



**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.

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- 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.

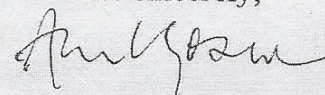
3. I would request you to please issue appropriate instructions to all concerned for immediately starting the work of survey in the statutory towns in your State/UT. The details of the Nodal Deptt. and the Nodal Officer at the State level may kindly be got forwarded to us immediately. The Principal Secretary/Secretary 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,

Encl: As above.

Yours sincerely,



(Anil Goswami)

Chief Secretary,  
Government of

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



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
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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**

March 11, 2013

**Dear**

Please refer to my D.O. letter dated 22.2.2013 (**Annexure-I**) regarding the 'Survey of Manual Scavengers in Statutory Towns', and, requesting you to have appropriate instructions issued to all concerned for taking immediate preparatory action for starting the survey as per the survey guidelines. It was also, inter alia, requested to depute the requisite number of Master Trainers from your State/UT on 6.3.2013 for attending a training capsule for, in turn, imparting training to the Data Entry Operators, Enumerators and Supervisors in your State.

We have neither received any response in the matter nor any Master Trainer attended the above workshop from your State.

2. The Master Trainers from other States/UTs who attended the above Workshop, were given exhaustive training on 6.3.2013, regarding the modalities of conducting the survey. The software for the purpose of training the Data Entry Operators, Enumerators and Supervisors in their respective State/UT was also provided to them. I am forwarding the training material (**Annexure-II**) which was provided to the Master Trainers during the Workshop. It is requested that the training material may be provided to the Master Trainers of your State/UT and training for the Data Entry Operators, Enumerators and Supervisors in your State/UT may please be organized at the earliest. In this regard, I am again enclosing a table (**Annexure-III**) showing the time bound action plan of various steps involved in the survey. **The survey has to be completed by the 1st week of May, 2013.** I would request you to please have the necessary instructions issued to all concerned to immediately start the requisite action in this regard. I would also request you to please inform us the following:-

- (i) **The Nodal Department** in the State/UT entrusted with the responsibility to conduct/coordinate the survey; and
- (ii) the **Nodal Officer**, alongwith her/his complete details.

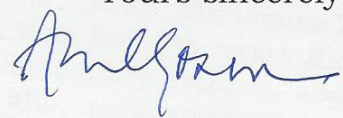
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3. I would also request you to please issue appropriate instructions to local National Informatics Centre (NIC) to provide their technical support to the district and town level officers engaged in the survey.

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

With regards,

Yours sincerely,



(Anil Goswami)

Encl. As above.

**Chief Secretaries of 20 States**

**[Andhra Pradesh, Arunachal Pradesh, Assam, Chhattisgarh, Goa, Haryana, Himachal Pradesh, J&K, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Meghalaya, Mizoram, Nagaland, Punjab, Puducherry, Sikkim, Tripura, Uttarakhand]**



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Government of India

Ministry of Social Justice and Empowerment

Deptt. of Social Justice and Empowerment

Shastri Bhawan, New Delhi -110 001

**D.O.No. 19014/4/2013-SCD.IV**

March 21, 2013

Please refer to my DO letter dated 11.3.2013 regarding the survey of Manual Scavengers to be conducted in statutory towns in your State/UT. The reply is still awaited.

2. As per the stipulated timeline, the survey was to start on 20.3.2013. I would request you to please confirm that the survey has already been started in your State/UT and also to have the following necessary information provided to us:-

- i. The nodal department in the State/UT entrusted with the responsibility to conduct / coordinate the survey; and
- ii. The name of the nodal officer along with his/her complete details.

3. The software for recording the information of the survey has been uploaded on the website of this Ministry [www.socialjustice.nic.in](http://www.socialjustice.nic.in). A call centre (1800114004) has also been set-up to help Manual Scavengers in their registration.

4. I should be grateful for an urgent reply.

Yours sincerely,

(Anil Goswami)

**Chief Secretaries of all States/UTs (Except Lakshadweep)**

Most Immediate

Annexure-I

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संयुक्त सचिव  
JOINT SECRETARY  
Sanjeev Kumar  
Telefax: 23383853



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
शास्त्री भवन, नई दिल्ली-110 115  
GOVERNMENT OF INDIA  
MINISTRY OF SOCIAL JUSTICE  
AND EMPOWERMENT  
SHASTRI BHAWAN, NEW DELHI-110 115

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.

...2/-

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"> <li>• Orientation of district and town level concerned officers.</li> <li>• Assessment of numerical requirement of data entry operators, enumerators and supervisors, their identification by district/town level officers.</li> <li>• Assessment of requirement of number of self declaration centres, identification of their suitable locations.</li> <li>• Identification and sponsoring of suitable number of candidates to become master trainers</li> <li>• Training of Master Trainers at Delhi, to be organized by GOI on 6.3.2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of publicity material including translation into local language, printing and transmission to districts/towns.</li> <li>• Translation and printing in required number of the survey guidelines, manuals, forms and their transmission to the districts/towns.</li> <li>• Translation of software manual in regional language, wherever necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Constitution of State, district and town level Committees.</li> </ul>
2.	7.3.2013 - 19.3.2013 (13 days)	<ul style="list-style-type: none"> <li>• Appointment and training of data entry operators, enumerators and supervisors.</li> <li>• Appointment of a nodal officer for self declaration centre(s)</li> <li>• Appointment of designated officers for receipt of claims and objections.</li> <li>• Local Publicity,</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of Self declaration centres by making arrangements for computer with required accessories, stationery, furniture etc.</li> </ul>	

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 regard*

Yours sincerely,

Encl: As above.

*Pr. Secretaries/Secretaries  
32 states/UTs excl. Lakshadweep, Daman & Diu &  
Dadra & Nagar Haveli.*

*Sanjeev Kumar*  
(Sanjeev Kumar)

Secretary, P.W. Department,  
Ministry of P.W.D.,  
Government of India



संयुक्त सचिव  
Joint Secretary

Sanjeev Kumar  
Telefax: 23383853



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
शास्त्री भवन, नई दिल्ली-110 115  
GOVERNMENT OF INDIA  
MINISTRY OF SOCIAL JUSTICE  
AND EMPOWERMENT  
SHASTRI BHAWAN, NEW DELHI -110115

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

13th March, 2013

Dear

Please refer to my D.O. letter dated 26.2.2013(**Annexure-I**) regarding the '**Survey of Manual Scavengers in Statutory Towns**', and, inter alia, requesting you to take necessary preparatory action and ensure smooth conduct of the survey in your State.

I thank you for deputing Master Trainers for the training at Delhi on 6.3.2013. I hope action on the other points enumerated in my above letter has also been completed by your State/UT by now.

2. The Master Trainers were given an exhaustive training on 6.3.2013, regarding the modalities of conducting the survey. The software for the purpose of training to the Data Entry Operators, Enumerators and Supervisors in their respective State/UT was also provided to them. I am again enclosing a table (**Annexure-II**) showing the time bound action plan of various steps involved in the survey. **The survey has to be completed by the 1st week of May 2013.**

3. Further, our Secretary has, vide d.o. letter dated 11.3.2013(**Annexure-III**) requested your Chief Secretary to have the necessary instructions issued to all concerned to immediately start the requisite action in this regard.

4. I would, therefore request you to please take immediate action to:-

- (i) **immediately** provide the name, alongwith complete details of **Nodal Officer for the survey**, including her/his telephone numbers, e-mail address etc.
- (ii) **Ensure timely action for each activity as given in the time-lines** given in the Survey Guidelines.

...2/-

- (iii) **Furnish progress report** of the action taken so far and preparations made for the action that remains to be taken.
- (iv) **Furnish a proposal for obtaining funds** for the survey, which would be provided through the National Safai Karamcharis Finance and Development Corporation.

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

Yours sincerely,

  
 (Sanjeev Kumar)

**Encl. As above.**

12 Secretaries/Pr. Secretaries of States – as per list enclosed.,

संयुक्त सचिव  
**Joint Secretary**

Sanjeev Kumar  
Telefax: 23383853



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
शास्त्री भवन, नई दिल्ली-110 115  
**GOVERNMENT OF INDIA**  
**MINISTRY OF SOCIAL JUSTICE**  
**AND EMPOWERMENT**  
**SHASTRI BHAWAN, NEW DELHI -110115**

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

**13th March, 2013**

Dear

Please refer to my D.O. letter dated 26.2.2013(**Annexure-I**) regarding the '**Survey of Manual Scavengers in Statutory Towns**', and, inter alia, requesting you to take necessary preparatory action and ensure smooth conduct of the survey in your State/UT. It was also, inter alia, requested to depute the requisite number of Master Trainers from your State/UT on 6.3.2013 for attending a training capsule for, in turn imparting training to the Data Entry Operators, Enumerators and Supervisors in your State/UT.

We have neither received any response in the matter nor any Master Trainer attended the above workshop from your State/UT.

2. The Master Trainers from other States/UTs who attended the above Workshop, were given exhaustive training on 6.3.2013, regarding the modalities of conducting the survey. The software for the purpose of training to the Data Entry Operators, Enumerators and Supervisors in their respective State/UT was also provided to them. I am forwarding the training material (**Annexure-II**) which was provided to the Master Trainers during the Workshop. It is requested that the training material may be provided to the Master Trainers of your UT and training for the Data Entry Operators, Enumerators and Supervisors in your UT may please be organized at the earliest. In this regard I am again enclosing a table (**Annexure-III**) showing the time bound action plan of various steps involved in the survey. **The survey has to be completed by the 1st week of May 2013.**

3. Further, our Secretary has, vide d.o. letter dated 11.3.2013(**Annexure-IV**) requested your Chief Secretary to have the necessary instructions issued to all concerned to immediately start the requisite action in this regard.

...2/-

4. I would, therefore request you to please take immediate action to:-

- (i) **immediately** provide the name, alongwith complete details of **Nodal Officer for the survey**, including her/his telephone numbers, e-mail address etc.
- (ii) Make necessary arrangements for immediate **training of Master Trainers** with the held of the training material being sent (**Annexure-II**)
- (iii) **Ensure timely action for each activity as given in the time-lines** given in the Survey Guidelines.
- (iv) **Furnish progress report** of the action taken so far and preparations made for the action that remains to be taken.
- (v) **Furnish a proposal for obtaining funds** for the survey, which would be provided through the National Safai Karamcharis Finance and Development Corporation.

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

Yours sincerely,

  
(Sanjeev Kumar)

**Encl. As above.**

20 Secretaries/Pr. Secretaries of States – as per list enclosed.,

संयुक्त सचिव  
Joint Secretary

Sanjeev Kumar  
Telefax: 23383853

**Most Immediate**



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
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**GOVERNMENT OF INDIA**  
**MINISTRY OF SOCIAL JUSTICE**  
**AND EMPOWERMENT**  
**SHASTRI BHAWAN, NEW DELHI -110115**

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

22nd March, 2013

Dear

Please find enclosed a copy of d.o. letter dated 21.3.2013 from our Secretary to your Chief Secretary regarding '**Survey of Manual Scavengers in Statutory Towns**', inter alia, requesting to confirm that the survey, which was to start on 20.3.2013, has actually started in your State/UT. It has also been requested to inform us:-

- (i) name of the nodal department in your State/UT, entrusted with the responsibility to conduct/coordinate the survey; and
- (ii) name of the nodal officer along with her/his complete data.

2. The software for recording the information of the survey, alongwith related information, has been uploaded on the website of this Ministry [www.socialjustice.nic.in](http://www.socialjustice.nic.in). A call centre (1800114004) has also been set-up to help Manual Scavengers in their registration.

3. I would request you to please coordinate the matter in respect of your State/UT and furnish the progress of survey alongwith the information requested in para 1 above.

I should be grateful for an urgent action and response.

Yours sincerely,

  
(Sanjeev Kumar)

**Encl: as above.**

Secretaries/Pr. Secretaries of all States/UTs (except Lakshadweep)