grievance resolution

- Field visits by Senior Officers of the Ministry
- Third party field inspections carried out by National Level Monitors (NLMs)
- Online MIS system available on the website www.mdws.nic.in

Grievance Redressal Mechanisms

- There is also a process of Gram Sabha audit for four times in a year at village level. Sanitation coverage is accelerated in Gram Sabha. This brings about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation.
- There is other mechanism of government like RTI, Swagat online and Nagrik Adhikar Patra for disposal of public application as evaluation process.

II. Powers and duties of officers and employees

Work assigned among Staff

SR. No.	Name & Designation of Officers	Work Assigned
1	Kamal Achharya IEC Consultant SBM-G	<ul style="list-style-type: none"> • All Matters related IEC activity • Execution of the IEC activities in the state • Organizing Nirmal Gram Puraskar • Monthly Physical verification of IEC activities reported by DRDA • Online Monitoring and Reporting of IEC activities • Administrative work & financial matters related to IEC • Conducting APO meetings every month • Survey of Insanitary latrine and Manual scavenging

2	Arpan Pathak Finance Consultant SBM-G	<ul style="list-style-type: none"> • Office Stationery and maintenance of office equipments • Maintenance of dead-stock and consumable items register • Office accounts (Including Salary, TA-DA Bill, Other Payments) • Audit of State CCDU • Audit of SBM-G & NG • Compilation and review of all district audit reports and appropriate action Maintenance of Service Books of all staff
3	Sukumar Bhuria Sanitation & Hygiene consultant SBM-G	<ul style="list-style-type: none"> • Revise Project Plan (PIP) for the State • Annual Implementation Plan (AIP) preparation • Liaison with GoI and other States • Liaison with NGOs for sanitation related work • Solid & Liquid Waste Management in the State • Physical verification of progress reported by district
4	Manoj Patel Project Coordinator Nirmal Gujarat	<ul style="list-style-type: none"> • Nirmal Gujarat Scheme Planning , Implementation and monitoring in State
5	Dinesh Deshpande Regional Consultant Nirmal Gujarat	<ul style="list-style-type: none"> • Construction of Toilets as per the program • Online Monitoring and Reporting of Toilets construction • Monthly Physical verification of the progress reported by DRDA • State Assembly LAQ • Monthly Progress report preparation based on the progress reported by DRDA • Convergence of scheme with MGNREGA • Compliance of All RTI & Program related Complains • Nirmal Gujarat Scheme Planning and Implementation

III. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.

- SBM guideline
- SLWM Guideline
- Nirmal Gram guideline

IV. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format

-----Not Applicable-----

V. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others

(Please mention the level in place of writing —Others)

S. No.	Category of the document	Name of the document	Procedure to obtain the document	Held under custody of
1	Guidelines	SWACHH BHARAT MISSION(GRAMIN) Guideline	Available on the Website www.mds.nic.in	MINISTRY OF DRINKING WATER AND SANITATION
2	Guidelines	SLWM Guideline	Available on the Website www.mds.nic.in	MINISTRY OF DRINKING WATER AND SANITATION
2	Guidelines	Nirmal Gram Guideline	Available on the Website www.mds.nic.in	MINISTRY OF DRINKING WATER AND SANITATION

VI. Information on Boards, Councils, Committees and other Bodies related to the public authority in the following format.

Name and address of the Affiliated Body	Not Applicable
Type of Affiliated Body (Board, Council, Committees, Other Bodies)	
Brief introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	
Role of Affiliated Body (Advisory/Managing/Executive/Others)	
Structure and Member Composition	
Head of the Body	
Address and main office and its Branches	
Frequency of Meetings	
Can public participate in the meetings?	
Are minutes of the meetings prepared?	

VII. Contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.

Name & Address	Designation	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address, Phone No., E-Mail
Special Commissioner	PIO	Pd-rlc@gujarat.gov.in	Project Director 997840 5884 / 232 53452
Chitnis	APIO	Chit-nba@gujarat.gov.in	Block No.16, 3 rd Floor, Dr.Jivrajmehtabhavan, Gandhinagar, Gujarat

VIII. What is the procedure followed to take a decision for various matters

Implementation and monitoring of SBM-G is done under the guidance of Commissioner , Rural Development Department. Following departments are working under the Commissioner, Rural Development Department.

- Monitoring Cell
- Vigilance branch
- Administrative branch
- Programme branch

IX. What are the documented procedures / laid down procedures / Defined criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

- Consultant
- Chitnis
- Assistance Commissioner
- State Co ordinator
- Commissioner

X. What are the arrangements to communicate the decision to the public?

- Website
- Newspaper
- Mass media

XI. Which are the offices at various levels whose opinions are sought for the process of decision making?

1. Implementation of SBM-G is done as per the guideline of Government of India.
2. For the implementation of this scheme administrative process is followed as per Official work system, Financial rules, Gujarat state service rules and working rules of state Government.
3. Director, DRDA and Chairmen are responsible taking administrative decisions. They are also responsible for implementation of decisions taken in District Governing Body.
4. Suggestions are sought from respected Minister of Parliament, Ministry of Legislative Parliament and Members of Governing Body at district level.

5. Final decision is taken by chairmen of District Rural Development Agency at district level
6. All financial and administrative decisions at state level is taken by Commissioner, Rural Development Department after taking concerns from Minister. Opinions from respected government department is also taken for implementation of decision taken.

XII. Who is the final authority that vets the decision?

Minister for Rural Development

XIII. Important matters on which the decision is taken by the public authority.

S. No.		
1	Subject on which the decision is to be taken	Policy matters
2	Guidelines / Directions, if any	Amendment in the guidelines
3	Process of Execution	Approval of Minister for Rural Development is sought and instructions are issued to the concerned authorities of the State Govts./UTs

XIV. Directory of officers and Employees

Given under chapter heading "Directory of Officers"

STAFF OF SBM(G) : SWACHCHH BHARAT MISSION (GRAMIN) :			
NO	NAME	DESIGNATION	MOBILE
1	Shri R. M. Jadav, IAS	Special Commissioner	9978407314 / 232 53452
2	Shri G. D. Rathod	Asstt. Commissioner	98244 14229/(53465) 75670 16972
3	Shrimati U.J. Hindocha	Accounts Officer (I/c)	9427224044/ 52492
4	Shri A.A.Vyas	Chitnish (I/c)	8128677049/ 53466
5	M. L. Shaikh	PA to State Coordonator	99247 28733 / 45337
6	Dinseh Deshpande	Consultant – Nirmal Gujarat	99983 94577
7	Kamal Acharya	Consultant - IEC	94261 82343
8	Manoj Patel	Project Coor. (NirmalGuj.)	81289 86374
9	Sukumar Bhuria	Consultant (Sanitation & Hygiene)	78744 26285 / 97379 28072
10	Laxmi Ranjan	Consultant - WASH (UNICEF)	99985 78288
11	Arpan Pathak	Financial Consultant	84607 57698
12	Dhara Modi	Assistant Accountant	99242 09008
13	Jayshree Tolani	Research Officer	76001 70590
14	Jigar Patel	Regional Consultant	9157676366
15	Trupti P. Chhantbaar	Regional Consultant	86900 21355
16	Mayank Gandhi	Regional Consultant	94276 88892
17	Reliance Vania (Ritu)	Computer Operator	87348 00844
18	Rajendra Chavda	Driver GJ-18-G-2951	99785 35899
19	Narendra	Driver GJ-18-GA-1574	9737037211
20	Jayesh Raval	Peon	99255 05242

XV. The procedure followed in the decision making process in Rural Housing Division, including channels of submission

State Level:-

1. Commissioner
 - All type of administrative decisions
 - All type of financial decisions
2. Additional Commissioner , Rural Development
 - Implementation and Monitoring of SBM-G
 - Administrative decisions
3. Assistant Commissioner , Rural Development
 - Implementation and Monitoring of SBM-G
 - Administrative decisions

District Level:-

DRDA is available in each district under the super vision of District Director. Responsibilities are allocated to five class 2 officers of different capabilities. They are responsible for implementation and monitoring of SBM-G.

XVI. Details of the budget for different activities under different schemes in the given format

Head-wise details of funds projected for 2014-15

S.No	Name of the Scheme	Major Head	Sub Head	B.E (Rs. in lakhs)		
				Plan	Non-Plan	Total
1	SBM-G (Center share)	2501 Rural Development Special Programme	WSS-33 Rural Sanitation Programme	46773		46773
2	SBM-G (State share)	2501 Rural Development Special Programme	WSS-33 Rural Sanitation Programme	18410		18410
	TOTAL			65183		65183
3	Nirmal Gujarat	2501 Rural Development Special Programme	WSS-33 Rural Sanitation Programme	7215		7215

SBM-G-ALLOCATION AND TARGETS FOR THE YEAR 2014-15 (DISTRICT-WISE)

XVII. The manner of Execution of Subsidy Programmes.

S. No.	Items	
1	Name of the Programme/Scheme	SWACHH BHARAT MISSION (GRAMIN)
2	Duration of the Programme/Scheme	From 2 nd October, 2014 to 2019
3	Objective of the Programme	To achieve "Swachh Bharat" by 2019
4	Physical and financial targets of the programme (for the last year)	Physical Target for 2014-15 is 334036 Financial Target for 2014-15 is 651.83 Cr.
5	Eligibility of beneficiary	Incentive as provided under the Mission for the construction of Individual Household Latrines (IHHL) shall be available for all Below Poverty Line (BPL) Households and Above Poverty Line (APL) households restricted to SCs/STs, small and marginal farmers, landless labourers with homestead, physically handicapped and women headed households.
6	Pre – requisites for the benefit	Individual Household without toilets as per baseline survey 2012
7	Procedure to avail the benefits of the programme	Application should be given to Gram Panchayat with supporting documents by Beneficiaries to avail benefit
8	Criteria for deciding eligibility	Individual Household without toilets as per baseline survey 2012
9	Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	<ul style="list-style-type: none">• Rs.12000/- per individual toilets in SBM-G scheme for all Below Poverty Line (BPL) Households and Above Poverty Line (APL) households restricted to SCs/STs, small and marginal farmers, landless labourers with homestead, physically handicapped and women headed households.• Rs.8000/- per individual toilets in Nirmal Gujarat Scheme for APL families
10	Procedure for the distribution of the subsidy	Incentive is transferred to Beneficiaries account directly after construction of Toilets at Taluka level.

11	Where to apply or whom to contact in the office for applying	Application given to respective Gram Panchayat. Contact – Talati cum Mantri / Cluster Coordinator
12	Application fee (where applicable)	There no provision for application fee in this scheme.
13	Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Application format is available at Gram Panchayat office.
14	List of attachments (certificates/documents)	<ul style="list-style-type: none"> ○ BPL card/ Ration Card ○ House Tax Receipt ○ Photo ID(Election Card/ Driving License/ Pan Card/ Aadhar Card, NREGA job card etc) ○ Bank A/c Details
15	Format of attachments	-
16	Where to contact in case of process related complaints	Block Development officer of respective Taluka
17	Details of available fund (At various levels like District level, Block level etc.)	Fund is available at Block level for IHHL.

XVIII. Particulars of Recipients of concessions, permits or authorization granted

Not Applicable

S. No	Items	Remarks
1	Name of the programme	Not Applicable
2	Type (Concession/Permits/ Authorization)	-
3	Objective	-
4	Targets set (for the last year)	-
5	Eligibility	-
6	Criteria for the eligibility	-
7	Pre – requisites	-
8	Procedure to avail the benefits	-
9	Time limit for the Concession/Permits / Authorization	-
10	Application Fee (Where applicable)	-
11	Application format (where applicable)	-
12	List of attachments (certificates/documents)	-
13	Format of attachments	-

XIX. Details of the Norms/Standards set by the Department for execution of various activities / programmes.

IHL

1. The Incentive amount provided under SBM(G) to Below Poverty Line (BPL) /identified APLs households shall be up to Rs.12,000 for construction of one unit of IHHL and provide for water availability, including forstoring for hand-washing and cleaning of the toilet.
2. Rs.8000/- per individual toilets in Nirmal Gujarat Scheme for APL families

SLWM

- Once the demand is created, to ensure that the resources are used efficiently, SLWM is to be takenup in project mode for each Gram Panchayat (GP) with financial assistance capped for a GP on number of household basis to enable all GPs to implement sustainable SLWM projects. The total assistance under SBM(G) for SLWM projects shall be worked out on the basis of total number of households in each GP, subject to a maximum of Rs.7 lakh for a GP having up to 150 households, Rs.12 lakh up to 300 households, Rs.15lakh up to 500 households and Rs.20 lakh for GPs having more than 500 households. Funding for SLWM project under SBM(G) is provided by the Central and State Government in the ratio of 75:25. Any additional cost requirement is to be met with funds from the State/ GP, and from other sources like Finance Commission funding, CSR, Swachh Bharat Kosh and through the PPP model.

CSC

- The maximum support per-unit prescribed for a Community Sanitary Complex is Rs. 2 lakh. Water supply to these CSCs will have to be assured under the NRDWP before a CSC is sanctioned.

IEC

- IEC (Information, Education and Communication) is a very important component of the Programme. IEC shall strive to bring about community-wide behaviour change and to trigger the demand for sanitary facilities in the rural areas for households, Schools, Anganwadis, Community Sanitary Complexes and Solid and Liquid Waste Management projects (SLWM) through provision of information and awareness generation. The activities carried out under these components will be 'area specific', 'community specific' and shouldalso involve all sections of the rural population. IEC is not a one-time activity. IEC strategy and plan to be focused on creation of demand leading to behaviour change, construction and use of toilets in a sustained manner. Initially the focus should be on triggering of community action for provision of toilet access to every household. Once the toilets are gradually being put in place, the focus should start including sustained use as an important intervention.

XX. Details of the information related to the various schemes which are available in the electronic format

- Advertisement
- Photo Gallery
- Video Gallery
 - Film
 - Quicky

XXI. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

- Advertisement
- Film
- Quicky
- Hoardings
- Collage Calender
- Flipchart
- Usermanual
- General Posters
- School Posters
- Fun Activity Book
- School Time Table
- Bookmarks
- Name Stickers

XXII. Frequently Asked Questions and their answers

1. What is SBM ?
SBM stands for Swatchch Bharat Mission, One of the flagship program of Ministry of Drinking Water & Sanitation, Govt. of India. This program deals with sanitation aspects especially house hold toilets, institutional toilets, Community Sanitary Toilets & Solid Liquid Waste Management of rural areas.
2. How is it different from NBA?
The SBM is the new nomenclature given to Nirmal Bharat Abhiyan with some modifications for better implementation and output.
3. How is this scheme beneficial?
The scheme provides incentive amount Rs.12000/- after construction of toilet at household level.
4. Who can I be benefited out of this scheme?
The scheme is meant for all rural families, but incentive money is given to beneficiaries registered in the list of beneficiary without toilet in baseline survey and fall under following categories (a) all BPL households, and APL an families restricted to (b)SCs/STs (c) small and marginal farmers (d) landless laboures with homestead (e) physically handicapped (f) women headed households.
5. Can I get the benefit of the scheme?
Yes, you may get the benefit of the scheme if you belong to any of the category as mentioned in the Q.No.-4 and your name is registered in the list of beneficiary without toilet.
6. I do not fall in any of the categories mentioned in Q. no-2, whether I can receive the incentive for construction of toilet?
In that case, you may receive an incentive amount Rs.4000/- under Nirmal Gujarat scheme.
7. What is the procedure I have to follow to get the benefit of household toilet?
You have to make an application in the prescribed format enclosing the necessary documents as desired in the application to the Gram Panchayat.
8. Where can I get the application form?
You, may receive the application from Sarpanch and/or Talati cum Mantri.
9. What are the documents required to enclose with application?

- BPL card/ Ration Card
 - House Tax Receipt
 - Photo ID(Election Card/ Driving License/ Pan Card/ Aadhar Card, NREGA job card etc)
 - Bank A/c Details
10. Can I get advance for construction of toilet at my home?
No, the scheme provides you an incentive only after you construct a functional toilet and it is used by all family members.
 11. How much assistance will the village get to construct a Community toilet?
Maximum unit cost prescribed for a community sanitary complex is up to Rs.2 lakhs. The 10% community contribution can be made by panchayat out of its own resources, from grants of the Thirteen Finance Commission or from any other fund of the state.
 12. How will I get the incentive money and how much time it takes to receive the money?
The incentive i.e. Rs.12000/- will be deposited in your bank account after the due process of verification of toilet constructed by Govt.staff and approval at TDO office. The incentive money will be transferred to your bank account after 15 days of receiving the completion certificate of toilet from Panchayat and due verifications.
 13. I have a 10 members in my family, one toilet is not enough for me can I get an incentive for construction of two toilets?
The scheme provides incentive for one toilet to each eligible household.
 14. I don't have enough space at my home to construct the toilet?
The scheme provides community sanitary complex when there is lack of space in for construction of household toilets and the households own up the responsibility of their operation and maintenance.
 15. I am not financially sound to construct the toilet?
If you are a job card holder and willing to construct toilet at home by contributing labor, you can get financial support for construction of soak-pit and material cost under MGNREGA.
 16. I have received benefit of toilet under the scheme but it requires some maintenance cost?
The scheme does not provide financial support for maintenance of household toilet.
 17. Should a household toilet be of any specific design?
Household toilet may have a design which fulfills minimum requirement like adequate space to sit in, water facility, air ventilation and soak pit.
 18. How many pits can be made?
One pit or two pit as per design as per availability of space.
 19. Should the pit be of any particular shape?
It could be round or square in shape.
 20. How deep should the pit be?
The depth of the soak pit could be 6 feet.
 21. What material should be used for toilet roof?
The material for construction of toilet roof could be anything like RCC, Pre-fabricated cement block, stone slab, Manglori tiles, A.C.Sheet,G.I.Sheet,asbestos etc.
 22. What material should be used for toilet door?
The material used for toilet door could be wooden, steel or fabricated etc.
 23. Approximately how much time will it take to complete the toilet?
The construction of household toilet may be done within 10-15 days subject to availability of material and labour.

XXII. Related to seeking information with relation to training imparted to public by Public Authority

S.No.	Items	Remarks
1	Name of training programme with brief description	Not Applicable
2	Time period for training programme/Scheme	-
3	Objective of training	-
4	Physical and Financial targets (Last year)	-
5	Eligibility for training	-
6	Pre – requisite for training (if any)	-
7	Description of help (Mention the amount of Financial help, if any)	-
8	Procedure of giving help	-
9	Contact information for applying	-
10	Application fee (where applicable)	-
11	Other fees (where applicable)	-
12	Application form (Incase the application is made on plain paper please mention the details which the applicant has to provide)	-
13	List of enclosures / documents	-
14	Format of enclosures / documents	-
15	Procedure of application	-
16	Process followed in the Public Authority after the receipt of application	-
17	Normal time taken for issuance of certificate	-
18	Validity period of certificate (If applicable)	-
19	Process of renewal (if any)	-
20	Selection procedure	-
21	Time table of training programme (in case available)	-
22	Process to inform the trainee about the training procedure	-
23	Arrangement made by the public authority for creating public awareness about the training programme	-
24	List of beneficiary of the training programme at various levels like district level, block level etc.	-