

**GUIDELINES
FOR
TAKING UP WORKS RELATING
TO
ACCESS TO SANITATION FACILITIES**

**INSTRUCTIONS UNDER SCHEDULE 1 PARA 1(ix)
OF
MAHATMA GANDHI NREGA**

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Government of India
September, 2011

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LIST OF ABBREVIATIONS

AS&FS	Administrative & Financial Sanction
DPC	District Programme Coordinator
GOI,	Government of India
GP	Gram Panchayat
Unique ID Number	Unique Identification Number
IHHL	Individual Household latrine
J.EN	Junior Engineer
MAHATMA GANDHI NREGA	Mahatma Gandhi National Rural Employment Guarantee Act
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MORD	Ministry of Rural Development
PO	Programme Officer
SOR	Schedule of Rates
TA	Technical Assistant
TS	Technical Sanction
TSC	Total Sanitation Campaign

GUIDELINES FOR TAKING UP WORKS RELATING TO ACCESS TO SANITATION FACILITIES, INSTRUCTIONS UNDER SCHEDULE 1 PARA 1(ix) OF MAHATMA GANDHI NREGA

1. CONTEXT:

Ministry of Rural Development, Government of India has expanded the scope of works under schedule 1 Para 1 (ix) to include Access to Sanitation facilities vide notification no S.O. 2265(E) & S.O. 2266(E) dated 30th September, 2011. This has been prompted by demands from several states/ quarters for ensuring sanitation facilities in rural areas with the main goal of ensuring a clean environment, thereby bringing about an improvement in the general quality of life and strengthening the livelihood base.

2. OBJECTIVES:

The objectives to include access to sanitation facilities are as follows:

- a) To strengthen the base of rural livelihood and create durable assets in rural areas/infrastructure at village level.
- b) Improvement in the general quality of life of the rural people.
- c) Accelerate sanitation coverage in rural areas to provide privacy and dignity to women.

3. ACTIVITIES THAT CAN BE UNDERTAKEN:

Construction of (i) **Individual Household Latrines (IHHL)** (ii) **School Toilet Units** (iii) **Anganwadi Toilets** and (iv) **Community Sanitary Complexes** can be undertaken under MAHATMA GANDHI NREGS in convergence with Total Sanitation Campaign administrated by Ministry of Drinking Water and Sanitation (MDWS). This will however, be subject to the following:

- a) Unskilled labour (up to 6 person days) and skilled labour (up to 2 person days under material component) on construction of **Individual Household Latrine**.
- b) Unskilled labour (up to 10 person days) and skilled labour (up to 3 person days, under material component) on construction of **Anganwadi Toilet**.
- c) Unskilled labour (up to 25 person days) and skilled labour (up to 8 person days, under material component) on construction of **School Toilet Unit**.
- d) Unskilled labour (up to 250 person days) and skilled labour (up to 85 person days, under material component) on construction of **Community Sanitary Complex with**

minimum of 10 seats. For lesser number of seats, the unskilled labour and skilled labour will be reduced proportionately, for illustration, if **Community Sanitary Complex** with 5 seats is constructed; the unskilled labour (up to 125 person days) and skilled labour (up to 42 person days, under material component) will be under MGNREGA.

4. DESIGNS:

The designs would adhere to instruction/guidelines issued by Ministry of Drinking Water & Sanitation, GOI. Local design variation depending on the geo climatic conditions and the availability of construction material and skilled labour shall also follow instructions/guidelines of Ministry of Drinking Water & Sanitation, GOI. For the part to be covered under MAHATMA GANDHI NREGA, the cost norms would be as per the State SoRs as applicable to MAHATMA GANDHI NREGA works.

5. NON-NEGOTIABLES IN WORK EXECUTION:

- a) Only Job Card holders to be employed for MAHATMA GANDHI NREGA component,
- b) Muster Rolls to be maintained on worksite, with copies in Gram Panchayat and to be electronically maintained on nrega.nic.in,
- c) Social Audits to be done through Gram Sabhas,
- d) Wage payments will be through banks/ post office accounts.
- e) For the unskilled part in construction of IHHL, individual household beneficiary Job card holder shall work.
- f) No contractor and machine will be deployed for MAHATMA GANDHI NREGA component.
- g) Benefits of this scheme would not be available to those households who have availed of the incentives in TSC earlier.

6. CONFORMITY TO MAHATMA GANDHI NREGA PROCESSES IN PLANNING AND EXECUTION:

The construction of sanitation facilities, in so far as it is funded under MGNREGS, will be subject to all MAHATMA GANDHI NREGA processes and conditionality's. Record of employment generated in the process of construction of sanitation facilities will be maintained separately. **In case of IHHL, the individual household beneficiary shall be a household below poverty line or SC or ST.** All sanitation facilities projects shall be part of District TSC projects, approved by the Gram Sabha and the Gram Panchayat

and shall also be part of the annual shelf of projects identified under MAHATMA GANDHI NREGS.

The process in planning, estimates and execution will be as follows:

6.1 PLANNING:

a) Individuals demanding IHHL under MAHATMA GANDHI NREGS in convergence with TSC and willing to do unskilled work for construction of IHHL will submit applications to the Gram Panchayat in the format (**Annexure- 1**).

b) Similarly for construction of Anganwadi Toilet, School Toilet Units and Community Sanitary Complex under MAHATMA GANDHI NREGS in convergence with TSC, request from Anganwadi Supervisor, School Headmaster or Sarpanch/ Pradhan respectively will be submitted to the Gram Panchayat.

c) All such demands received from individuals and concerned will be put up in the Gram Sabha for approval and inclusion in the shelf of projects of Gram Panchayat plan for MGNREGA.

d) The Administrative & Financial sanction for the activities of sanitation facilities to be carried out under MAHATMA GANDHI NREGS will follow the process defined for MGNREGA works.

e) Activities proposed under MAHATMA GANDHI NREGS and the activities proposed under TSC have to be incorporated in the estimate/ work/ project separately. However, with every estimate/ work/ project report, a statement showing different activities proposed under different programmes i.e. MAHATMA GANDHI NREGS and TSC will be attached, so that it is ensured that all the required activities are included in the proposal and there is no duplicity.

6.2 ESTIMATES:

a) After approval of works by the Gram Panchayat, the concerned Technical Assistant/ Junior Engineer of the Gram Panchayat will prepare estimate of the work as per drawing/ design/ specification of the sanitation facilities of district TSC project and prevailing SOR for MAHATMA GANDHI NREGA works in the area. The team may guide the TA/ J.En. in this aspect

b) The TS for these works will be issued by the concerned as per norms/ power delegated for MGNREGA works.

6.3 EXECUTION:

a) For the MAHATMA GANDHI NREGA part of the activity under these works, the concerned GP will be the Implementing Agency. On receipt of request from the GP, the PO will issue muster rolls.

Every School Toilet Unit, Anganwadi Toilet and Community Sanitary Complex and IHHL will be treated as independent work. The PO will issue muster roll to the GP accordingly.

Mate will be deployed only if the quantum of work and number of units taken up in the Panchayat justify their need.

b) The work of IHHL will be completed in maximum 6 days by deploying 6 unskilled person days and 2 skilled person days (mason). For sanitation facilities other than IHHL the work will be completed as per action plan of the TSC/ implementing agency.

c) The measurement/ assessment of the work carried out for IHHL will be made by the concerned TA/ J.En. after the work is completed, as per the task / activities specified in the estimate. For sanitation facilities other than IHHL, the measurement of the work will be made weekly by the concerned TA/ J.En as per the norms under MAHATMA GANDHI NREGA. The entries of measurement with assessment of work will be entered in measurement book as well in the muster roll.

d) In the construction of IHHL, Anganwadi Toilet, School Toilet unit and Community Sanitary Complex, the GP with the help of TSC team will ensure that the remaining activities and supply of material are planned and executed in such a way that there is continuity in execution and completion of work.

7. MODE OF EXPENDITURE:

7.1 For the construction of sanitation facilities expenditure for the following activities will be met from funds under MAHATMA GANDHI NREGA and through muster rolls as per MAHATMA GANDHI NREGA process:

- a) Unskilled labour (up to 6 person days) and skilled labour (up to 2 person days, under material component “not exceeding 40% of total expenditure under MAHATMA GANDHI NREGS”) on construction of **Individual Household Latrine**.
- b) Unskilled labour (up to 10 person days) and skilled labour (up to 3 person days, under material component “not exceeding 40% of total expenditure under MAHATMA GANDHI NREGS”) on construction of **Anganwadi Toilet**.

- c) Unskilled labour (up to 25 person days) and skilled labour (up to 8 person days, under material component “not exceeding 40% of total expenditure under MAHATMA GANDHI NREGS”) on construction of **School Toilet Unit**.
- d) Unskilled labour (up to 250 person days) and skilled labour (up to 85 person days, under material component “not exceeding 40% of total expenditure under MAHATMA GANDHI NREGS”) on construction of **Community Sanitary Complex with minimum of 10 seats**. For lesser number of seats, the unskilled labour and skilled labour will be reduced proportionately, for illustration, if **Community Sanitary Complex** with 5 seats is constructed; the unskilled labour (up to 125 person days) and skilled labour (up to 42 person days, under material component“ not exceeding 40% of total expenditure under MAHATMA GANDHI NREGS”) will be provided under MGNREGA.

7.2 Remaining activities required to be carried out for construction of sanitation facility will be funded from programme under Total Sanitation Campaign (TSC).

7.3 The payment of unskilled and skilled labour worked under MAHATMA GANDHI NREGA will be made only after measurement is taken, assessment of work made with respect to task and duly entered in Muster roll and Measurement Book by the TA/ J.En.

8. MONITORING AND REPORT:

Progress of construction of sanitation facilities under MAHATMA GANDHI NREGS shall be the responsibility of the District Programme Coordinator (DPC) and the agency implementing TSC as mentioned in the respective guidelines. The construction of all sanitation facilities under MAHATMA GANDHI NREGS will be subject to social audit as per MAHATMA GANDHI NREGA and TSC regulation/guidelines.

9. The scheme will be renewed at the end of its 1st year of operation.

Annexure-1:

(Application form for construction of IHHL under MGNREGS in convergence with TSC and demand for unskilled work in construction of IHHL)

To,
Sarpanch/ Pradhan
Gram Panchayat-----,
Block ----- --,
District-----

To,
The Programme Officer,
Block ----- --,
District-----

Date----- Application Code----- (To be filled by Office)

Subject: Application for construction of IHHL under MAHATMA GANDHI NREGS in convergence with TSC and demand for unskilled work in construction of IHHL.

Sir/Madam,

I request for construction of IHHL under MAHATMA GANDHI NREGS in convergence with TSC at my residence. The required details are as follows-

1. If construction of IHHL is sanctioned to me, it will be maintained and used regularly by me & my family.
2. I come **under BPL/ SC/ ST household**
3. Khasra/ Plot No. of my residence is -----

Signature/ LTI Thumb Impression of the Applicant-----

I hereby also submit my application for work under section 3(1) and Paragraph 9 of Schedule-II of MAHATMA GANDHI NREGA. The details of my request and the period for which work is required are:

S.No.	Name of the applicant with Father's Husband's name	Address	Job Card Number	Period(s) from which employment is needed	
				From	To

I am willing to work for at least 6 continuous days in construction of IHHL, allotted to me.

Signature/ LTI Thumb Impression of the Applicant-----

ACKNOWLEDGEMENT RECEIPT (for office use only)

Received application for construction of IHHL under MGNREGS in convergence with TSC and for unskilled work, from Shri -----s/o / w/o----- of village-----
 -----whose Job Card Number is-----
 On date----- (dd/mm/yy).

Date:

Signature of Sarpanch/ Pradhan