



Guidelines

for

Survey on Manual Scavengers

in

Statutory Towns

Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice & Empowerment

February, 2013

SURVEY OF MANUAL SCAVENGERS AND THEIR DEPENDENTS GUIDELINES

1. Background

1.1 National Scheme of Liberation and Rehabilitation of Scavengers and their Dependents (NSLRS): NSLRS was started in March, 1992 to rehabilitate manual scavengers and their dependents in alternative occupations. As per information furnished by State Governments, there were about 7.70 lakh manual scavengers and their dependents to be rehabilitated under the scheme. Out of this about 4.23 lakh manual scavengers and their dependents were assisted for rehabilitation during 1992 to 2005.

1.2 Self- Employment Scheme for Rehabilitation of Manual Scavengers (SRMS): The Ministry of Social Justice & Empowerment introduced SRMS in January, 2007 to rehabilitate the remaining 3.42 lakh Manual Scavengers and their dependents in alternative occupations by March, 2009. Subsequently, the deadline was extended up to 31.3.2010. 18 States/UTs reported existence of Manual Scavengers to be covered at the beginning of this scheme. All these States/UTs confirmed disbursement of loans to all eligible and willing 78,941 beneficiaries for alternative occupations by 30.6.2010.

1.3 Recommendations of the National Advisory Council (NAC): The NAC, in its resolution dated 23.10.2010 on the issue of manual scavenging, urged the Central Government to ensure that the practice of manual scavenging is fully abolished latest by the end of the 11th Plan period in coordination with all the Central Government Departments, including Railways, and concerned States/ Local Governments. The resolution states, inter alia, that this would require (a) new survey in every State and UT, with wide public involvement, of remaining dry latrines and manual scavengers; (b) demolition of dry latrines; (c) psycho-social and livelihood rehabilitation in modern marketable skills of all manual scavengers and their families, and formulation of a Centrally Sponsored Scheme by the Ministry of Social Justice & Empowerment to support the rehabilitation initiative; (d) special programme for education, including higher education and computer education of all children of manual scavengers; and (e) to amend the law to ensure sharper definition of manual scavenging, and accountability of public officials who employ, or fail to prevent, manual scavenging.

1.4. In pursuance of the resolution of the NAC, two meetings were held in November, 2010, among the Secretaries of Ministries of Housing and Poverty Alleviation, Social Justice & Empowerment, Urban Development, and Railways. These meetings were followed by a meeting under the Chairmanship of the Cabinet Secretary.

1.5. After the above meetings, a consultation meeting was held on 24-25 January, 2011, jointly by Ministries of Social Justice & Empowerment, Housing and Poverty Alleviation, Urban Development, Representatives of State Governments and Civil Society Organizations.

1.6. Pursuant to the recommendations of the above meetings, a Task Force was constituted on 10.2.2011 by the Ministry of Social Justice & Empowerment to recommend detailed modalities for undertaking a fresh survey of manual scavengers and their dependents who are yet to be rehabilitated. The Task Force submitted its Report on 6.5.2011. The Task Force, inter alia, recommended for appointment of a National level Technical Agency (NTA) for countrywide survey of manual scavengers and their dependents. However, the same could not be finalized due to unavailability of an appropriate agency.

2. Setting up of a Committee for recommending modalities for conducting survey

2.1. The Ministry of Social Justice and Empowerment, vide its Order No.19014/12/2011-SCD-IV dated 04.04.2012 constituted a Committee for recommending modalities for conducting a survey of manual scavengers and their dependents, in the light of data available from Census, 2011, and the Socio- economic and Caste Census(Rural), currently underway, under the Chairmanship of Secretary, Ministry of Statistics and Programme Implementation and the Secretary, Ministry of Social Justice and Empowerment as its Co-chair. Committee submitted its report on 19.6.2012. Based on the recommendations of the Committee, which have been accepted by this Ministry, survey guidelines have been finalized.

3. OBJECTIVE AND SCOPE OF SURVEY

3.1. Objectives of the Survey

- i. To identify the persons who are still engaged in manual scavenging, (and their dependents – both adult and minor) which, would include:
 - a. those covered under SRMS but who have not yet actually given up manual scavenging, and

b. those not covered under SRMS

- ii. To ensure that all genuine manual scavengers are identified, and at the same time, possibility of inclusion of non-genuine scavengers is minimized, if not eliminated.
- iii. To ascertain the social, economic, educational, health and skill status of the identified manual scavengers, and their willingness for taking up alternative self employment ventures.
- iv. To ascertain details of the insanitary latrines, open drains, etc., to clean which the manual scavengers identified, as above, are engaged/employed.

3.2. Distinction between Manual Scavengers and Safai Karamcharis:

(i) Safai Karamcharis normally include persons engaged as 'Sweepers' or 'sanitation/cleaning workers' in municipalities, government and private offices. They may be direct employees of these bodies (municipalities, government/private sector organizations) or may be contract employees who happen to be working for these organizations. However, Safai karamcharis, per se, are not manual scavengers.

(ii) Manual Scavengers are usually self employed or contract employees. "Self employed" means a person who scavenges a group of household dry latrines or drains etc. in a particular ward, for payment in cash and/or in kind, by the house-owners. Contract employees would normally be those who are hired through contractors, by a municipal body, any other organization or a group of house-owners, to scavenge individual or community dry latrines and open drains where night soil is disposed.

3.3. Definition of Manual Scavenger and *insanitary latrine*:

"manual scavenger" means a person engaged or employed by an individual or a local authority or a public or private agency, for manually cleaning, carrying, disposing of, or otherwise handling in any manner, human excreta in an insanitary latrine or in an open drain or pit into which human excreta from insanitary latrines is disposed of, or on a railway track, before the excreta fully decomposes, and the expression "manual scavenging" shall be interpreted accordingly;

Explanation.- (a) "engaged or employed" means being engaged or employed on a regular or contract basis;

(b) a person engaged or employed to clean excreta with the help of such devices and using such protective gear, as the Central Government may notify in this behalf, shall not be deemed to be a 'manual scavenger';

"insanitary latrine" means a latrine which requires human excreta to be cleaned or otherwise handled manually, either in situ, or in an open drain or pit into which the excreta is discharged or flushed out, before the excreta fully decomposes:

Provided that a water flush latrine in a railway passenger coach, when cleaned by an employee with the help of appropriate devices(like high pressure water jet etc.) and using proper protective gear will not be deemed to be an insanitary latrine.

3.4. Geographical Scope of the Survey

- (i) The proposed Survey would be conducted straight away in the statutory towns without waiting for the outcome of Socio Economic & Caste Census (SECC), Rural, 2011,. The scope of the survey would be limited to (4041-495 = 3546 statutory cities/towns where the Census 2011 has pointed out the existence of insanitary latrines. State/UT wise details are at **Annexure-I . Categorisation of Statutory Cities/Towns according to No. of Insanitary Latrines is as follows:-**

S. No.	Number of Households having insanitary latrines	Number of Cities/Towns
1	0	495
2	1-999	3351
3	1000-9999	184
4	> = 10000	11
	Total	4041

- (ii) SECC, 2011(Rural) would yield the State-wise no. of manual scavengers in rural areas but would not yield all the information about them which the survey on Manual Scavengers aims to collect. **Outcome of SECC (rural) may be awaited so that the no. and identity of rural manual scavengers becomes known. Thereafter, an exercise would be undertaken to collect only that information about these identified rural manual scavengers, which is necessary as per the Form appended at Annexure-II with this Scheme, but which is not being collected as part of SECC (rural)**

[e.g. information on health status, preferred alternative employment, etc].

4. METHODOLOGY AND THE PROCESS FOR THE SURVEY

4.1. Awareness Campaign

- (i) **A Media Plan would** be prepared by the Ministry of Social Justice & Empowerment for giving wide publicity about the survey for identification of Manual Scavengers, its dates, etc, through Print, and audio-visual Media, outdoor publicity, etc. After finalisation of the Media Plan, Doordarshan, All India Radio and Directorate of Advertising and Visual Publicity will undertake publicity work.
- (ii) **Awareness campaign** would also be carried out at the State level and in the 3546 cities/towns and their wards having insanitary latrines. The information about wards/pockets having insanitary latrines would be collected from the office of Registrar General of India (RGI) and Census Commissioner, New Delhi. The RGI would also be requested to instruct State Govt. & Regional Directors of Census Operations to provide ward/EB wise data to District Collectors. [In case, required data is not made available by the Office of RGI, concerned Town Level Survey Committee/Office of Municipality would elicit support of community leaders/activists, NGOs working for welfare of Safai Karamcharis in identification of wards/pockets having concentration of insanitary latrines.]
- (iii) The awareness campaign would basically invite manual scavengers to declare themselves and have their details verified during a period and at places, which will be specified. A Toll-free helpline would also be established in each town and district to assist manual scavengers being counted in the survey.

4.2. Self-Declaration by Manual Scavengers:

Pursuant to the above awareness campaign, manual scavengers would be expected to file declarations/claims of being manual scavengers at designated place(s) during the specified period. Designated places should as far as possible be nearer to wards/bastis/ areas where manual scavengers reside. Chief Executive Officer of Municipalities will designate officers for recording information of manual scavengers in the Personal Computer/ Hand Held Device available at the designated places. The Local Authority [Municipality/Cantonment Board] would notify designated places, dates and time for recording information from manual scavengers by Enumerator(s)/ Data Entry Operator(s). It would also be ensured that at least one

enumerator/data entry operator will be available at designated places. A copy of the Form (Annexure-II) filled in would be instantly given to the respondent for his/her information and record.

In addition to self-declaration by manual scavengers at designated places as above, the Local Authority may also, in appropriate cases, direct house-to-house visit in bastis of manual scavengers by enumerators, to record their declarations.

If no manual scavengers come forward to self declare themselves and no manual scavenger can also be found in house-to-house visit by enumerators, the Local Authority may also, in appropriate cases, direct the identification of households with insanitary latrines. The names and addresses of the manual scavengers engaged in cleaning such latrines would be obtained from the households. The enumerator would, thereafter, visit the households of such manual scavengers and record the information about them in the prescribed form.

The information in respect of manual scavengers would also be obtained from NGOs working locally. Any list of manual scavengers provided by NGOs directly to the State Govt. or sent to the State Govt. by the Central Government would also be verified during the survey by the enumerator. If, on verification, such persons are not found to be engaged in manual scavenging, the details in this regard would also be recorded by the enumerators and a record thereof would be maintained in the office of the local authority.

4.3. Cent Percent Verification by Enumerators:

After filling up the information of self-declaring manual scavengers at designated places, verification of each such declaration would be done by Enumerator who would normally be an employee of the Municipality or the State Govt. Enumerator would visit households of Manual Scavengers and verify the information, which was recorded in Personal Computer/ Hand Held device at the time of self declaration. In case the enumerator finds any information in the self-declaration to be incorrect, he will record the correct information, after verification, on the spot. The information recorded by the enumerator will not be disclosed to the declarant.

4.4. Sample check by Supervisors:

Sample checks of the work done by the enumerators would be carried out by Supervisors designated by the local authority for the purpose, on the basis of random selection, to the extent shown below : -

- (i) 100% check will be carried out in 3351 cities/towns, having less than 1000 households with insanitary latrines,
- (ii) 50% of the declarations verified by each enumerator will be checked in 184 cities/towns having 1000 to 9999 households with insanitary latrines and
- (iii) 33% of the declaration verified by each enumerator will be checked in 11 Cities/Towns having 10,000 or more households of the above type

In categories (ii) & (iii), if sample check of the work of any enumerator reveals an error of >10%, a 100% check of his work will be carried out by the Supervisor.

4.5. Preparation of the Draft List of Manual Scavengers and its Publication

A draft list of identified manual scavengers for each city/town, as verified by the Supervisors, would be published by the concerned local authority in local newspapers and displayed in its own office and at the offices of the local Tehsildar and the Sub-Divisional Officer (also, the Collectorate in the case of district headquarters, towns). A copy of the draft list would also be made available to members of the Local Authority and of the Town-level Survey Committee. While publishing the Draft List, the Local Authority would call upon members of the public to file claims and objections vis-à-vis, the list, within a period of two weeks, in prescribed proforma.

4.6. Filing of Claims and Objections to the Draft List.

Claims and objections would be received within the above period of two weeks. A claimant or objector may also support his/her claim with documentary evidence. Forms for filing claims & objections would be made available to the applicants free of charge on demand at the designated place(s), as also through the website of Distt./Local Authority. The District Collector would notify officers not below the rank of Tehsildar/Block Development Officer for enquiring into claims and objections received and giving their findings. Summary hearings would be conducted by such officers. They may also order fresh verification by a suitable functionary, if necessary. After summary hearing and such further verification (if ordered), the officer would pass an appropriate order, accepting or rejecting the claim/objection, as the case may be. A copy of the order would be given to the persons concerned.

4.7 Publication of Final List of Manual Scavengers

After settlement of claims & objections by the Competent authority, the local authority would carry out necessary corrections in the draft list and transmit it to the Town-Level Survey Committee for its consideration. Once the Town Level Survey Committee is satisfied with the survey work carried out and the final list prepared on its basis, it would transmit it to the District Level Survey Committee for its approval to publish. After the approval of the list by the District Level Survey Committee, it would be duly published at the offices of the municipality, tehsil, sub-divisional and district offices concerned, and local news papers, etc. The final list would also be uploaded on the website of the Distt. and the State Government.

4.8 Compilation of Final Lists of Manual Scavengers at District, State and National levels.

The Town Level Survey Committee would submit finally published list of identified manual scavengers to the District Level Survey Committee. The District Level Survey Committee would cause compilation of lists of manual scavengers received from each Town and prepare a list of manual scavengers for the district which the Distt. Collector will forward to the State nodal Deptt. for the Survey. The State nodal Department would have the lists of manual scavengers received from various districts, compiled and prepare a consolidated State list of Manual Scavengers for the consideration and approval of the State Survey Committee. After this approval, the State nodal Deptt. would send the State List to the Ministry of SJ&E, which would compile the National level list of manual scavengers and publish it after approval of the National-level Survey Committee.

4.9 Preparation of Analytical Reports at the Town, District, State and National Level

After finalization of Lists of Manual Scavenger at town, Distt, State & National levels, the Local Body, Collector, State Government/UT Administration and the Ministry of SJ&E would also prepare and publish in due course, suitable reports analyzing the respective Lists from various angles e.g. gender, geographical distribution, socio-economic, educational & skill status, aspirations of manual scavengers in regard to alternative vocation etc. They may undertake this task themselves or may engage specialized agency for the purpose.

5. Time frame for completing the Survey

The Survey would take about three and half months as per Schedule given below:

S. No.	Dates(No. of days)	Activity1	Activity2	Activity3
1.	19.02.2013	<ul style="list-style-type: none"> Orientation of State Functionaries 	Issue of survey manuals, data entry software, publicity material to States.	
2.	20.02.2013	Issue of Advisory to States/UTs and circulation of Survey Guidelines to them.		
3.	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.
4.	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 	<ul style="list-style-type: none"> Establishment of Self declaration centres by making arrangements for computer with required 	

S. No.	Dates(No. of days)	Activity1	Activity2	Activity3
		nodal officer for self declaration centre(s) <ul style="list-style-type: none"> • Appointment of designated officers for receipt of claims and objections. • Local Publicity, 	accessories, stationery, furniture etc.	
5.	20.3.2013-26.3.2013 (7 days including holidays)	Self declaration at designated Centres		
6.	27.3.2013-3.4.2013(7 days)	<ul style="list-style-type: none"> • Identification of manual scavengers based on lists provided by NGOs, house to house survey in the areas of concentration of manual scavengers and reverse identification in the areas of high concentration of insanitary latrines, based on the ward-wise data of RGI. 	Collection and assimilation of data generated during survey and uploading at the district NIC Centres.	
7.	4.4.2013-10.4.2013 (7days)	<ul style="list-style-type: none"> • Verification by enumerators 	Modification of the data, based on verification by enumerators	
8.	11.4.2013-17.4.2013(7 days)	<ul style="list-style-type: none"> • Sample checks by supervisors 	Modification of the data, based on verification by supervisors	
9.	18.4.2013-1.5..2013(14 days)	<ul style="list-style-type: none"> • Preparation of draft list and invitation of objections/ fresh enrolment of left out persons. . 	<ul style="list-style-type: none"> • Verification of objections/ persons enrolled. 	<ul style="list-style-type: none"> • Modification of the data, based on objections/ fresh enrolment
10.	2.5.2013-29.05.2013(28 days)	Data validation, analysis and preparation of Towns, Districts, States and National Survey report		

6. INSTITUTIONAL SET UP FOR CONDUCTING THE SURVEY

6.1. Executive responsibility for the Survey at various levels would be as follows:-

S.No.	Level	Responsibility
1.	National	Central Govt. (Ministry of SJ&E be the nodal Ministry, Ministry of Statistics & Programme Implementation and RGI to be technical partners)
2.	State	State Govt. [Each State Govt. to designate a suitable nodal Deptt., and other collaborating Deptt. (Organisation)]
3.	Distt.	Distt. Collector (with assistance of Distt. level officers of concerned Deptt.)
4.	City/Town	Commissioners/CEO of Municipal Corporation /Municipality/Cantonment Board, as the case may be

6.2. Each executive agency will discharge the following functions at its respective levels : -

- i) Awareness Campaign
- ii) Appointment/Designation of officers/manpower for various tasks
- iii) Orientation of above functionaries
- iv) Preparation/Printing of forms
- v) Data Collection & its validation and compilation
- vi) Timely completion of Survey & Publication of final List of Manual Scavenger.

6.3. Formation of Survey Committees:

In order to : -

- Oversee the above work of the executive agencies,
- Achieve coordination of all concerned deptts/agencies in the survey,
- Ensure involvement of civil society/stakeholders in the survey

work, and

- Validation of survey data,
- formation of Survey Committees would be as per **Annexure-III**.

7. Orientation of Key Functionaries

One-day orientation programmes for Key functionaries would be conducted at various levels as follows to acquaint them with the survey methodology :-

<u>Level of Key functionaries</u>	<u>Level of which Orientation will be conducted</u>
State	National
Distt.	State
Town	Distt.

8. Assessment of number of Enumerators, Data Entry Operators and Supervisors & their Appointment

Each Local body will assess the numerical requirement of enumerators & supervisors, and will appoint its own employees and/or employees of the State Govt, made available for the Survey as Enumerators for conducting the survey. A suitable no. of Data Entry Operators may be appointed as per need.

9 Training of Enumerators, Data Entry Operators and Supervisors

Each Local Body will organize, under the guidance of the Collector a one-day orientation/training programme for Enumerators, Data Entry Operators and Supervisors about survey methodology, filling up of form for manual scavengers, verification procedure, etc.

10 Creation of Cell at National & State levels

10.1. A Cell in the Ministry of SJ&E would be created under its DDG (Statistics), with the following manpower :-

Sl. No.	Name of Post	No. of Posts
1.	Professional Survey Statistician as Adviser *	1
2.	Director	1
3.	Joint Director	1
4.	Statisticians	2
5.	Data Entry Operators	4
	Total	9

The above Cell would coordinate the following functions:

- Providing technical inputs, preparation of detailed guidelines for the survey, modules for training at various levels, and publicity material,
- organizing training programmes for State level Officers,
- overseeing and ensuring the smooth conduct of survey at the State and district levels, and
- compilation, validation, scrutiny and collation of reports received from the States, and preparation of the National level Lists & Reports on the survey.

10.2. State Government/UT Administration would likewise create a Cell at their level to perform the functions, mutatis mutandis, mentioned in para 11.1 above. Central assistance would be provided to States on a suitable Scale, looking to the size of the State/UT, to meet expenditure on the State-level Cell. Average expenditure norms for States/UTs may be taken to be Rs.10 lakh per annum.

11 Outsourcing of Data Processing

Data Processing work at the national level would be outsourced to a reputed agency by the Ministry of Social Justice & Empowerment. At the State, district & local levels, the State Governments would facilitate utilization of available IT infrastructure for data entry, data processing, and analysis and compilation of reports. States may utilize IT infrastructure of NIC, District Informatics Centre or any other IT infrastructure of State Government.

12 Estimated Financial Implications

It is difficult to accurately estimate the financial implications of the proposed Survey, in the absence of data on the magnitude of the work involved. However, a preliminary cost estimate of carrying out survey in the

3546 statutory towns, is about Rs 18.50 crore. Corresponding financial norms of the survey are as per details given below:.

(Amount in Rs Crore)		
Sl. No.	Activity	Estimated Expenditure
1.	National & State Level Media Campaign	3.00
2.	Distt. & Town level Awareness Campaign @ Rs. 1 lakh per district x 600 districts	6.00
3.	(i) Translation of Instruction Manual and Survey Forms into local language by States/UTs. (ii) Finalization & Printing of 5000 Instructions Manual & 3.50 lakhs Form in Local language. Rs. 50 per Instruction Manual and Form x 3.55 lakh (including 10% wastage)	1.80
4.	Orientation of State and District level officers	0.40
5.	Orientation of Enumerators, Data Entry Operators and Supervisors	1.00
6.	Pre-Testing of Forms and Pilot Survey in 5 districts	0.50
7.	Honorarium to Enumerators and Data Entry Operators Rs. 1000 x 2400 Enumerators & 2400 Data Entry Operators Honorarium to Supervisors @Rs.2000 x 1600 supervisors	0.48 0.32
8.	Creation of Cells at States/UTs @ Rs.10 lakh per State/UT x 30	3.00
9.	Creation of a Cell in the Ministry i) Recurring 0.5 + ii) Non-recurring 0.5	1.0
10.	Outsourcing of data processing	1.0
Total		18.5

As soon as a State Government agrees to undertake the Survey, it will work out a proposal for seeking central assistance for it using the norms given above. It will also designate a State-level Corporation or other autonomous body to which central funds for the purpose should be released. The Ministry of Social Justice and Empowerment will examine the proposal and release upto 75% of the entitlement of Central assistance to the designated body through the NSKFDC. The State-level body will, in turn, release this assistance to Municipalities & District Panchayats etc., based on approval of State Level Survey Committee. Utilisation certificates for the Central grant will be forwarded by local bodies to the District level, by Districts to the State-level body, and by it to the NSKFDC. Balance 25% of the funds will be released after receipt of periodical utilization statements to the extent of at least 50% of the funds released as first installment.

Annexure-I

State/UT wise No. of households having insanitary latrines in (4041) statutory Cities/Towns- Census , 2011

S. No.	State/UT	No. of statutory towns	No. of Households in Statutory towns with Insanitary latrines			% Total
			Night soil disposed into open drain	Night soil removed by human	Total	
1	Uttar Pradesh	648	92,819	100,634	193,453	18.2
2	Tamil Nadu	721	128,097	13,794	141,891	13.4
3	Andhra Pradesh	125	131,621	4,127	135,748	12.8
4	Maharashtra	256	129,138	4,996	134,134	12.6
5	Rajasthan	185	82,931	1,420	84,351	8.0
6	Jammu & Kashmir	86	53,935	14,405	68,340	6.4
7	Karnataka	220	50,714	5,581	56,295	5.3
8	NCT of Delhi	3	52,550	583	53,133	5.0
9	Madhya Pradesh	364	29,882	2,614	32,496	3.1
10	Haryana	129	25,569	607	26,176	2.5
11	West Bengal	80	14,097	6,465	20,562	1.9
12	Odisha	107	12,357	6,511	18,868	1.8
13	Gujarat	195	16,038	1,119	17,157	1.6
14	Punjab	143	15,863	775	16,638	1.6
15	Bihar	139	10,064	3,738	13,802	1.3
16	Manipur	28	9,580	2,764	12,344	1.2
17	Assam	88	5,183	5,025	10,208	1.0
18	Uttarakhand	74	4,569	930	5,499	0.5
19	Jharkhand	40	4,594	498	5,092	0.5
20	Kerala	59	3,554	843	4,397	0.4
21	Chattisgarh	168	3,354	148	3,502	0.3
22	Himachal Pradesh	56	2,039	-	2,039	0.2
23	Tirpura	16	1,613	108	1,721	0.2
24	Puducherry	6	547	108	655	0.1
25	Mizoram	23	506	14	520	0.0
26	Nagaland	19	399	108	507	0.0
27	Meghalaya	10	163	281	444	0.0
28	Arunachal Pradesh	26	230	100	330	0.0
29	Goa	14	220	-	220	0.0
30.	Sikkim	8	15	-	15	0.0
31.	Chandigarh	1	11	-	11	0.0
32	Daman & Diu	2	9	-	9	0.0
33	A&N Islands	1	9	-	9	0.0
34	D & N Haveli	1	1	-	9	0.0
35	Lakshadweep	0	0	0	0	0
	TOTAL	4041	882,271	178,296	1,060,567	100.0

Survey Form

Identification of Manual Scavenger

(Office Use)

Photo of manual scavenger

- **Name of the State:**
- **District:**
- **Municipality:_____ Town _____ Ward : _____**
-

Family Photo of manual scavenger
(Picture post card size photograph 6"x4")

1. **Name of the Manual Scavenger :** _____
2. **Name of Father / Mother / Spouse:** _____
3. **Age:** _____
4. **Sex :** Male Female
5. **Educational Status :** (Put a \checkmark mark in the appropriate box)
(i) a) Literate b) Not literate
(ii) If literate level of education:-
- a) Studied: Class 1-5: Class 6-10: Class 11-12 : Class above 12:
6. **Occupation :**
ii) Carrying/disposing/cleaning of human excreta manually from insanitary latrine

- ii) Cleaning untreated human excreta manually from: (a) open drain
 (b) Railway Track (c) Pit Latrine

7. Status of Employment:-

I. Employed in:

(a) Private:-

(i) Individual Household (ii) Community/ Group of Households

(iii) Contractor (iv) Institution like hospital, office etc.

(v) Others (specify) _____

(b) Central Government (c) State Government

(d) Municipal Corporation

II. Employed on:

(a) Permanent basis (b) Temporary basis

(c) Contract basis (d) Jajmani

8. How long you have been in this Occupation: _____

9. Social Background:

(a) Whether SC/ST/OBCs/Others

(b) Caste (c) Sub Caste

(d) Religion

10. (a) Have you received any benefit from the government rehabilitation schemes?

(Put a √ mark in the appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

b) If yes, name of the scheme (Put a √ mark in the appropriate box):

	Name of the Schemes	Rupees
(1)	National Scheme for liberation and rehabilitation of scavengers (NSLRS)	<input type="text"/>
(2)	Self Employment Scheme for rehabilitation for manual scavengers (SRMS)	<input type="text"/>
(3)	Any other (Please specify the name of Scheme(s))	<input type="text"/>

c) If yes, whether project funded through above scheme is running:

Yes	No	If yes, monthly income (Rs.)

11. (a) Are you engaged in any occupation other than scavenging?: Yes No

(b) If yes, specify: _____

12. Any other skills you possess:

- | | | | |
|-----------------|--------------------------|-------------------------|--------------------------|
| i) Construction | <input type="checkbox"/> | ii) Carpentry | <input type="checkbox"/> |
| iii) Driving | <input type="checkbox"/> | iv) Cooking | <input type="checkbox"/> |
| v) Tailoring | <input type="checkbox"/> | vi) Any other (specify) | _____ |

13. Alternative Occupation Proposed (Please specify) : _____

Name and Address of Manual Scavenger:

.....Pincode.....

-

Contact Telephone/Mobile No.

Signature / Thumb Impression of Manual Scavenger

.....

name and date:

Signature of Data Entry Operator,

name and date(with code No.):

.....

Signature of Enumerator,

name and date: (with code No.):.....

-

.....

Signature of Supervisor,

name and date(with code No.):.....

.....

Details of Insantrity Latrine

1. Details of Individual Insantrity Latrine (IIL):

Sl. No	Name of the owner of Insantrity Latrine	Location of the		Monthly Salary/ wages of the Manual Scavenger (Rs.)	
		dry latrine	latrine from which excreta is being flushed into open drain	In cash	In food grains etc.

Total Number of the Individual Insantrity Latrines being cleaned by manual scavenger :

(Note: Please give detailed description of the individual Insantrity Latrine Cleaned by the Manual Scavengers. In case you need to write extra information kindly photocopy this page and attach with the survey form)

2. Details of Community Insantrity Latrine (CIL):

Sl. No	Name of the owner (Organisation/ Agency) of Community Insantrity Latrine	Location of the		Monthly Salary/ wages of the Manual Scavenger (Rs.)	
		dry latrine	latrine from which excreta is being flushed into open drain	In cash	In food grains etc.

3. Detail of Open Drains(OD) :

S.No	Location of Open Drains in which excreta from the insantrity latrines is being flushed	Salary/wages of the manual scavengers	
		In cash (Rs.)	In kind (Rs.)

(Note: If the number of involved manual scavengers in OD is more than one then please fill up a separate form for each manual scavenger)

Annexure-III.

Survey Committees : Composition and Functions

Sl. No	Town level Survey Committee			District level Survey Committee	State level Survey Committee	National level Survey Committee
	Towns having Municipal Corporations where the Municipal Commissioner is of a higher rank than the Distt. Magistrate	Other District Headquarter Town	Other Towns			
1.	Composition					
(i) Chairman	Municipal Commissioner	Distt. Magistrate	Sub-Divisional Magistrate	District Magistrate	An Additional Chief Secretary or Principal Secretary nominated by the State Government	Secretary, Ministry of Social Justice & Empowerment
(ii) Member Secretary	Chief Executive Officer of the Local body.	Chief Executive Officer of the Local body	Chief Executive Officer of the Local body.	District Level Officer dealing with Scheduled Castes Affairs.	Principal Secretary/ Secretary dealing with Scheduled Castes, if the Committee is chaired by Addl. Chief Secretary. If Principal Secretary, SC Welfare, himself is the Chairman then Director, SC Welfare.	Joint Secretary (SCD), Ministry of Social Justice & Empowerment.
(iii) Members	-	-	-	(i) District Statistical Officer	(i) Director, Economic & Statistics	(i) Representative of Ministry of Statistics & Programme Implementation
	-	-	-	-	-	(ii) Representative of Ministry of Housing and Urban Poverty Alleviation.

		(i) Representative of Municipal Corporation.	(i) Representative of Municipal body.	(i) Representative of Municipal body.	(ii) District level officer of Urban Development Department/Local Self Govt. Deptt.	(ii) Secretary, Urban Dev. Deptt./ Department of Local Self Government.	(iii) Representative of Ministry of Urban Development.
		-	-	-	-	(iii) Regional Director Census Operation	(iv) Registrar General of India & Census Commissioner.
		(ii) One Representative of Railways *	(ii) One Representative of Railways *	(ii) One Representative of Railways *	(iii) One representative of Railways*	(iv) One representative of Railways*	(v) One representative of Railways* (vi) One representative of Cantonment Board
		(iii) Upto two representatives of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis	(iii) Upto two representatives of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis	(iii) Upto two representative of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis	(iv) Upto two representatives of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis	(v) Upto two representatives of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis	(vii) Upto two representatives of NGOs working for Welfare of Manual Scavengers and Safai Karamcharis
		(iv) Upto two Community Representative of whom one should be a woman	(iv) Upto two Community Representative of whom one should be a woman	(iv) Upto two Community Representative of whom one should be a woman	(v) Upto two Community Representative of whom one should be a woman	(vi) Upto two Community Representative of whom one should be a woman	(viii) Upto two Community Representative of whom one should be a woman
Functions							
2.		(i) To ensure proper and timely conduct of survey.	(i) To ensure proper and timely conduct of survey	(i) To ensure proper and timely conduct of survey	(i) To conduct and oversee the survey process at District level.	(i) To coordinate and monitor work of survey of manual scavengers at State level.	(i) To coordinate and monitor work of survey of manual scavengers at National level.

		-			-	(ii) States/ UTs will translate the media material into local language so received from Ministry of Social Justice & Empowerment.	(ii)The Ministry will prepare Media material and distribute to States/UTs.
		-			(ii) Districts will distribute media material to Towns.	(iii) States/UTs will distribute media material to districts.	-
		(ii) To arrange local level publicity through local newspapers, posters etc. about survey of manual scavengers.	(ii) To arrange local level publicity through local news-papers, posters etc. about survey of manual scavengers	(ii) To arrange local level publicity through local news-papers, posters etc. about survey of manual scavengers	(iii) To arrange publicity through local newspapers, etc. about survey of manual scavengers.	-	(iii) The Ministry will also launch media campaign through print and electronic media at National level.
		(iii) To distribute translated Survey Form and Instructions Manual to Enumerators and Supervisors.	(iii) To distribute translated Survey Form and Instructions Manual to Enumerators and Supervisors	(iii) To distribute translated Survey Form and Instructions Manual to Enumerators and Supervisors	(iv) To distribute translated survey material to Town Level Survey Committee.	(iv) To distribute translated survey material in local language to District Level Survey Committee.	(iv)To send survey material – Survey Form and Instruction Manual to States/UTs.
		(iv) Preparation of draft list of manual scavengers	(iv) Preparation of draft list of manual scavengers	(iv) Preparation of draft list of manual scavengers	-	-	-
		(v) Inviting claims and objections on the draft list	(v) Inviting claims and objections on the draft list	(v) Inviting claims and objections on the draft list			

		(vi) Disposal of claims and objections	(vi) Disposal of claims and objections	(vi) Disposal of claims and objections			
			-	-	(v) Approval of final list of manual scavengers for all Towns/Cities in the District.	-	-
		(vii) Publication of final list	(vii) Publication of final list	(vii) Publication of final list	(vi) Publication of final list		
						(v) Compilation of State level lists.	(v) Publication of national level report of the Suvery.

* Applicable to Towns having Railway only.
