

ANIL GOSWAMI

सचिव

SECRETARY

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भारत सरकार
सामाजिक न्याय और अधिकारिता मंत्रालय
सामाजिक न्याय और अधिकारिता विभाग
शास्त्री भवन, नई दिल्ली-110 001

Government of India
Ministry of Social Justice and Empowerment
Deptt. of Social Justice and Empowerment
Shastri Bhawan, New Delhi -110 001

MOST IMMEDIATE

D.O.No. 19014/04/2013-SCD-IV

February 22, 2013

Dear _____

Please refer to my D.O. letter dated 30.01.2013 (**Annexure-I**) regarding the meeting on 19th February, 2013, at New Delhi to review the progress of action for complete elimination of insanitary latrines and rehabilitation of manual scavengers, and, inter alia, requesting you to depute the Pr. Secretaries/Secretaries dealing with Scheduled Castes Development, Urban Development and Rural Development etc. for the same. During the meeting, the participants were also given detailed orientation about the survey of manual scavengers to be conducted in the statutory towns.

I thank you for deputing the concerned officers to the said meeting.

2. During the meeting draft survey guidelines, Standard Operating Procedure for the survey and the Manuals for enumerators and supervisors etc. were distributed to the participants. The application software for the survey was also inaugurated by our Minister of State, who chaired the meeting. A copy of the final Survey Guidelines is enclosed (**Annexure-II**). The entire exercise is proposed to be completed within 3 months (approx.). Your State/UT is required to take the following **immediate preparatory action** for starting the survey:-

- a) Designate a suitable **Nodal Department** at the State level;
- b) **Orient all the District Collectors, District level officers of concerned Departments, Commissioners/CEOs of Municipalities/Cantonment Boards**, about the survey and their role therein.
- c) **Set-up Survey Committees** at the State, district and town levels.
- d) **Assess the number of 'Self-declaration Centres'** required to be set-up in each statutory town, with their locations.
- e) **Assess the numerical requirement of enumerators, supervisors and Data Entry Operators**, identify them and make arrangements for their appointment for the survey.

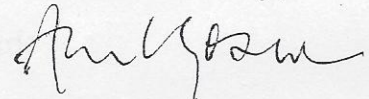
- f) **Identify and nominate persons (average 3 persons) to become Master Trainers, and send them for their training at Delhi on 6.3.2013.** On their return, these Master Trainers would be responsible for providing training to the Data Entry Operators, Enumerators and Supervisors etc. in your State/UT.

3. I would request you to please issue appropriate instructions to all concerned for immediately starting the work of survey in the statutory towns in your State/UT. The details of the Nodal Deptt. and the Nodal Officer at the State level may kindly be got forwarded to us immediately. The Principal Secretary/Secretary dealing with the Scheduled Caste Development in your State/UT is being requested separately by our Joint Secretary, to initiate suitable action in this regard.

4. I should be grateful for a very early action and response in the matter.

Regards,

Yours sincerely,



(Anil Goswami)

Encl: As above.

Chief Secretary,
Government of

All States/UTs except Lakshadweep, Daman & Diu & Dadra & Nagar Haveli.



सत्यमेव जयते

संयुक्त सचिव
Joint Secretary

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Most Immediate

भारत सरकार
सामाजिक न्याय और
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GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE
AND EMPOWERMENT
SHASTRI BHAWAN
NEW DELHI -110115
26th Feb., 2013

D.O. No. 19014/04/2013-SCD-IV

Dear

Please find enclosed a copy of D.O. letter dated 22.02.2013 (**Annexure-I**) from our Secretary to your Chief Secretary, requesting for **immediately starting the survey of manual scavengers** in your State/UT, which was also impressed upon during the **meeting held on 19th February, 2013, at New Delhi**, wherein the **participants were also given detailed orientation about the survey**. Your State/UT is, inter alia, required to take the following **immediate preparatory action for starting the survey:-**

- a) Designate a suitable **Nodal Department** at the State level;
- b) **Orient all the District Collectors, District level officers of concerned Departments, Commissioners/CEOs of Municipalities/Cantonment Boards**, about the survey and their role therein.
- c) **Setup Survey Committees** at the State, district and town levels.
- d) **Assess the number of 'Self-declaration Centres'** required to be set up in each statutory town, with their locations.
- e) **Assess the numerical requirement of enumerators, supervisors and Data Entry Operators**, identify them and make arrangements for their appointment for the survey.
- f) **Identify and nominate persons (average 3 persons) to become Master Trainers, and send them for their training at SCOPE Complex, Lodhi Road, Delhi on 6.3.2013**. On their return, these Master Trainers would be responsible for providing training to the data entry operators, enumerators and supervisors etc. in your State/UT. More details about the training programme of master trainers would be sent shortly.

The timelines for taking preparatory steps are as follows:-

S. No.	Dates(No. of days)	Activity1	Activity2	Activity3
1.	20.2.2013 - 6.3.2013(14 days)	<ul style="list-style-type: none"> • Orientation of district and town level concerned officers. • Assessment of numerical requirement of data entry operators, enumerators and supervisors, their identification by district/town level officers. • Assessment of requirement of number of self declaration centres, identification of their suitable locations. • Identification and sponsoring of suitable number of candidates to become master trainers • Training of Master Trainers at Delhi, to be organized by GOI on 6.3.2013. 	<ul style="list-style-type: none"> • Preparation of publicity material including translation into local language, printing and transmission to districts/towns. • Translation and printing in required number of the survey guidelines, manuals, forms and their transmission to the districts/towns. • Translation of software manual in regional language, wherever necessary. 	<ul style="list-style-type: none"> • Constitution of State, district and town level Committees.
2.	7.3.2013 - 19.3.2013 (13 days)	<ul style="list-style-type: none"> • Appointment and training of data entry operators, enumerators and supervisors. • Appointment of a nodal officer for self declaration centre(s) • Appointment of designated officers for receipt of claims and objections. • Local Publicity, 	<ul style="list-style-type: none"> • Establishment of Self declaration centres by making arrangements for computer with required accessories, stationery, furniture etc. 	

2. This Ministry is in the process of taking the following action to facilitate survey of manual scavengers in statutory towns:-

- (a) Development of a dedicated website for the survey.
- (b) Establishment of a toll-free helpline
- (c) Development of a application software of the survey form for recording the self declaration by the manual scavengers.

Further details about the above would be provided in due course.

3. The survey of manual scavengers is to be carried out **on top priority**, adhering to the procedure and **time-line given in the survey guidelines**. The following documents are sent herewith for being used during the survey:-

- (a) Survey Guidelines(**Annexure-II**)
- (b) Standard Operating Procedure for Survey(**Annexure-III**)
- (c) Instructions Manual(**Annexure-IV**)
- (d) A CD, inter alia, containing the soft copy of the above mentioned documents and data of insanitary latrines in Statutory towns and their ward-wise details (**Annexure-V**).

4. While our Secretary, in his d.o. letter to your Chief Secretary, referred in para 1 above, has requested to designate a Nodal Department and Nodal Officer for the survey in the State, I would request you that even in case any other department has been designated as nodal department for the survey, please take necessary action to ensure smooth conduct of the survey in your State. You are also requested to furnish a proposal for obtaining funds for the survey, which would be provided through the National Safai Karamcharis Finance and Development Corporation.

5. I shall be grateful for a very early action and response in the matter.

with warm regards

Yours sincerely,

Sanjeev Kumar
(Sanjeev Kumar)

Encl: As above.

Principal Secretary/Secretary
Social Welfare Department, SC welfare Deptt.
Government of

All States/UTs except Lakshadweep.