



From  
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Mission Director,  
Telangana, MEPMA  
Hyderabad

To  
All the Project Directors  
DPMU, MEPMA  
Telangana State

**Sub:** - MEPMA- DAY-NULM -Swachhata Excellence Awards by GOI to Cities, the Slum Level Federations (ALFs) and TLFs for the year 2018-19 send the Selected nominees with documents by 29<sup>th</sup> September 2018 -Forwarding of Guidelines - Reg.

**Ref:** - File No. K-13011(11)3/2017-UPA I Dated: 23.08.2018 of the Under Secretary  
Ministry of Housing and Urban Affairs, UPA Section, Government of India

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I invite your attention to the reference cited. The Ministry of Housing and Urban Affairs, UPA Section, Government of India have decided to felicitate the CBOs with the Swachhata Excellence Awards for the Slum Level Federations (Area Level Federations (ALFs) and Town Level Federations/ City Level Federations ( TLFs/CLFs) for their initiatives related to Cleanliness Drive including Elimination of Open Defecation, Eradication of Manual Scavenging, bring out behavioural change towards Health sanitation practices, creating awareness about sanitation and its linkage with Public health, modern and scientific Solid.Waste Management.

Community Based Organizations has nurtured under Deendayal Antyodaya Yojana National Urban Livelihood Mission ( DAY-NULM)/ (MEPMA ) participated actively in the cleanup activities and awareness campaigns under Swatch Bharat Abhiyaan. These groups are involved creating awareness by way of peer group influence towards Open Defecation free cities.

**1) Objectives :**

The main objectives of Swachhata Excellency Award are:

- To bring cleanliness and sanitation as well as livelihoods in the sanitation sector to the forefront of social discourse
- To encourage ULBs, ALFs and CLF for their initiatives related to elimination of open defecation, eradication of manual scavenging, behavioral change towards healthy sanitation practices creating awareness about its impact on public health and modern and scientific solid waste management.
- To incentivize ULBs to mainstream informal sanitation workers improve their income earning capacity and engage community organizations to achieve sanitation and cleanliness outcomes.

2. Eligibility: Urban Local Bodies, Slum level Federations and Town Level Federations

3. Eligibility Criteria:

**1. Urban Local Bodies – City Swachhata Livelihood Award**

- The award would recognize ULBs' efforts regarding sanitation related livelihoods. These efforts may include

- Engaging community-based organizations (SHG, ALFs and CLFs) through municipal contracts for sanitation and solid waste management work
- Conducting skill training and Recognition of Prior Learning (RPL) programs for sanitation workers/ safai karamcharis
- Facilitating access to credit and entrepreneurship development programs for sanitation related enterprises
- Any other innovative approaches to provide dignified livelihoods along the sanitation and solid waste management value chains.

## 2. Slum Level Federations / Town Level Federations

1. The ALFs must be registered as a society/an association under the relevant law of the State and must have received Revolving Fund under DAY-NULM.
2. The ALFs must have conducted regular meetings and cleanliness must be one of its agenda items in meeting
3. The ALF must have a sanitation sub-committee.
4. The ALFs must have played an active role in spreading the message of cleanliness in their locality with a special focus on adoption of hygienic practices, toilet construction etc.
5. The ALFs should also have promoted innovative methods/best practices on cleanliness hygiene (e.g. action for making their locality open defecation free, environment friendly garbage disposal, re-use and recycling of waste water and garbage etc).
6. The ALF must be engaged in a sanitation –based Livelihood activity
7. The ALF must have demonstrated a sanitation related activity as an enterprise with a revenue model
8. Or The ALF must have a contract for sanitation service delivery, from the ULB or any other institutional entity.

## II) Eligibility and Award Amount

This year 2018-19 Eligibility for selection criteria, in three areas it is selected, the details as follows :

### 1. City Swachhata Livelihood Award

The award amount should be under Cities with Population over 1 million, AMRUT Cities with population < 1Million, Cities in Aspirational Districts excluding AMRUT Cites , all other statutory Towns. The details of award amount as follows

Amount	1 <sup>st</sup> Prize	2 <sup>nd</sup> Prize	3 <sup>rd</sup> Prize
	10,00,000	7,50,000	5,00,000

### 2. Swachhata Excellence Award for Slum level Federations / Area Level Federation

The award is meant for the Area Level Federation (ALFs) formed/restructured under DAY-NULM. Government of India has proposed awards for all States. The total number of entries per State /UT and the total number of awardees per State/UT will be as under:

State having > 400 SLFS/ALFs	1 <sup>st</sup> Prize	2 <sup>nd</sup> prize	3 <sup>rd</sup> Prize	Total Awardees per State
	2.0	1.5	1.0	3

3. Swachhata Excellence Award for Town level Federations / City Level Federation  
File No. MEPMA-SMID/IEC/1/2017-SMC-SMID-MEPMA

A National award for TLFs/ CLFs involved in sanitation related livelihoods activities is being introduced this year . The details of award amount is

TLFs/ CLFs Ward Amount in Lakhs	1 <sup>st</sup> Prize	2 <sup>nd</sup> prize	3 <sup>rd</sup> Prize
	2.50	2.0	1.5

III. Selection Committees for Evaluation and Finalization of list for awards :

City/ULB, State ,National Level :

	Chair person	Members
City/ULB level	Municipal Commissioner	DMC/TMC, PMU –SWM or Anganwadi worker
State Level	MD MEPMA	Nominated by Principle Secretary (UD)
National Level	JS NULM, MoHUA	JS –SBM MoHUA JS –SBM-MoDWS

**IV. Usage of the Award Amount** ULBs may use the award amount for taking up activities related to promoting and upgrading livelihoods in the sanitation sector . TLFs and ALFs should use the award amount for

- Revolving Fund to the member SHGs
- Vulnerable Fund /aid to SHG or its members
- Invest in waste management activities
- Any other innovative activity.

Hence, all the Project Directors of DPMU /Municipal Commissioners are directed to select and nominate Best ULBs, Slum Level Federation (SLF)s and TLF for Swachhata Excellence Award as per the enclosed guidelines format of Government of India ( GOI ) - DAY –NULM Scheme of Ministry of Housing and Urban Affairs . And directed to selected the list of ULBs, SLFs , TLFs for Swachhata Excellence Award with good documentation on activities in prescribed format ( enclosed ) related to Sanitation to Head Office by 29<sup>th</sup> September 2018 with out delay .

Encl:- Uploading Formats & Criteria for Selection, Guidelines for Swachhata Excellence Award.

Signature valid

Digitally signed by DR. K SREEDEVI  
Date: 2018.09.18 16:35:48 IST  
Reason: Approved

MISSION DIRECTOR

All the Municipal Commissioners in the State for taking necessary action

**APPLICATION FORM FOR**  
**CITY SWACHHTA LIVELIHOODS AWARD**

This application form is intended for Urban Local Bodies, to apply for the City Swachhata Excellence Award. The criteria for selection and award amounts are mentioned in the Swachhata Excellence Award Guidelines 2018-19.

ULBs may attach additional documents for verification of the information provided herein along with the filled form, and submit their application directly to –

**The Under Secretary**  
**UPA-II Section, Room 215-B**  
**DAY-NULM, Ministry of Housing & Urban Affairs**  
**Nirman Bhawan, New Delhi – 110011**

1. The applicant ULB is a -

- City with population over 1 Million (10 Lakh)
- AMRUT City with population < 1 Million
- City in an Aspirational Districts (and is not an AMRUT city)
- Any statutory town not covered in the above categories

2. Name of the Urban Local Body (ULB) and name of the State:

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3. Population of the ULB (As per Census 2011):

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4. Name of the proposer: .....

Designation:.....

Address:.....

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Signature with Stamp:.....

5. Total number of Self-Help Groups (SHGs), Area Level Federations (ALFs) and/or City Level Federations (CLFs) in the ULB that have been engaged in sanitation related activities:

Total No. of SHGs in the city:..... No. of SHGs engaged in sanitation related livelihoods.....

B. FSSM / Sanitation/ SWM based livelihood opportunities promoted by the ULB

1. For which of the following activities has the ULB engaged any community-based organization (SHG/ALF/CLF) on contractual basis? (contracts awarded through City Livelihoods Centres are also eligible)

- Construction of IHHLs or conversion of insanitary to sanitary toilets
- De-sludging services
- O&M of Community/ Public toilets
- O&M of municipal school toilets or municipal office premises
- Door to door waste collection and segregation of waste at source
- Processing and disposal of dry waste
- Road sweeping and cleaning
- Recycling/Reselling of waste
  
- Construction/repair/maintenance/emptying of septic tanks and desludging services
  
- Supply of sanitation related material (cleaning consumables, phenyl, sanitary pads. etc.) to ULB/School/Hospital/University etc.
  
- Other (please provide details in the next question)

2. Describe in detail the activities undertaken by the ULB to improve the livelihood opportunities for SHGs and their federations in the sanitation sector. Mention the names of SHGs/ALFs/CLFs engaged, specific initiatives undertaken and overall impact of the activity. Please attach a copy of the contract given to the SHG/ALF/CLF/ City Livelihoods Center with this application.

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C. Conducting skill training and/or Recognition of Prior Learning (RPL) programs for sanitation workers/ safai karamcharis:

1. Tick on the activities conducted by the ULB under skill training of sanitation workers
  - Conducted skill training and/or Recognition of Prior Learning (RPL) programs for sanitation workers/ Safai Karamcharis?
  - Enforced monitoring mechanisms to ensure use of health and safety equipment's for sanitation workers/ Safai Karamcharis
  - Provided health and safety equipment to sanitation workers/ Safai Karamcharis

2. Describe in detail the activities conducted for skill enhancement/recognition of prior learning (RPL) for sanitation workers mentioning details of names of training agencies, number of candidates trained and details of training on health & safety aspects (if any).

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D. Facilitating access to credit and entrepreneurship development programs for sanitation related enterprises:

3. Tick on the activities conducted by the ULB to facilitate credit access and/or enterprise support -

Facilitated access to credit for any groups or individuals for setting up a sanitation related enterprise

Provided support for establishing sanitation related enterprises, such as EDP training, marketing support etc.

Describe in detail the sanitation enterprises supported by the ULB, the loan providing bank, terms of the loan facilitated, and the EDP training or marketing support provided to the sanitation entrepreneurs -

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E. ULBs efforts on Rehabilitation of Manual Scavengers:

4. Whether ULB has identified and listed manual scavengers?

Yes

No

(If yes, please describe methodology for identification and number of identified manual scavengers)

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5. Whether ULB has -

Provided incentives to children of manual scavengers in higher education

Provided identity cards to identified manual scavengers

Provided health and safety equipment to erstwhile manual scavengers

Provided skill training for alternative livelihoods to manual scavengers or any of their family members

6. Describe in detail any initiatives undertaken for rehabilitation of manual scavengers.

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D. Any other innovative approaches to provide dignified livelihoods along the sanitation and solid waste management value chains

7. Has the ULB taken up any other innovative approaches to provide dignified livelihoods along the sanitation and solid waste management value chains *(please mention only those initiatives that have not been covered in any of the previous sections of this form)*

Yes

No

(If yes, please provide details of the initiatives)

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\*\*\*\*\*End of the document \*\*\*\*\*



**APPLICATION FORM FOR AREA LEVEL FEDERATION (ALF)**  
**DAY-NULM SWACHHATA EXCELLENCE AWARDS**

This application form is intended for Area Level Federations (ALFs) to apply for the Swachhata Excellence Award. The criteria for selection and award amounts are mentioned in the Swachhata Excellence Award Guidelines 2018-19. ALFs may attach additional documents for verification of the information provided along with the filled form to be submitted. The applications may be submitted to the respective ULBs, who will forward them to the States. Shortlisted applications will be nominated by the States to the evaluation committee at the National Level.

1. Name of the Area Level federation (ALF), Urban Local Body (ULB) and state:

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2. Total number of ALF members:

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3. Total number of Self Help Groups (SHG) under the ALF:.....

4. Name of the proposer .....

Position .....

Address.....

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Signature with stamp .....

A. Solid Waste Management Related Activities:

Sr. No.	Question	Option
1.	Are all the ALF members aware regarding safe and environment friendly disposal of garbage, and do the ALF members regularly spread awareness on this within their community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Number of Garbage Vulnerable Points (GVP) transformed in the area through ALF intervention	
3.	No. of households covered for door to door waste collection and transportation	

4.	Is segregated waste collected through the ALFs intervention	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of segregated waste collected (in kg) .....
5.	Is on-site composting of wet (organic) waste done by ALF members	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of compost generated (in kgs).....
6.	Is reuse or recycling of dry waste done by ALF members	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of waste recycled (in kgs).....
7.	Do the ALF members create and sell alternatives for single-use plastics, such as cloth bags, paper bags, cutlery from natural materials etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No Turnover from sale of products in the past year (in Rs.).....
8.	Does the ALF have an official contract from the ULB for SWM services such as – Door to Door waste collection, transportation and segregation, recycling/re-use/re-sale etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the ALF able to generate revenue from recycling/re-use of Dry waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	What is the income generated per member from the solid waste management activities?	Rs.....

Describe in detail the initiatives undertaken by the ALF members for improving the Solid

Waste Management in their area.

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B Open Defecation Free (ODF) related Activities:

Sr. No.	Question	Option
1	Number of new toilets constructed by ALF	
2	Number of OD points eliminated in the area through ALF intervention	
3	Percentage of ALF members registered as Swachhgrahis under SBM-U	
4	Whether ALF actively monitors identified OD spots even after they are declared ODF to ensure that they remain ODF	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is the ALF involved in Operations and Maintenance (O&M) of the Community Toilet (CT)/ Public Toilet (PT) blocks in their neighborhood	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does the ALF generate revenue from O&M of CT/PT blocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	What is the income generated per member from the CT/PT O&M activities?	Rs. ....
8	Does the ALF provide any value-added services at the CT/PT to encourage usage and generate additional revenue? (such as	<input type="checkbox"/> Yes

	access to financial services, sale of cleaning equipment etc.)	<input type="checkbox"/> No
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Describe in detail the activities undertaken by the ALF members in making their area Open Defecation Free.

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**C. Faecal Sludge and Septage Management (FSSM) related Activities:**

Sr. No.	Question	Option
9.	Whether the ALF members have conducted awareness drives on mechanized emptying of septic tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Whether the ALF is involved in identification drives/social audits/ monitoring/enforcement against employment of persons as manual scavengers	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Whether ALF members undertake emptying/de-sludging of on-site sanitation systems/septic tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Number of Septic Tanks emptied by ALF on an average per month	
13.	Whether ALF members promote reuse and recycling of waste water	<input type="checkbox"/> Yes

		<input type="checkbox"/> No
14.	Whether ALF members undertake works of repair and maintenance of FSSM equipment and vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Does the ALF generate revenue from de-sludging of septic tanks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	What is the income generated per member from de-sludging activities?	Rs. ....
17.	Do all members involved in FSSM activities use protective gear/safety equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Does the ALF have an official contract from the ULB for de-sludging services?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe in detail the initiatives undertaken by the ALF members for improving the Faecal Sludge and Septage Management (FSSM) in their area.

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**APPLICATION FORM FOR CITY LEVEL FEDERATION (CLF)**  
**DAY-NULM SWACHHATA EXCELLENCE AWARDS**

This application form is intended for City Level Federations (CLFs) to apply for the Swachhata Excellence Award. The criteria for selection and award amounts are mentioned in the Swachhata Excellence Award Guidelines 2018-19. CLFs may attach additional documents for verification of the information provided along with the filled form to be submitted. The applications may be submitted to the respective ULBs, who will forward them to the States. Shortlisted applications will be nominated by the States to the evaluation committee at the National Level.

1. Name of the City Level Federation (CLF), Urban Local Body (ULB) and state:  
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2. Total number of CLF members:  
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3. Total number of Area Level Federations (ALFs) under the CLF:.....
4. Name of the proposer .....  
Position .....  
Address.....  
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Signature with stamp .....

**A. Solid Waste Management Related Livelihoods Activities:**

Sr. No.	Question	Option
1.	Are all the CLF members aware regarding safe and environment friendly disposal of garbage, and do the CLF members regularly spread awareness on this within their community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Number of Garbage Vulnerable Points (GVP) transformed in the area through CLF intervention	
3.	No. of households covered for door to door waste collection and transportation	

4.	Is segregated waste collected through the CLFs intervention	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of segregated waste collected (in kg) .....
5.	Is on-site composting of wet (organic) waste done by CLF members	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of compost generated (in kgs).....
6.	Is reuse or recycling of dry waste done by CLF members	<input type="checkbox"/> Yes <input type="checkbox"/> No Approx. amount of waste recycled (in kgs).....
7.	Do the CLF members create and sell alternatives for single-use plastics, such as cloth bags, paper bags, cutlery from natural materials etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No Turnover from sale of products in the past year (in Rs.).....
8.	Does the CLF have an official contract from the ULB for SWM services such as – Door to Door waste collection, transportation and segregation, recycling/re-use/re-sale etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the CLF able to generate revenue from recycling/re-use of Dry waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	What is the income generated per member from the solid waste management activities?	Rs.....

Describe in detail the initiatives undertaken by the CLF members for improving the Solid

Waste Management in their area.

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B Open Defecation Free (ODF) related Activities:

Sr. No.	Question	Option
1	Number of new toilets constructed by CLF	
2	Number of OD points eliminated in the area through CLF intervention	
3	Percentage of CLF members registered as Swachhgrahis under SBM-U	
4	Whether CLF actively monitors identified OD spots even after they are declared ODF to ensure that they remain ODF	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is the CLF involved in Operations and Maintenance (O&M) of the Community Toilet (CT)/ Public Toilet (PT) blocks in their neighborhood	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does the CLF generate revenue from O&M of CT/PT blocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No



7	What is the income generated per member from the CT/PT O&M activities?	Rs. ....
8	Does the CLF provide any value-added services at the CT/PT to encourage usage and generate additional revenue? (such as access to financial services; sale of cleaning equipment etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe in detail the activities undertaken by the CLF members in making their area Open Defecation Free.

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**C. Faecal Sludge and Septage Management (FSSM) related Activities:**

Sr. No.	Question	Option
9.	Whether the CLF members have conducted awareness drives on mechanized emptying of septic tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Whether the CLF is involved in identification drives/social audits/ monitoring/enforcement against employment of persons as manual scavengers	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Whether CLF members undertake emptying/de-sludging of on-site sanitation systems/septic tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No

12.	Number of Septic Tanks emptied by CLF on an average per month	
13.	Whether CLF members promote reuse and recycling of waste water	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Whether CLF members undertake works of repair and maintenance of FSSM equipment and vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Does the CLF generate revenue from de-sludging of septic tanks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	What is the income generated per member from de-sludging activities?	Rs. ....
17.	Do all members involved in FSSM activities use protective gear/safety equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Does the CLF have an official contract from the ULB for de-sludging services?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe in detail the initiatives undertaken by the CLF members for improving the Faecal Sludge and Septage Management (FSSM) in their city

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