



सत्यमेव जयते

**DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT  
GOVERNMENT OF INDIA**

**Guidelines  
for  
Survey of Manual Scavengers**

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## **BACKGROUND:**

### **1.1 The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, inter-alia, provides for:-**

- (i) Elimination of insanitary latrines;
- (ii) Prohibition of :-
  - (a) Employment as Manual Scavengers;
  - (b) Hazardous cleaning of sewers and septic tanks; and
- (iii) Identification of insanitary latrines and demolish the same / convert it into sanitary latrines;
- (iv) Survey of Manual Scavengers and their rehabilitation.

### **1.2 Self – Employment Scheme for Rehabilitation of Manual Scavengers (SRMS):**

SRMS scheme launched in 2007 to rehabilitate the manual scavengers and their dependents in alternative occupation was revised in November 2013 in consonance with the provisions of MS Act, 2013. Two surveys were conducted in 2013 and 2018 and 58,098 manual scavengers were identified.

### **1.3 Hon'ble Supreme Court order in WP (C ) No. 324/2020 filed by Dr. Balram Singh:-**

Dr. Balram Singh filed the WP (C) No. 324/2020 v/s UoI through Ministry of Environment and all the States and UTs before Hon'ble Supreme Court of India and prayed for directions for implementation of various rules including "The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993" and "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013". Hon'ble Court vide order dated 20.10.2023 had directed as under:-

*(8) The NCSK, NCSC, NCST and the Secretary, Union Ministry of Social Justice and Empowerment, shall, within 3 months from today, draw modalities for the conduct of a National Survey. The survey shall be ideally conducted and completed in the next one year.*

*(9) To ensure that the survey does not suffer the same fate as the previous ones, appropriate models shall be prepared to educate and train all concerned committees.*

*(11) The National Legal Services Authority (NALSA) shall also be part of the consultations, toward framing the aforesaid policies. It shall also be involved, in co-ordination with state and district legal services committees, for the planning and implementation of the survey. Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation.*



#### **1.4 Definition of Manual Scavenger and *insanitary latrine*:**

As per Section 2(1)(g) of the MS Act, 2013 manual scavenger has been defined as under:

*“manual scavenger” means a person engaged or employed, at the commencement of this Act or at any time thereafter, by an individual or a local authority or an agency or a contractor, 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 the insanitary latrines is disposed of, or on a railway track or in such other spaces or premises, as the Central Government or a State Government may notify, before the excreta fully decomposes in such manner as may be prescribed, and the expression “manual scavenging” shall be construed 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’;*

Section 2(1)(e) of the MS Act, 2013 defines insanitary latrine as under:

*“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 in such manner as may be prescribed:*

*Provided that a water flush latrine in a railway passenger coach, when cleaned by an employee with the help of appropriate devices and using such protective gear, as the Central government may notify in this behalf, shall not be deemed to be an insanitary latrine.*

#### **1.5 Existing Provisions of MS Act 2013 and MS Rules 2013**

##### **Section 11 of MS Act, 2013 contains the provision of survey in urban areas by Municipalities and Local authorities, which is as follows:**

*11. (1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.*

*(2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.*



(3) *The local authority shall also associate community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.*

(4) *The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self-declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.*

(5) *The lists of manual scavengers, if provided by the non-governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.*

(6) *In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.*

(7) *Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safaikaramcharis, sanitary workers or manual scavengers.*

(8) *Sample checks of the work done to be done by the enumerators ensuring 100% sample check in villages, cities and towns.*

(9) *Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority*

(10) *After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self- declaration about his being a manual scavenger.*

**Section 12 of the MS Act, 2013 provides for application by an urban manual scavenger for identification, which is as under:-**

12. (1) *Any person working as a manual scavenger in an urban area, may, either during the survey undertaken by the Municipality in pursuance of section 11, within whose jurisdiction he works, or at any time thereafter, apply, in such manner, as may be prescribed, to the Chief Executive Officer of the Municipality, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger.*

(2) On receipt of an application under sub-section (1), the Chief Executive Officer shall cause it to be enquired into, either as part of the survey undertaken under section 11, or, when no such survey is in progress, within fifteen days of receipt of such application, to ascertain whether the applicant is a manual scavenger.

(3) If an application is received under sub-section (1) when a survey under section 11 is not in progress, and is found to be true after enquiry in accordance with sub-section (2), action shall be taken to add the name of such a person to the final list published under sub-section (6) of section 11, and the consequences mentioned in sub-section (7) thereof shall follow.

**Section 14 of the MS Act, 2013 provides survey of manual Scavengers in Rural Areas by Panchayats which is as under:**

14. If any Panchayat has reason to believe that some persons are engaged in manual scavenging within its jurisdiction, the Chief Executive Officer of such Panchayat shall cause a survey of such manual scavengers to be undertaken, mutatis mutandis, in accordance with the provisions of section 11 and section 12, to identify such person.

**Provisions of MS Rules 2013 for Survey of Insanitary latrines and Manual Scavengers**

**SURVEY OF INSANITARY LATRINES**

- 10 (1) Every local authority shall draw a suitable time schedule for carrying out survey of insanitary latrines within its jurisdiction and the publication of their list.
- (2) The local authority shall take the assistance of the community leaders and non Governmental organizations working in the area for the welfare of the Safai Karamcharis or sanitary workers, on the existence of insanitary latrines in the area under its jurisdiction.
- (3) Any complaint filed by any person including a non Governmental organization, regarding the construction, maintenance or use of insanitary latrine, shall be inquired by the local authority within fifteen days of filing the complaint.
- (4) The local authority shall constitute a Committee under its Chief Executive Officer with at least two members from the community of Safai Karamcharis or sanitary workers, one of whom shall be a woman and at least one member from the civil society groups.
- (5) The Committee referred to in sub-rule (4) shall plan and monitor the survey, and ensure that an awareness campaign is carried out simultaneously with the survey that is conducted.
- (6) The Chief Executive Officer of the local authority shall prepare an initial list of insanitary latrines existing in his jurisdiction and display the same at the notice board of the office of the local authority and publish in two local daily newspapers, inviting



- the objections, specifying the date by which the objections, if any, to the list, shall be received.
- (7) The local authority shall cause to hold a meeting on the due date as specified to hear the complaints and objections received on the initial list and approve the final list of insanitary latrines.
  - (8) The final list of insanitary latrines shall be prepared and published by the local authority which shall display the same at the notice board of office of the local authority and publish in two local newspapers, one of which shall be in the vernacular language.
  - (9) The local authority, within fifteen days of final publication of list of insanitary latrines, shall serve a notice on the occupier of the insanitary latrine to either demolish such insanitary latrine or convert it into a sanitary latrine within a period of six months from the date of commencement of the Act.
  - (10) A copy of such notice referred to in sub-rule (9) shall be sent to the inspector.
  - (11) The notice referred to in sub-rule (9) shall include information regarding the schemes of the Central and State Government which entitle the beneficiaries to incentives for the demolition of insanitary latrines or conversion to sanitary latrines; and other information regarding the eligibility to avail the benefits under those Schemes and the procedure for availing such benefits.
  - (12) The Committee referred to in sub-rule (4) shall submit the survey report to the District Magistrate, who, or any department designated by him for this purpose, in turn, shall submit the consolidated reports of all local authorities under his jurisdiction to State Level Survey Committee.
  - (13) State Level Survey Committee shall furnish the report of the survey to the Central Ministry/Department dealing with the Schemes of conversion of insanitary latrines into sanitary latrines for the urban and rural areas.
  - (14) The eligible beneficiaries under the relevant Schemes of the Central or State Government may apply for the admissible financial assistance under such schemes.
  - (15) After the expiry of the period under sub-Rule (9), the local authority shall have the premises of the occupier of insanitary latrine inspected.
  - (16) If the occupier has neither demolished nor converted the insanitary latrine into a sanitary latrine, the local authority shall order for its demolition and recover the cost from the occupier as arrears of land revenue.

### **SURVEY OF MANUAL SCAVENGERS**

11. 1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the



method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.

- 2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.
- 3) The local authority shall also associate community leaders or non governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.
- 4) The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.
- 5) The lists of manual scavengers, if provided by the non governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.
- 6) In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.
- 7) Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safai karamcharis, sanitary workers or manual scavengers.
- 8) Sample checks of the work done by the enumerators would be carried out by overseers designated for the purpose by the local authority, on the basis of random selection to the extent indicated below:-
  - (i) 100% check in villages.
  - (ii) 100% check in cities and towns having less than 1000 households with insanitary latrines.
  - (iii) 50% of the declarations, verified by each enumerator, shall be checked in towns or cities having 1000 to 9999 households with insanitary latrines.
  - (iv) 33% of the declarations, verified by each enumerator, shall be checked in towns/cities having 10000 or more households with insanitary latrines.
  - (v) in categories (iii) and (iv) , if sample check of the work done by any enumerator reveals an error of >10%, a 100% check of his work shall be carried out by the supervisor.
- 9) Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority.
- 10) The local authorities shall also notify the manner of publication of said list during the survey of manual scavengers carried out under the Act.

- 11) The local authority shall get the objections enquired into and hold a meeting, if necessary to finalise the list of manual scavengers in its jurisdiction.
- 12) After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self-declaration about his being a manual scavenger.
- 13) The District Magistrate shall notify a designated officer not below the Tehlisdar or Block Development Officer for inquiring into claims and objections received and giving their findings and the inquiry conducted by the designated authority shall ensure that –
  - (i) the claimant or objector is given adequate opportunity to be heard;
  - (ii) the claimant or objector is given not less than seven days' notice about the date of summary hearing as provided under sub-rule (15);
  - (iii) the claimant or objector shall be allowed to support his claim with documentary evidence, if any, as provided under sub-rule(14);
  - (iv) the claimant or objector shall have the right to be represented by a lawyer, Non Governmental Organization, or a friend; and
  - (v) the claimant or objector shall be given a copy of the order passed by the designated authority as provided under sub-rule(20).
- 14)Forms for filing claims and objections under these rules shall be made available to the applicants free of charge on demand at the designated place, as also through the website of the local authority and the claimant or objector may support his claim with documentary evidence, if any.
- 15)Summary hearings shall be conducted by officers designated by the local authority.
- 16)The officer designated to verify the claims may order fresh verification, if necessary.
- 17)After summary hearing and such further verification (if ordered), the officer would pass an appropriate order, accepting or rejecting the claim or objection, as the case may be and a copy of the order would be given to the persons concerned.
- 18)After settlement of claims and objections by the designated authority, the local authority shall carry out necessary corrections in the draft list and transmit it to the District Level Survey Committee for its consideration.
- 19)The District Level Survey Committee shall cause compilation of lists of manual scavengers received from each local authority, town and prepare a list of manual scavengers for the district which the District Collector will forward to the State Government.
- 20)The State Government shall have the lists of manual scavengers received from various districts, compiled and prepare a consolidated State list of manual scavengers.



- 21) Any person working as a manual scavenger, may self declare either during the survey undertaken by the local authority, or any time thereafter, apply to the Chief Executive Officer of the local authority, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger in the prescribed Proforma.
- 22) There shall be no minimum age limit for identification of manual scavenger, and there shall be no restriction regarding the caste or religion or income or gender for being identified as manual scavenger.
- 23) For the purposes of sub-rule (22), a person should have been engaged or employed as manual scavenger at the commencement of the Act or thereafter and should have worked as such continuously for not less than three months.
- 24) A provisional list of identified manual scavengers as verified by the Overseers, shall be published by the concerned local authority in local newspapers and displayed in its own office and at such other places as deemed appropriate.
- 25) A copy of the provisional list shall be made available to members of the local authority and the non Governmental organizations or community leader of Safai Karamcharis or sanitary workers.
- 26) While publishing the provisional list, the local authority shall call upon members of the public to file claims and objections vis-à-vis, the list, within a period, not less than 15 days, in a proforma notified by the local authority.
- 27) After the approval of the final list by the District Level Survey Committee, it shall be duly published at the notice boards of concerned offices and the final list shall also be uploaded on the website of the District administration and the State Government.

**Proposed Methodology as per MS rules 2013:**

The MS Rules 2013 highlight the methodology to conduct the survey. The Rules provide for specific authorities that include constitution of State Level Survey Committee (SLSC) and District Level Survey Committees under Rule 11, to perform detailed roles. All the States / UTs are required to constitute SLSC and DLSC as per the MS Rules, 2013

**1.1 Constitution of Committees for conducting the MS survey:**



As per MS Rules the composition of DLSC and SLSC is given in the table below:

S.No.	Composition of the Committee	Timeline	
<b>District level survey committee means the committee referred to in Rule 11(2) , 11(18) and 11(19) with the following composition</b>		29.02.2024	
1	District Magistrate		Chairman
2	District level officer dealing with scheduled castes affairs		Member Secretary
3	District Statistical Officer		Member
4	District level officer of Urban Development/Local Self Government		Member
5	One Representative of Railway Authority		Member
6	Upto two representatives of Non-government organizations working for welfare of manual scavengers and Safai Karmacharis to be nominated by the District Magistrate		Member
7	Up to two community representatives of whom one should be a woman to be nominated by the District Magistrate		Member

S.No	Composition of the Committee	Timeline	
<b>State Level Survey Committee means the committee referred to in rules 10(12), 10(13) and 11 (2) with the following composition:</b>		29.02.2024	
1	Additional Chief Secretary or Principal Secretary, nominated by the State Government		Chairman
2	Principal Secretary/Secretary dealing with Scheduled Castes, if the Committee is chaired by Additional Chief Secretary. If Principal Secretary, Scheduled Caste Welfare himself is the Chairman then Director, Scheduled Castes Welfare.		Member Secretary
3	Director , Economics and Statistics		Member
4	Secretary, Urban Development Department / Local Self Government Department		Member
5	Regional Director, Census Operation		Member
6	One representative of Railway Authority		Member
7	Upto two representatives of Non-Government Organizations working for welfare of Manual Scavengers and Safai Karmacharis to be nominated by the State Government		Member
8	Upto two community representatives of whom one should be a woman to be nominated by State Government	Member	

### 3. MODALITIES OF SURVEY AS PER MS RULES, 2013:

**3.1 Coverage:** To ensure that survey does not suffer like last time, Survey would be conducted in all the districts across the country for insanitary latrines existing as on date and manual scavengers currently engaged with the same.

**3.3 Methodology of Survey:** As per MS rules, 2013, the survey of insanitary latrines and manual scavengers involved in cleaning of insanitary latrines is to be undertaken by the local authority<sup>1</sup> through a self-declaration form attached in the annexure:-

- i. **Digital survey:** The survey to be conducted preferably in a digital manner to ensure that the data is collected in cost effective manner and transparent manner as compared to a paper survey. However, if digital survey is not feasible due to some reasons, physical survey can be done.
  - a. **A Beneficiary Management System (BMS) application** that is currently being used for enumeration of workers engaged in hazardous cleaning under NAMASTE will be customised to be utilised for survey of manual scavengers. This application has modalities of quality checks and a district wise and state wise dashboarding also possible. The application also in-built functionalities of capturing photographs of the individuals and their requisite identity cards and geo-tagging locations.
- ii. In case no manual scavenger is identified in the District, District Magistrate to upload the NIL information. This declaration that there are no manual scavengers identified in the district should be made in two local newspapers and a period of 15 days to be given for inclusion of any such individuals who have been inadvertently left out of the survey.
- iii. The Aadhar details of manual scavengers to be captured in the survey. In case the scavengers do not have an aadhar card or need their card details to be updated, the same should be facilitated through Common Service Centres by respective local bodies.
- iv. **Selection of enumerators<sup>2</sup> by local authority for survey.** These enumerators will be such who have experience of conducting digital surveys and interacting with vulnerable communities. These enumerators will be a mix of men and women to ensure that both male and female scavengers are identified.
- v. **Selection of Overseers<sup>3</sup> for validation** (as mentioned in MS Rules 11): Overseers will be district level officials such as xxxx and officials of urban local bodies or in block offices such as xxxx
- vi. Training modules for local authority to conduct the survey may be formulated by NSKFDC.
- vii. **Information Education Communication (IEC) Campaign**

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<sup>1</sup> Local authority means urban local body or Panchayat which is responsible for sanitation in its area of jurisdiction , cantonment board and railway authority

<sup>2</sup> As per MS Rules, Enumerator means any person engaged by a local authority for the purpose of survey or verification of manual scavengers

<sup>3</sup> As per MS Rules, Overseer means an officer engaged by a local authority to exercise powers and perform the duties under the act



- ❖ As a preparatory for conducting the survey of manual scavengers, wide publicity about the survey for identification of Manual Scavengers, its dates, etc., through Print, and audio-visual Media, outdoor publicity, etc. would be given to make the general public aware about the survey. The notice of survey should also be published in two local newspapers, one of which shall be in vernacular language. States and cities may use other channels of communicating the survey timelines and modalities such as rickshaw mounted loudspeakers or in existing solid waste door to door collection vehicles.
- ❖ Support of community leaders/activists, NGOs working for welfare of Safai Karamcharis in identification of wards/pockets having concentration of insanitary latrines.

### 3.4 Actions to be taken by District Level Survey Committee and Timeline

1	ACTION BY DISTRICT LEVEL SURVEY COMMITTEE AND TIMELINE	
	Data, if any, uploaded on the Mobile App launched on 18.12.2020 under Swachhata Abhiyan App be discarded / deleted by District Magistrate	Immediately and before start of the fresh survey
a	The notice of Survey shall be displayed at the Notice Board of the office of the Local authority and also be published in two local newspapers, one of which shall be in vernacular language.	15.03.2024
b	Every local authority shall carry out survey of insanitary latrines as per the procedures and guidelines laid down in MS Rules, 2013 within its jurisdiction and complete the same as per timeline. The Survey shall be undertaken for all <b>currently existing insanitary latrines</b> and the complete details such as Name of the occupier, complete address etc. and a geo-tagged photograph should be obtained.	15.04.2024
c	If any insanitary latrine is found, the District Authority should serve upon a Notice to the occupier of such insanitary latrines to demolish it or convert it into a sanitary latrine.	23.04.2024
d	In case no insanitary latrine is found under the jurisdiction of the local authority, the District Magistrate should publish public notice about declaration of the district as manual scavengers free and give fifteen days' time for objection if any, and if no objection is raised declare the district manual scavengers free and upload NIL data on Swachhta Abhiyan Mobile App.	12.05.2024
e	Once the survey of existing insanitary latrines is completed and where the insanitary latrine found the process of survey of existing manual scavengers, who are found servicing such insanitary latrines, be initiated and completed as per the procedures and guidelines laid down in MS Rules,2013. The details of the existing manual scavengers should be obtained through Self Declaration Form as per Annexure "A"	28.05.2024
f	The final list of manual scavengers, if any, for all towns, cities and villages in each district shall uploaded on Swachhta Abhiyan Mobile App for its ratification by State Level Survey Committee.	30.06.2024
g	District Magistrates should also intimate about the action taken on the occupier of insanitary latrine in compliance of the provisions of	07.07.2024



**3.5 Actions to be taken by State Level Survey Committee and Timeline**

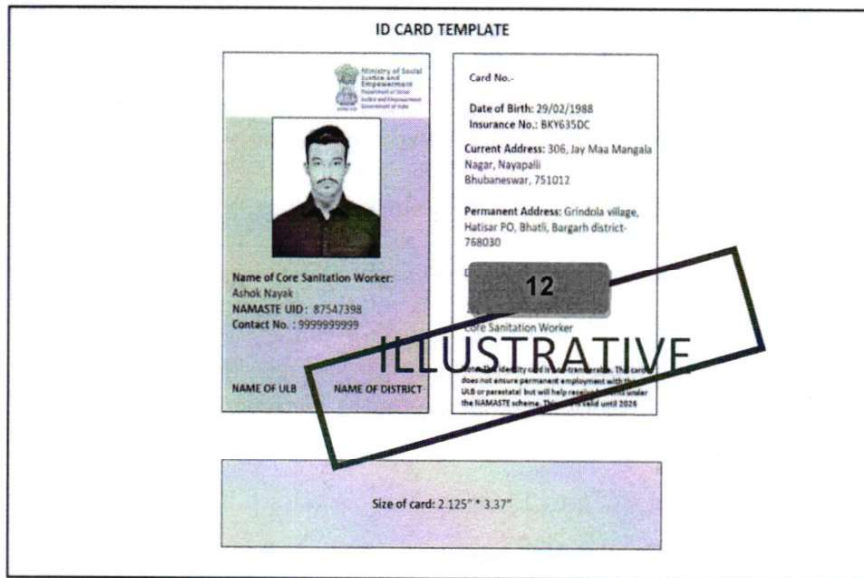
B	ACTION BY STATE LEVEL SURVEY COMMITTEE AND TIMELINE	
a	To monitor and oversee the survey process of <b>existing insanitary latrines and identification of Manual Scavengers</b> at State level.	
b	To issue suitable instructions to all the District Magistrates for initiating survey of the insanitary latrines still existing under their jurisdiction.	15.03.2024
c	To arrange publicity through local newspapers etc. about the survey. The notice of survey to be published in two local newspapers, one of which shall be in vernacular language.	29.03.2024
d	To check, verify and ratify the list of existing insanitary latrines and manual scavengers, if any found, in all Districts.	30.07.2024
e	To arrange publication of final consolidated list of manual scavengers in the State.	14.08.2024
f	State Level Survey Committee shall furnish the report of the survey and conversion of insanitary latrines into sanitary latrines for the urban and rural areas with details of Manual Scavengers on Mobile App.	30.08.2024

**4. Training and Sensitization of DLSC and SLSC:**

- NSKFDC would be developing Training and education modules on MS Act and survey of Manual Scavengers and would conduct training workshops for DLSC and the SLSC.
- Each Local authority like Panchayati Raj Institutions, Urban Local Bodies will have to organize training for sensitizing the Enumerator for carrying out the survey of Manual Scavengers.

#### 4. Provision of Photo Identity Card:

As per Chapter IV, section 13(1) of the MS Act,2013 the identified manual scavenger shall be given a photo identity card containing details of family members which can be further used to avail benefits.



**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091**  
[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)

No. 284 -6M(MC)-3/13(Pt.-VIII)

Dated- 19.02.2023

From : Deputy Secretary to the Government of West Bengal  
Department of Backward Classes Welfare

To : 1. Commissioner, Kolkata Municipal Corporation  
2. District Magistrates – All districts of West Bengal  
3. Joint Secretary, UD& MA Department, GoWB  
4. Joint Secretary, P&RD Department, GoWB

Sub : District Level Survey Committee for identification of Manual Scavengers

Madam / Sir,

Hon'ble Supreme Court of India in its verdict dated 20-10-2023 in the matter of Writ Petition (Civil) No. 324 of 2020 – Dr. Balaram Singh Vs. Union of India and Ors. – has directed to prepare modalities for a survey of the Manual Scavengers countrywide. This has been communicated recently by Ministry of Social Justice & Empowerment, Government of India vide File No. U-12012 / 1 / 2023-PLAN dated 01-02-2024 along with the Guidelines for the Survey.

In view of the above, you are requested to refer Rule 2 (d) of "The West Bengal Prohibition of Employment as Manual Scavengers and their Rehabilitation Rules, 2015" regarding constitution of District level Survey Committee. Soft copy of the Rule is available [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in) and [www.wbbcdev.gov.in](http://www.wbbcdev.gov.in).

The matter for conducting Survey has been placed before the State Government. Meanwhile, you are requested to constitute / re-constitute District Level Survey Committee and hold a meeting of the committee by February 2024. Copy of the communication received from Ministry of Social Justice & Empowerment, Government of India is enclosed for ready reference.

Yours Faithfully,

Encl : as stated above

  
Deputy Secretary to the Government of West Bengal

No. 284 -6M(MC)-3/13(Pt.-VIII)

Dated- 19.02.2023

Copy forwarded for kind information and taking necessary action to:-

1. The MD, WB SC ST & OBC Dev. & Finance Corporation

  
Deputy Secretary to the Govt. of West Bengal



File No. U-12012/1/2023-PLAN  
Government of India

Secretary, BCW.

0665-OSD  
6/2/24



Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

SS(AIC) & MOC

For UDMA & P&R

B-2, Ground Floor,  
Pt. DeendayalAntyodayaBhawan,  
CGO Complex, New Delhi-110003  
Dated: 1<sup>st</sup> February, 2024

To,  
Chief Secretaries of all the States /UTs

**Subject:- Modalities/Guidelines for conducting of survey of Manual Scavengers.**

Sir/Madam,

The undersigned is directed to refer to the following directions of Hon'ble Supreme Court's in WP No. 324/2020 in the matter of Dr. Bairam Singh Vs Union of India & Ors delivered vide Order dated 20.10.2023:-

*"Para 96 (8)" The NCSK, NCSC, NCST and the Secretary, Union Ministry of Social Justice and Empowerment, shall, within 3 months from today, draw modalities for the conduct of a National Survey. The survey shall be ideally conducted and completed in the next one year.*

*"Para 96 (11) The National Legal Services Authority (NALSA) shall also be part of the consultations, toward framing the aforesaid policies. It shall also be involved, in co-ordination with state and district legal services committees, for the planning and implementation of the survey. Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation."*

2. In order to comply with the aforesaid directions of the Hon'ble Supreme Court, the modalities/guidelines for conducting survey of manual scavengers have been finalized in consultation with all stakeholders and NALSA and the same is **enclosed herewith**.
3. You are requested to kindly take necessary action for conduct of survey of manual scavengers as per procedures and guidelines prescribed in the enclosed guidelines and submit action taken report in this regard from time to time to this Ministry. As regards model for disbursement of compensation to the kins of the deceased/victims is concerned, the same would be communicated after response of the NALSA in this regard is received.

Encl: As above

Yours faithfully,

(S.K. Srivastwa)  
Deputy Secretary to the Government of India  
Telephone No.011-24369841  
E-mail: [srivastwa.sk@nic.in](mailto:srivastwa.sk@nic.in)

2004/SS/BCW/09-02-24



सत्यमेव जयते

**DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT  
GOVERNMENT OF INDIA**

**Guidelines  
for  
Survey of Manual Scavengers**



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## **BACKGROUND:**

### **1.1 The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, inter-alia, provides for:-**

- (i) Elimination of insanitary latrines;
- (ii) Prohibition of :-
  - (a) Employment as Manual Scavengers;
  - (b) Hazardous cleaning of sewers and septic tanks; and
- (iii) Identification of insanitary latrines and demolish the same / convert it into sanitary latrines;
- (iv) Survey of Manual Scavengers and their rehabilitation.

### **1.2 Self – Employment Scheme for Rehabilitation of Manual Scavengers (SRMS):** SRMS scheme launched in 2007 to rehabilitate the manual scavengers and their dependents in alternative occupation was revised in November 2013 in consonance with the provisions of MS Act, 2013. Two surveys were conducted in 2013 and 2018 and 58,098 manual scavengers were identified.

### **1.3 Hon'ble Supreme Court order in WP (C ) No. 324/2020 filed by Dr. Balram Singh:-** Dr. Balram Singh filed the WP (C) No. 324/2020 v/s Uoi through Ministry of Environment and all the States and UTs before Hon'ble Supreme Court of India and prayed for directions for implementation of various rules including "The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993" and "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013". Hon'ble Court vide order dated 20.10.2023 had directed as under:-

*(8) The NCSK, NCSC, NCST and the Secretary, Union Ministry of Social Justice and Empowerment, shall, within 3 months from today, draw modalities for the conduct of a National Survey. The survey shall be ideally conducted and completed in the next one year.*

*(9) To ensure that the survey does not suffer the same fate as the previous ones, appropriate models shall be prepared to educate and train all concerned committees.*

*(11) The National Legal Services Authority (NALSA) shall also be part of the consultations, toward framing the aforesaid policies. It shall also be involved, in co-ordination with state and district legal services committees, for the planning and implementation of the survey. Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation.*



#### 1.4 Definition of Manual Scavenger and *insanitary latrine*:

As per Section 2(1)(g) of the MS Act, 2013 manual scavenger has been defined as under:

*“manual scavenger” means a person engaged or employed, at the commencement of this Act or at any time thereafter, by an individual or a local authority or an agency or a contractor, 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 the insanitary latrines is disposed of, or on a railway track or in such other spaces or premises, as the Central Government or a State Government may notify, before the excreta fully decomposes in such manner as may be prescribed, and the expression “manual scavenging” shall be construed 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’;*

Section 2(1)(e) of the MS Act, 2013 defines insanitary latrine as under:

*“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 in such manner as may be prescribed;*

*Provided that a water flush latrine in a railway passenger coach, when cleaned by an employee with the help of appropriate devices and using such protective gear, as the Central government may notify in this behalf, shall not be deemed to be an insanitary latrine.*

#### 1.5 Existing Provisions of MS Act 2013 and MS Rules 2013

Section 11 of MS Act, 2013 contains the provision of survey in urban areas by Municipalities and Local authorities, which is as follows:

11. (1) *The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.*

*(2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.*



(3) *The local authority shall also associate community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.*

(4) *The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self-declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.*

(5) *The lists of manual scavengers, if provided by the non-governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.*

(6) *In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.*

(7) *Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safaikaramcharis, sanitary workers or manual scavengers.*

(8) *Sample checks of the work done to be done by the enumerators ensuring 100% sample check in villages, cities and towns.*

(9) *Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority*

(10) *After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self- declaration about his being a manual scavenger.*

**Section 12 of the MS Act, 2013 provides for application by an urban manual scavenger for identification, which is as under:-**

12. (1) *Any person working as a manual scavenger in an urban area, may, either during the survey undertaken by the Municipality in pursuance of section 11, within whose jurisdiction he works, or at any time thereafter, apply, in such manner, as may be prescribed, to the Chief Executive Officer of the Municipality, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger.*



(2) On receipt of an application under sub-section (1), the Chief Executive Officer shall cause it to be enquired into, either as part of the survey undertaken under section 11, or, when no such survey is in progress, within fifteen days of receipt of such application, to ascertain whether the applicant is a manual scavenger.

(3) If an application is received under sub-section (1) when a survey under section 11 is not in progress, and is found to be true after enquiry in accordance with sub-section (2), action shall be taken to add the name of such a person to the final list published under sub-section (6) of section 11, and the consequences mentioned in sub-section (7) thereof shall follow.

**Section 14 of the MS Act, 2013 provides survey of manual Scavengers in Rural Areas by Panchayats which is as under:**

14. If any Panchayat has reason to believe that some persons are engaged in manual scavenging within its jurisdiction, the Chief Executive Officer of such Panchayat shall cause a survey of such manual scavengers to be undertaken, mutatis mutandis, in accordance with the provisions of section 11 and section 12, to identify such person.

**Provisions of MS Rules 2013 for Survey of Insanitary latrines and Manual Scavengers**

**SURVEY OF INSANITARY LATRINES**

- 10 (1) Every local authority shall draw a suitable time schedule for carrying out survey of insanitary latrines within its jurisdiction and the publication of their list.
- (2) The local authority shall take the assistance of the community leaders and non Governmental organizations working in the area for the welfare of the Safai Karamcharis or sanitary workers, on the existence of insanitary latrines in the area under its jurisdiction.
- (3) Any complaint filed by any person including a non Governmental organization, regarding the construction, maintenance or use of insanitary latrine, shall be inquired by the local authority within fifteen days of filing the complaint.
- (4) The local authority shall constitute a Committee under its Chief Executive Officer with at least two members from the community of Safai Karamcharis or sanitary workers, one of whom shall be a woman and at least one member from the civil society groups.
- (5) The Committee referred to in sub-rule (4) shall plan and monitor the survey, and ensure that an awareness campaign is carried out simultaneously with the survey that is conducted.
- (6) The Chief Executive Officer of the local authority shall prepare an initial list of insanitary latrines existing in his jurisdiction and display the same at the notice board of the office of the local authority and publish in two local daily newspapers, inviting



the objections, specifying the date by which the objections, if any, to the list, shall be received.

- (7) The local authority shall cause to hold a meeting on the due date as specified to hear the complaints and objections received on the initial list and approve the final list of insanitary latrines.
- (8) The final list of insanitary latrines shall be prepared and published by the local authority which shall display the same at the notice board of office of the local authority and publish in two local newspapers, one of which shall be in the vernacular language.
- (9) The local authority, within fifteen days of final publication of list of insanitary latrines, shall serve a notice on the occupier of the insanitary latrine to either demolish such insanitary latrine or convert it into a sanitary latrine within a period of six months from the date of commencement of the Act.
- (10) A copy of such notice referred to in sub-rule (9) shall be sent to the inspector.
- (11) The notice referred to in sub-rule (9) shall include information regarding the schemes of the Central and State Government which entitle the beneficiaries to incentives for the demolition of insanitary latrines or conversion to sanitary latrines; and other information regarding the eligibility to avail the benefits under those Schemes and the procedure for availing such benefits.
- (12) The Committee referred to in sub-rule (4) shall submit the survey report to the District Magistrate, who, or any department designated by him for this purpose, in turn, shall submit the consolidated reports of all local authorities under his jurisdiction to State Level Survey Committee.
- (13) State Level Survey Committee shall furnish the report of the survey to the Central Ministry/Department dealing with the Schemes of conversion of insanitary latrines into sanitary latrines for the urban and rural areas.
- (14) The eligible beneficiaries under the relevant Schemes of the Central or State Government may apply for the admissible financial assistance under such schemes.
- (15) After the expiry of the period under sub-Rule (9), the local authority shall have the premises of the occupier of insanitary latrine inspected.
- (16) If the occupier has neither demolished nor converted the insanitary latrine into a sanitary latrine, the local authority shall order for its demolition and recover the cost from the occupier as arrears of land revenue.

### **SURVEY OF MANUAL SCAVENGERS**

11. 1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the



method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.

- 2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.
- 3) The local authority shall also associate community leaders or non governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.
- 4) The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.
- 5) The lists of manual scavengers, if provided by the non governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.
- 6) In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.
- 7) Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safai karamcharis, sanitary workers or manual scavengers.
- 8) Sample checks of the work done by the enumerators would be carried out by overseers designated for the purpose by the local authority, on the basis of random selection to the extent indicated below:-
  - (i) 100% check in villages.
  - (ii) 100% check in cities and towns having less than 1000 households with insanitary latrines.
  - (iii) 50% of the declarations, verified by each enumerator, shall be checked in towns or cities having 1000 to 9999 households with insanitary latrines.
  - (iv) 33% of the declarations, verified by each enumerator, shall be checked in towns/cities having 10000 or more households with insanitary latrines.
  - (v) In categories (iii) and (iv), if sample check of the work done by any enumerator reveals an error of >10%, a 100% check of his work shall be carried out by the supervisor.
- 9) Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority.
- 10) The local authorities shall also notify the manner of publication of said list during the survey of manual scavengers carried out under the Act.



- 11) The local authority shall get the objections enquired into and hold a meeting, if necessary to finalise the list of manual scavengers in its jurisdiction.
- 12) After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self-declaration about his being a manual scavenger.
- 13) The District Magistrate shall notify a designated officer not below the Tehlisdar or Block Development Officer for inquiring into claims and objections received and giving their findings and the inquiry conducted by the designated authority shall ensure that –
  - (i) the claimant or objector is given adequate opportunity to be heard;
  - (ii) the claimant or objector is given not less than seven days' notice about the date of summary hearing as provided under sub-rule (15);
  - (iii) the claimant or objector shall be allowed to support his claim with documentary evidence, if any, as provided under sub-rule(14);
  - (iv) the claimant or objector shall have the right to be represented by a lawyer, Non Governmental Organization, or a friend; and
  - (v) the claimant or objector shall be given a copy of the order passed by the designated authority as provided under sub-rule(20).
- 14)Forms for filing claims and objections under these rules shall be made available to the applicants free of charge on demand at the designated place, as also through the website of the local authority and the claimant or objector may support his claim with documentary evidence, if any.
- 15)Summary hearings shall be conducted by officers designated by the local authority.
- 16)The officer designated to verify the claims may order fresh verification, if necessary.
- 17)After summary hearing and such further verification (if ordered), the officer would pass an appropriate order, accepting or rejecting the claim or objection, as the case may be and a copy of the order would be given to the persons concerned.
- 18)After settlement of claims and objections by the designated authority, the local authority shall carry out necessary corrections in the draft list and transmit it to the District Level Survey Committee for its consideration.
- 19)The District Level Survey Committee shall cause compilation of lists of manual scavengers received from each local authority, town and prepare a list of manual scavengers for the district which the District Collector will forward to the State Government.
- 20)The State Government shall have the lists of manual scavengers received from various districts, compiled and prepare a consolidated State list of manual scavengers.



- 21) Any person working as a manual scavenger, may self declare either during the survey undertaken by the local authority, or any time thereafter, apply to the Chief Executive Officer of the local authority, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger in the prescribed Proforma.
- 22) There shall be no minimum age limit for identification of manual scavenger, and there shall be no restriction regarding the caste or religion or income or gender for being identified as manual scavenger.
- 23) For the purposes of sub-rule (22), a person should have been engaged or employed as manual scavenger at the commencement of the Act or thereafter and should have worked as such continuously for not less than three months.
- 24) A provisional list of identified manual scavengers as verified by the Overseers, shall be published by the concerned local authority in local newspapers and displayed in its own office and at such other places as deemed appropriate.
- 25) A copy of the provisional list shall be made available to members of the local authority and the non Governmental organizations or community leader of Safai Karamcharis or sanitary workers.
- 26) While publishing the provisional list, the local authority shall call upon members of the public to file claims and objections vis-à-vis, the list, within a period, not less than 15 days, in a proforma notified by the local authority.
- 27) After the approval of the final list by the District Level Survey Committee, it shall be duly published at the notice boards of concerned offices and the final list shall also be uploaded on the website of the District administration and the State Government.

**Proposed Methodology as per MS rules 2013:**

The MS Rules 2013 highlight the methodology to conduct the survey. The Rules provide for specific authorities that include constitution of State Level Survey Committee (SLSC) and District Level Survey Committees under Rule 11, to perform detailed roles. All the States / UTs are required to constitute SLSC and DLSC as per the MS Rules, 2013

**1.1 Constitution of Committees for conducting the MS survey:**



As per MS Rules the composition of DLSC and SLSC is given in the table below:

S.No.	Composition of the Committee	Timeline
<b>District level survey committee means the committee referred to in Rule 11(2), 11(18) and 11(19) with the following composition</b>		29.02.2024
1	District Magistrate Chairman	
2	District level officer dealing with scheduled castes affairs Member Secretary	
3	District Statistical Officer Member	
4	District level officer of Urban Development/Local Self Government Member	
5	One Representative of Railway Authority Member	
6	Upto two representatives of Non-government organizations working for welfare of manual scavengers and Safai Karmacharis to be nominated by the District Magistrate Member	
7	Up to two community representatives of whom one should be a woman to be nominated by the District Magistrate Member	

S.No	Composition of the Committee	Timeline
<b>State Level Survey Committee means the committee referred to in rules 10(12), 10(13) and 11 (2) with the following composition:</b>		29.02.2024
1	Additional Chief Secretary or Principal Secretary, nominated by the State Government Chairman	
2	Principal Secretary/Secretary dealing with Scheduled Castes, if the Committee is chaired by Additional Chief Secretary. If Principal Secretary, Scheduled Caste Welfare himself is the Chairman then Director, Scheduled Castes Welfare. Member Secretary	
3	Director, Economics and Statistics Member	
4	Secretary, Urban Development Department / Local Self Government Department Member	
5	Regional Director, Census Operation Member	
6	One representative of Railway Authority Member	
7	Upto two representatives of Non-Government Organizations working for welfare of Manual Scavengers and Safai Karmacharis to be nominated by the State Government Member	
8	Upto two community representatives of whom one should be a woman to be nominated by State Government Member	

### 3. MODALITIES OF SURVEY AS PER MS RULES, 2013:

**3.1 Coverage:** To ensure that survey does not suffer like last time, Survey would be conducted in all the districts across the country for insanitary latrines existing as on date and manual scavengers currently engaged with the same.



**3.3 Methodology of Survey:** As per MS rules, 2013, the survey of insanitary latrines and manual scavengers involved in cleaning of insanitary latrines is to be undertaken by the local authority<sup>1</sup> through a self-declaration form attached in the annexure:-

- i. **Digital survey:** The survey to be conducted preferably in a digital manner to ensure that the data is collected in cost effective manner and transparent manner as compared to a paper survey. However, if digital survey is not feasible due to some reasons, physical survey can be done.
  - a. **A Beneficiary Management System (BMS) application** that is currently being used for enumeration of workers engaged in hazardous cleaning under NAMASTE will be customised to be utilised for survey of manual scavengers. This application has modalities of quality checks and a district wise and state wise dashboarding also possible. The application also in-built functionalities of capturing photographs of the individuals and their requisite identity cards and geo-tagging locations.
- ii. In case no manual scavenger is identified in the District, District Magistrate to upload the NIL information. This declaration that there are no manual scavengers identified in the district should be made in two local newspapers and a period of 15 days to be given for inclusion of any such individuals who have been inadvertently left out of the survey.
- iii. The Aadhar details of manual scavengers to be captured in the survey. In case the scavengers do not have an aadhar card or need their card details to be updated, the same should be facilitated through Common Service Centres by respective local bodies.
- iv. **Selection of enumerators<sup>2</sup> by local authority for survey.** These enumerators will be such who have experience of conducting digital surveys and interacting with vulnerable communities. These enumerators will be a mix of men and women to ensure that both male and female scavengers are identified.
- v. **Selection of Overseers<sup>3</sup> for validation** (as mentioned in MS Rules 11): Overseers will be district level officials such as xxxx and officials of urban local bodies or in block offices such as xxxx
- vi. Training modules for local authority to conduct the survey may be formulated by NSKFDC.
- vii. Information Education Communication (IEC) Campaign

<sup>1</sup> Local authority means urban local body or Panchayat which is responsible for sanitation in its area of jurisdiction , cantonment board and railway authority

<sup>2</sup> As per MS Rules, Enumerator means any person engaged by a local authority for the purpose of survey or verification of manual scavengers

<sup>3</sup> As per MS Rules, Overseer means an officer engaged by a local authority to exercise powers and perform the duties under the act



- ❖ As a preparatory for conducting the survey of manual scavengers, wide publicity about the survey for identification of Manual Scavengers, its dates, etc., through Print, and audio-visual Media, outdoor publicity, etc. would be given to make the general public aware about the survey. The notice of survey should also be published in two local newspapers, one of which shall be in vernacular language. States and cities may use other channels of communicating the survey timelines and modalities such as rickshaw mounted loudspeakers or in existing solid waste door to door collection vehicles.
- ❖ Support of community leaders/activists, NGOs working for welfare of Safai Karamcharis in identification of wards/pockets having concentration of insanitary latrines.

### 3.4 Actions to be taken by District Level Survey Committee and Timeline

ACTION BY DISTRICT LEVEL SURVEY COMMITTEE AND TIMELINE		
1	Data, if any, uploaded on the Mobile App launched on 18.12.2020 under Swachhata Abhiyan App be discarded / deleted by District Magistrate	Immediately and before start of the fresh survey
a	The notice of Survey shall be displayed at the Notice Board of the office of the Local authority and also be published in two local newspapers, one of which shall be in vernacular language.	15.03.2024
b	Every local authority shall carry out survey of insanitary latrines as per the procedures and guidelines laid down in MS Rules, 2013 within its jurisdiction and complete the same as per timeline. The Survey shall be undertaken for all <b>currently existing insanitary latrines</b> and the complete details such as Name of the occupier, complete address etc. and a geo-tagged photograph should be obtained.	15.04.2024
c	If any insanitary latrine is found, the District Authority should serve upon a Notice to the occupier of such insanitary latrines to demolish it or convert it into a sanitary latrine.	23.04.2024
d	In case no insanitary latrine is found under the jurisdiction of the local authority, the District Magistrate should publish public notice about declaration of the district as manual scavengers free and give fifteen days' time for objection if any, and if no objection is raised declare the district manual scavengers free and upload NIL data on Swachhta Abhiyan Mobile App.	12.05.2024
e	Once the survey of existing insanitary latrines is completed and where the insanitary latrine found the process of survey of existing manual scavengers, who are found servicing such insanitary latrines, be initiated and completed as per the procedures and guidelines laid down in MS Rules, 2013. The details of the existing manual scavengers should be obtained through Self Declaration Form as per Annexure "A"	28.05.2024
f	The final list of manual scavengers, if any, for all towns, cities and villages in each district shall uploaded on Swachhta Abhiyan Mobile App for its ratification by State Level Survey Committee.	30.06.2024
g	District Magistrates should also intimate about the action taken on the occupier of insanitary latrine in compliance of the provisions of	07.07.2024



### 3.5 Actions to be taken by State Level Survey Committee and Timeline

B ACTION BY STATE LEVEL SURVEY COMMITTEE AND TIMELINE		
a	To monitor and oversee the survey process of <b>existing insanitary latrines and identification of Manual Scavengers</b> at State level.	
b	To issue suitable instructions to all the District Magistrates for initiating survey of the insanitary latrines still existing under their jurisdiction.	15.03.2024
c	To arrange publicity through local newspapers etc. about the survey. The notice of survey to be published in two local newspapers, one of which shall be in vernacular language.	29.03.2024
d	To check, verify and ratify the list of existing insanitary latrines and manual scavengers, if any found, in all Districts.	30.07.2024
e	To arrange publication of final consolidated list of manual scavengers in the State.	14.08.2024
f	State Level Survey Committee shall furnish the report of the survey and conversion of insanitary latrines into sanitary latrines for the urban and rural areas with details of Manual Scavengers on Mobile App.	30.08.2024



#### 4. Training and Sensitization of DLSC and SLSC:

- NSKFDC would be developing Training and education modules on MS Act and survey of Manual Scavengers and would conduct training workshops for DLSC and the SLSC.
- Each Local authority like Panchayati Raj Institutions, Urban Local Bodies will have to organize training for sensitizing the Enumerator for carrying out the survey of Manual Scavengers.

#### 4. Provision of Photo Identity Card:

As per Chapter IV, section 13(1) of the MS Act, 2013 the identified manual scavenger shall be given a photo identity card containing details of family members which can be further used to avail benefits.

**ID CARD TEMPLATE**

  <b>Name of Core Sanitation Worker</b> Achik Nayak <b>NAMASTE UID -</b> 87547298 <b>Contact No. -</b> 9999999999  <b>NAME OF U.S.</b> <b>NAME OF DISTRICT</b>	<b>Card No.</b> State of Jirdu, 24/07/2018 Institution No. 123456789 Current Address: Hebbal, Bengaluru 9999999999 Phone No. 9999999999  Permanent Address: 1, Model Village, Hathar P.O., Sivasamogga District 758030  <b>Core Sanitation Worker</b> <b>ILLUSTRATIVE</b> <small>Do not use this card for any other purpose. This card is for identification purposes only. Do not use this card for any other purpose. This card is for identification purposes only. Do not use this card for any other purpose. This card is for identification purposes only.</small>
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Size of card: 2.125" x 3.37"



Self Declaration Form

Identification of the persons engaged in manual scavenging

(Office Use)

- Name of the State: \_\_\_\_\_
- District: \_\_\_\_\_
- Municipality: \_\_\_\_\_ Town \_\_\_\_\_ Ward : \_\_\_\_\_
- Panchayat \_\_\_\_\_ Village \_\_\_\_\_

Photo of the person  
engaged in manual  
scavenging

Family Photo of the person engaged in manual scavenging  
(Picture post card size photograph 6"x4")

1. Name of the person engaged in manual scavenging: \_\_\_\_\_
2. Name of Father / Mother / Spouse: \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Age: \_\_\_\_\_
4. Sex : Male  Female
5. Aadhaar Number of the person engaged in manual scavenging  
\_\_\_\_\_
6. Bank details  
Name of Bank \_\_\_\_\_  
Branch \_\_\_\_\_  
IFSC Code \_\_\_\_\_  
Account No \_\_\_\_\_

7. Details of Self and dependent family members:-

**Household Profile**

*(Please give the names of the family members who live in your household starting with the manual scavenger)*

Sl. No.	Name	Gender (M/F)	Age	Marital Status	Relationship with Identified Manual Scavenger	Educational /Skill Qualification	Current Occupation	Monthly Income (Amt. in Rs.)	Requirement if any, for			Remarks
									Education	Skill Training	Loan for Project	
1												
2												
3												
4												
5												
6												
7												

**Marital Status:** 1. Married 2. Unmarried 3. Divorced/Widow

**Relationship:** 1. Father 2. Mother 3. Brother 4. Sister 5. Grandfather 6. Grandmother 7. Father in Law 8. Mother in Law 9. Self 10. Son 11. Daughter 12. Others (Specify) \_\_\_\_\_

**Education:** 1. Illiterate 2. Primary 3. Middle 3. Secondary 4. 10+2 5. Graduate and above 6. Skilled

**Occupation:** 1. Agricultural Labour 2. Housewife 3. Student 4. Farmer 5. Wage Labourer 6. Self employed 7. Permanent Sanitary worker in Government 8. Contractual/Casual Sanitation Worker 9. Other Service/Job 10. Others (specify) \_\_\_\_\_



8. Educational Status of the person engaged in manual scavenging : (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:

9. 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

10. 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 or Municipality or Panchayat

II. Employed on:

(a) Permanent basis  (b) Temporary basis

(c) Contract basis  (d) Jajmani

11. How long you have been in this Occupation: \_\_\_\_\_

12. Social Background:

(a) Whether SC/ST/OBCs/Others

(b) Caste  (c) Sub Caste

(d) Religion

13. (a) Have you received any benefit from the Government rehabilitation schemes?

(Put a  $\checkmark$  mark in the appropriate box)

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





### Details of Insanitary Latrine

#### 1. Details of Individual Insanitary Latrine (IIL):

Sl. No	Name of the owner of Insanitary 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 Insanitary Latrines being cleaned by the person engaged in manual scavenging:

(Note: Please give detailed description of the individual Insanitary Latrine Cleaned by the person engaged in manual scavenging. In case you need to write extra information kindly photocopy this page and attach with the survey form)

#### 2. Details of Community Insanitary Latrine (CIL):

Sl. No	Name of the owner (Organisation/ Agency) of Community Insanitary 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)/Railway Tracks/other spaces:

S.No	Location of Open Drains/Railway tracks/other spaces in which excreta from the insanitary 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 of the person engaged in manual scavenging)



**Standard Operating Procedure**  
**for**  
**Survey on Manual Scavengers**  
**in**  
**Statutory Towns**

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

**February, 2013**



## **The Survey of Manual Scavengers in statutory towns** **– Standard Operating Procedure.**

The survey can be broadly divided into three phases:-

**(A) Pre Enumeration**

**(B) Enumeration Phase**

**(C) Post Enumeration**

### **(A) Pre Enumeration**

#### **(1) Constitution of the Survey Committees:**

**(i) National Level:** A Committee to steer and coordinate the survey on Manual Scavenger in statutory towns will be constituted in the Ministry of Social Justice & Empowerment.

**(ii) State/UT Level:** A Committee to organize the survey on Manual Scavenger in the State/UT will be constituted by the State Government/UT Administration under Additional Chief Secretary or Principal Secretary nominated by State Government/UT Administration.

**(iii) District Level:** A District Level Survey Committee will be constituted by District Collector/Magistrate.

**(iv) City/Town Level:** The City/Town Level Survey Committee will be constituted by Municipal Commissioner/ District Collector/Magistrate/ Sub Divisional Magistrate.

The composition and functions of the above committees are given at **Annexure I.**

**(2) Publicity Material:** Publicity material will be prepared by the concerned agency of the State Govt./UT Administration responsible for conducting the survey. Ministry of Social Justice and Empowerment will circulate the suggested contents of the publicity material for the guidance of the States/UTs and the urban local body (urban local body for the purpose of this document means statutory towns as defined in the Census 2011 i.e. all municipalities, corporations, cantonment boards or notified town area committees etc., in statutory towns).

**(3) Translation of publicity material:** The publicity material would be prepared by the States/UTs in the local language.

**(4) Distribution of Publicity Material:** The publicity material will be distributed by States/UTs to districts. Districts will further distribute publicity material to Cities/Towns.

**(5) Publicity:**

**(i) National Level:** The Ministry of Social Justice and Empowerment would develop the suggested contents of the publicity material and make it available to States/UTs for their guidance.

**(ii) State Level:** State Level Survey Committee will give wide publicity of the survey through electronic and print media at State level.

**(iii) District Level:** District Level Survey Committee will arrange publicity about survey of manual scavengers through local news papers etc in the district.



**(iv) City/Town Level:** City/Town Level Survey Committee will arrange publicity about survey of manual scavengers through local news papers, posters etc.

**(6) Survey Material:** The Ministry of Social Justice and Empowerment will prepare the survey form, instructions manuals and guidelines for conducting survey of manual scavengers and send it to States/UTs. An appropriate software application would also be provided to the States/UTs for the survey.

**(7) Translation of Survey Material:** States/UTs will translate the survey material so received from Ministry of Social Justice and Empowerment into local language and distribute it to district level.

**(8) Distribution of survey material:** The District Magistrate will distribute the survey material to the statutory towns.

The Chief Executive Officer of the urban local body will distribute survey material to enumerators and supervisors.

**(9) Appointment of Enumerators and Data Entry Operators:** Chief Executive Officer of the urban local body will appoint Enumerators, who would normally be a govt. functionaries. Engagement of data entry operators would be need based.

**(10) Appointment of Supervisors:** Chief Executive Officer of the urban local body will appoint supervisors, who would be a govt. functionary. The field work of every two enumerators will be supervised by

one supervisor. The block of two enumerators will be called a supervisory circle.

Teachers will not be appointed for this survey due to the restrictions laid down in the Right of Education Act.

**(11) Appointment Letter:** Every person involved in survey work of identification of manual scavengers shall necessarily be given a formal letter of appointment detailing the area(s) assigned and the duties and responsibilities as per **Annexure-II**.

**(12) Identity Card:** Every enumerator/data entry operator/supervisor shall be issued an Identity Card duly signed by the Chief Executive Officer of the urban local body as per **Annexure- III**.

**13) Issue of Kit items to Enumerators and Supervisors:** Each enumerator/supervisor may be provided with certain stationery items such as: (i) a bag, (ii) ball pen of good quality for writing, (iii) writing pads to note down necessary information relating to survey work, (iv) Ink pad for thumb impression of the manual scavengers, (v) blank survey forms in adequate number in case house to house survey is required to be done, (vi) copies of instructions manual(s), and (vii) list of S.Cs./S.Ts./O.B.Cs. notified in the State/UT.

**(14) Training of Enumerators, Data Entry Operators and Supervisors:**

A three-tier cascade training is contemplated. The State/UT level trainers will be imparted training by the Ministry of Social Justice & Empowerment. These State level trainers will be called Master Trainers Facilitators (MTFs). The MTFs will in turn train trainers at the district level called Master Trainers (MTs). The MTs would finally train data entry operator, enumerators and supervisor at the statutory town level.



**(15) Allowances:** Each enumerator and supervisor may be paid TA/DA as per State/UTs rules. The supervisors and enumerators/data entry operators would be give an honorarium of Rs.2,000 and Rs.1,000, respectively, for the work done in the survey.

**(16) Collection of Enumeration Blocks/Ward:** The statutory town-wise details of Wards/Enumeration Blocks containing the details of insanitary latrines as per Houselisting and Housing Census, 2011 will be collected from the local district office of Registrar General of India by the District Magistrate or any other officer authorized by him/her. The maps containing the details of EBs/wards may also be collected by them from the district office of the Registrar General of India (RGI) at district level.

**(17) Allotment of work to Enumerators :** The City/Town Level Survey Committee will assess the quantum of survey work on the basis of number of EBs containing the details of insanitary latrines in each statutory town. Accordingly, the work will be allotted to the enumerators to complete the survey work within the stipulated time.

**(18) Declaration of designated place (camp) :** The CEO of the urban local body will notify, in the local language, in various local newspapers/other media the designated places, time, date and duration where the manual scavengers can file their self-declaration.

**(19) Provision of Computer at designated place:** The following hardware would be provided at each designated place (camp):-

- At least one working Personal Computer with at least one free USB port with Windows XP or later OS alongwith original OS available.
- A Laser/inkjet printer,
- One Scanner,
- One Web Camera

- An UPS.

The information provided by the manual scavenger in his/her self declaration would be captured electronically in the software developed by the National Informatics Center (NIC). A copy of the print out of the filled out form would be given to the declaring manual scavenger.

**(B) Enumeration Phase:**

- (1) Enumeration will be conducted in statutory cities/towns having insanitary latrines.
- (2) Administrative boundaries including those for Enumeration Blocks, as used in the Census 2011, would be used for survey of manual scavengers.
- (3) The Chief Executive Officer of the urban local body will be responsible to ensure proper and timely conduct of survey of manual scavengers in the City/Town.
- (4) Collectors/District Magistrates would oversee the survey process in their respective jurisdiction.
- (5) Principal Secretary/ Secretary dealing with Scheduled Castes or the concerned Principal Secretary/Secretary designated by the State Govt. will coordinate and monitor the work of survey of manual scavengers at State/UT level.
- (6) The Cell created in the Ministry of Social Justice & Empowerment will coordinate and monitor work of survey of manual scavengers at National level.



(7) The survey form would be canvassed by enumerators with the help of data entry operators electronically in the software for the survey.

(9) The total enumeration process, including the self declaration by manual scavengers and verification by the enumerators, would be carried out during **2 weeks** time.

(10) Supervisors and enumerators will be familiar with local context, language and dialect but will not be from the same enumeration block under survey.

(11) The Urban Local Body Office (s) will act as the co-ordination centre for enumeration team. The following infrastructure viz. furniture, computers, printers, UPS and Other hardware, stationary etc. will be provided at each designated places by the CEO of the urban local body. Facilities existing in the office should be utilized, as the survey is of a limited duration.

**(12) Self declaration by manual scavengers:**

(i) As a result of publicity and awareness campaign the manual scavengers will report at the designated place on schedule date and time.

(ii) The manual scavenger will file self-declaration before the enumerator.

(iii) The enumerator with the help of the data entry operator will record the self-declaration given by the manual scavenger in the survey form in the Personal Computer, in the software application.

(iv) A print out of the filled in survey form, as generated by the software will be given to the manual scavenger and a receipt also to be generated by the software will be taken from him/her.

(v) The enumerator will also take one printed copy of the filled in survey form from the data entry operator.

**(13) Verification by Enumerator:**

(i) Enumerator will visit the house of manual scavenger to verify the information furnished in the survey form. He will also visit the house of the owners to note down the details of insanitary latrines and open drains where the manual scavenger is working. In case of a person declaring himself to be a manual scavenger in relation to a railway platform/track , the enumerator would visit the site and verify the information.

(ii) The Enumerator will record any discrepancy/change noticed in the verification via-a-vis the information captured earlier, at the appropriate place in the software application.

(iii) The Enumerator will ensure that the details of verification are entered in the software after verification.

(iv) The printed survey form on which the enumerator had done his/her verification will be deposited with the CEO of the urban local body for record. A printout of the form after filling in information, as collected by the enumerator during verification, in the software would also be taken and it will also be deposited with the CEO of the urban local body. The CEO would designate an officer in his office who would compare the forms to see that the entry in the software has been made correctly. In case of an error the same would be corrected in the software by the enumerator with the help of the data entry operator. The responsibility of safe custody of the records of the survey would be of the CEO of the urban local body.

(v) If no manual scavengers come forward to self declare themselves, the Local Authorities may order the house-to-house visit by enumerators



in the known localities of residence of manual scavengers to record their information.

***(vi) In case no manual scavenger is found during house-to-house search, the Local Authority may also direct, in appropriate cases, the identification of household 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 his/her information in the prescribed form.***

***(x) The information in respect of manual scavenger would also be obtained from NGOs working locally. Any list of manual scavengers provided by NGOs directly to the State Government or sent to the State Government by Central Government would also be verified during the survey by the enumerator. If on verification such persons are 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 Local Authority.***

**(14) Sample check by the Supervisors:**

(i) The Supervisor will visit the house of manual scavenger for sample check.

(ii) The sample check will be done by the Supervisor on the basis of random selection to the extent shown below:-

- (a) 100% check will be carried out in 3351 cities/towns, having less than 1000 households with insanitary latrines,

(b) 50% of the declarations verified by each enumerator will be checked in 184 cities/towns having 1000 to 9999 households with insanitary latrines and

(c) 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 (b) & (c), 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.

The households to be checked by the supervisor would be generated randomly by the software application, where he/she has to carry out a sample check.

(iii) Supervisor will be given a printout of the form duly containing comments of the enumerator by the official (s) authorized by the CEO of the urban local body. He will check the information of the survey form by visiting house of manual scavenger and record his observations at the appropriate place in the form. He will also visit the locations of insanitary latrines and open drains/railway platform or track, to check their details etc. from the owners of these insanitary latrines and open drains.

(iv) Supervisor will visit the designated office and get his/her observations recorded entered in the software with the help of the Data Entry Operator.

(vi) The Supervisor will also hand over the hard copy of the survey form on which his observations have been recorded to the officer designated for the purpose by the CEO of the urban local body. A printout of the form after filling in information, as collected by the supervisor during sample check, in the software would also be taken and it will also be deposited

with the CEO of the urban local body. The CEO would designate an officer in his office who would compare the forms to see that the entry in the software has been made correctly. In case of an error the same would be corrected in the software by the supervisor with the help of the data entry operator. The responsibility of safe custody of the records of the survey would be of the CEO of the urban local body.

(vii) ***The City/Town Committee may order house to house survey, survey of households with insanitary latrines and also verification of list provided by NGOs, in case it has reason to believe that there are manual scavengers in that area but have not come forward to file the self- declaration.*** The process for survey would remain the same for such areas, except that the recording of self declaration and verification by enumerator would be simultaneous and it would be initially done on a paper form. The data so collected would then be loaded on to the software with the help of data entry operators and a copy of the form finally filled up without the observations of the enumerator would be given to the manual scavenger through appropriate means, at the earliest, but not later than the commencement of the date of supervision.

(ix) The Survey forms in respect of **all** such manual scavengers will be checked by supervisors and all steps would be taken by him as per procedure in paras (iii) to (vi) above.

**(15) Development of the software for the survey.**

(i) Necessary software will be developed in consultation with National Informatics Centre (NIC) connecting each Statutory Town, District, State and Ministry of Social Justice & Empowerment for proper flow of information.



**(C) Post Enumeration Phase:**

**(1) Preparation of draft list of manual scavengers:**

The Chief Executive Officer of the urban local body will prepare a list of Manual Scavengers on the basis of the information collected by enumerators and as verified by the supervisors and display the **draft list** of all the manual scavengers to invite **claims/ objections etc.** from the public within the period of two weeks. The draft list will also be published in the local newspapers/appropriate local media. While publishing the list it shall be ensured that the caste and religion of the persons will not be disclosed.

**(2) Processing of claims and objections to draft list:**

(i) The District Collector would notify the officers not below the rank of Tehsildar/Block Development Officer to process the **claims and objections filed by the manual scavengers.**

(ii) The Officer so notified will finalise the claims/objections. Mainly there may be two types of cases pertaining to the claims and objections (i) where a person i.e. manual scavenger claims that he has been left and his information has not been recorded by the Enumerator. (ii) The information of manual scavenger was wrongly recorded. Both the cases will be processed by the notified officer judiciously. If their claims/objections were found justified then in first case a fresh survey form in the software application may be filled up while in second case the changes will be recorded in appropriate place in the software. The necessary order may be passed accepting or rejecting of their claims, which will also be recorded in the software. A copy of the order along with the filled in survey form in first case shall be given to the CEO of the urban local body as well as to the claimants. In second case the necessary order along with the

amended survey form may be handed over to the CEO of the urban local body.

**(3) Publication of final list:**

(i) The CEO of the urban local body will prepare the **final list** after processing of the claims and objections, if any, from the manual scavengers.

(ii) The final list will be approved by the Town Level Survey Committee.

(iii) The CEO of the urban local body would after approval of the list duly intimate the District Magistrate in this regard and send a printed copy of the list downloaded from the software application for record.

**(4) Compilation of final list of manual scavengers at district, State and National level:**

(i) The District Level Survey Committee will approve the list of manual scavengers of all cities/towns in the District and the District Magistrate would communicate the approval to the State Nodal Department ( to be designated by each State Govt./UT Administration). The approved list of manual scavengers will be uploaded in the website at district level and displayed in the office of the District Collector.

(ii) The State Level Survey Committee will approve the consolidated list comprising all the districts of the State and the list would be uploaded on the website of the nodal deptt./State Govt. by the State Nodal Deptt.

(iii) The State Nodal Department will give intimation regarding completion of the survey in the State to the Ministry of Social Justice & Empowerment.

(iv) The Ministry of Social Justice & Empowerment will place the final list of manual scavenger before the National Level Survey Committee. Thereafter, the list will be published by the Ministry of Social Justice & Empowerment.

(iv) All consolidation of data of manual scavengers right from the enumeration block level upto national level would be done by the software application and the Ministry should be able to see the progress of the survey at each stage State/UT-wise and City/Town –wise.

**(5) Analytical Reports:**

Analytical Reports will be prepared at Town, District, State and National level by the urban local bodies, District Collector, State Govts. and Department of Social Justice & Empowerment, respectively.

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## Annexure-I.

## 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.	<b>Composition</b>					
(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.	(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 *	(iii) One representative of Railways*	(iv) One representative of Railways*	(v) One representative of Railways*
	(iii) Upto two representatives of NGOs working for Welfare of Safai Karamcharis	(iii) Upto two representative of NGOs working for Welfare of Safai Karamcharis	(iv) Upto two representatives of NGOs working for Welfare of Safai Karamcharis	(v) Upto two representatives of NGOs working for Welfare of Safai Karamcharis	(v) Upto two representatives of NGOs working for Welfare of 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	(v) Upto two Community Representative of whom one should be a woman	(vi) Upto two Community Representative of whom one should be a woman	(vi) Upto two Community Representative of whom one should be a woman
<b>Functions</b>					
2.	(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.





		(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	(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.*



**Annexure-II**

**Office of Municipal Corporation**

Town .....District.....State.....

No.....

Date .....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Appointment of Data Entry Operator/Enumerator/Supervisor.

I hereby appoint you as Data Entry Operator/Enumerator/Supervisor for the period from .....to ..... for the Enumeration Block/Sub-Block No.....

2. Your duties and responsibilities as Data Entry Operator / Enumerator /Supervisor are given in the Instructions Manual for your information and compliance.

Place.....

Signature.....

Date .....


Chief Executive Officer



**Annexure-III**

For Data Entry Operator/Enumerator/Supervisor for Survey of Manual Scavengers and their dependents.

**Specimen of Identify Cards (size 9 cm x 5 cm)**

<b>SURVEY OF MANUAL SCAVENGERS IN STATUTORY TOWNS Identity Card</b>	
 सत्यमेव जयते	<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">PHOTO</div>
No. Name .....	
Designation : Data Entry Operator/ Enumerator/Supervisor	
Town.....	
Valid from.....to.....	
Signature .....	
Chief Executive Officer	

No: ~~1115~~/1119-BCW-/6M(MC)-01/2022(Part-I)

Dated: 15.07.2024

**From: Special Secretary to the Govt. of West Bengal**

**To:**

1. The Secretary, National Commission for Safai Karmacharis, Ministry of Social Justice and Empowerment, Govt. of India, 'B' Wing, 4<sup>th</sup> floor Lok Nayak Bhawan, Khan Market, New Delhi-110003
2. The Secretary, National Commission for Scheduled Castes, Ministry of Social Justice and Empowerment, Govt. of India, 'B' Wing, 5<sup>th</sup> floor Lok Nayak Bhawan, Khan Market, New Delhi-110003
3. The Sr. Economic Adviser, Ministry of Social Justice and Empowerment, Govt. of India
4. The Principal Secretary, Home & Hill Affairs Department, Govt. of West Bengal
5. The Secretary, Urban Development & Municipal Affairs Department, Govt. of WB
6. The Secretary, Panchayats & Rural Development Department, Govt. of WB
7. The Commissioner, Kolkata Municipal Corporation, 5, SN Banerjee Road, Kol-13.
8. The Secretary, Backward Classes Welfare Department
9. The Director General of Police, West Bengal.
10. The General Manager, Eastern Railway
11. The General Manager, South Eastern Railway
12. The Convenor, State Level Bankers' Committee & GM, Punjab National Bank, West Bengal.
13. The Managing Director, West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation.
14. The Director, State Urban Development Agency, UD&MA Deptt., GoWB, Ilgus Bhavan, HC Block, Sector-III, Saltlake, Kol-700106.
15. Smt. Asima Patra, M.L.A., Dhanekhali (SC) AC & Member, State Monitoring Committee under MS Act, 2013.
16. Shri Swarnakamal Saha, M.L.A., Entally AC & Member, State Monitoring Committee under MS Act, 2013.
17. Shri Rajpal Balmiki, Representative, Safai Karmachari Andolon.
18. Ms. Anjali Balmiki, Representative, Safai Karmachari Andolon.
19. Ms. Seema Tigga, Member of NGO, "Maharishi Balmiki Seva Sangha"

**Sub: Circulation of Minutes of the 10<sup>th</sup> Meeting of the State Level Monitoring Committee, West Bengal Constituted under MS Act, 2013 held on 28.06.2024.**

Madam/Sir,

I am to send herewith the resolution/Minutes of the 10<sup>th</sup> Meeting of the State Level Monitoring Committee, West Bengal, Constituted under MS Act, 2013 held on 28.06.2024 at 3 P.M. at the Conference Hall of Kolkata Municipal Corporation for your kind information and taking necessary action.

Yours faithfully,

  
Special Secretary

No: 1115(2) -BCW-/6M(MC)-01/2022(Part-I)

Dated: 15.07.2024

Copy forwarded for your kind information and necessary action to:-

1. The PS to the Hon'ble Minister-in-Charge, UD & MA Department, Govt. of West Bengal & Chairperson, Ex-Officio, SMC, WB constituted under MS Act, 2013 with a request to place it before the Hon'ble Minister-in-Charge, UD & MA Department, Govt. of West Bengal.
2. The PS to the Hon'ble MOS(IC), BCW & TD Department, Govt. of West Bengal with a request to place it before the Hon'ble MOS(IC), BCW & TD Department, Govt. of West Bengal.

  
Special Secretary

No: 1115(4) BCW-/6M(MC)-01/2022(Part-I)

Dated: 15.07.2024

Copy forwarded for your kind information and necessary action to:-

1. The Commissioner, BCW & TD Directorate.
2. The District Magistrate,.....(All).
3. The PO-cum-DWO/DWO.....(All).
4. The PA to the Secretary, BCW Department, Govt. Of West Bengal.

  
Special Secretary



# Minutes of 10<sup>th</sup> Meeting of the State Monitoring Committee, West Bengal

**Date: 28-06-2024 at 15:30 HRS.**

**Venue: Conference Hall of Kolkata Municipal Corporation, 5 S N Banerjee Road, Kol 13**

**Member Present: Attendance Sheet attached.**

**In-chair: Hon'ble MIC, UD & MA Departments, Government of West Bengal.**

Hon'ble MIC, UD & MA Departments addressed the participants and directed to start discussions. A Power Point Presentation was shown to the Members and agenda wise discussions were held. Issues discussed and decisions taken are noted below:

1. Rehabilitation of identified Manual Scavengers [*Sec 13, 16 – Rehabilitation of persons identified as Manual Scavengers in urban and rural areas respectively*]:

In the second-round survey conducted during 2018-19, a total of 637 persons were identified as Manual Scavengers in 4 (four) districts of West Bengal namely North 24 Parganas, Paschim Bardhaman, Purba Bardhaman and Kolkata. All of them were provided One Time Cash Assistance (OTCA) @ Rs. 40,000/- (Rupees Forty Thousand). Out of these 637 persons, 533 identified Manual Scavengers expressed their willingness to be rehabilitated through Bank Loan and Subsidy under revised SRMS. All the 533 cases were sponsored to respective banks. Only 74 cases were sanctioned so far. The matter was pursued through the forum of State Level Bankers' Committee (SLBC). Last communication was sent to Convenor, SLBC vide Memo No. 555/ SCTB dated 05-04-2024. No improvement was witnessed even after reminder issued by National Commission for Scheduled Castes.

Dr. P. P. Vava, Hon'ble Member, NCSK stated that as per RBI mandate of priority sector lending, it is obligatory on part of the banks to sanction applications under SRMS without any security.

Hon'ble MIC, UD & MA Departments instructed representative of SLBC to visit State Bank of India, Titagarh branch to understand the specific reasons for denial by banks. The applicants will also attend the bank on the same date with coordinator. WBCSTOBCDFC will coordinate and monitor.

2. Fresh Survey of Manual Scavengers [*Sec 11 & 14 – Provisions for identification of Manual Scavengers by ULBs & RLBs respectively*]:

Hon'ble Supreme Court of India in its verdict in the matter of WPA 324, Dr. Balaram Singh vs. Union of India has directed to conduct a fresh survey for identification of Manual Scavengers. Accordingly, the MOSJ&E has already prepared Guidelines and circulated to all the stakeholders.

Hon'ble MIC, UD & MA, Departments directed to take up reconstitution of the State Level and District Level survey Committees immediately. State Urban Development Agency (SUDA) will conduct the survey in the Urban Areas of the State in association with the ULBs. Panchayat and Rural Development Departments, Govt. of WB will conduct the survey in the Rural areas. Training of trainers may be taken up by the BCW Department, Govt. of WB.



3. Status of mechanization, Safety Devices like safety suits, safety gears etc. [Sec – 7 & 33 – Prohibition of persons from engagement or employment for Hazardous cleaning of Sewers and Septic tanks, duty of Local authorities to use modern technology]:

Providing safety gears, safety devices etc. to Safai Karmacharis are mandatory under Sec. 7 & 33 of MS Act 2013. Introducing sanitation equipment, sanitation vehicle to replace the manual cleaning of sewerage and septic tanks has also been made mandatory under this Act. It has further been advocated for Awareness Training of Safai Karmacharis of different categories deployed in the Urban Local Bodies / Rural Local Bodies regarding safety devices, health hazards, operation of equipment etc. Organizing Health Camps regularly has also been advocated by the National Commission for Safai Karmacharis.

Hon'ble MIC, UD & MA Departments has directed to replace manual hazardous cleaning of sewer and septic tanks in all the ULBs. He further mentioned that Kolkata Municipal Corporation has done mechanization extensively and other Urban Local Bodies are gradually introducing safety gears, devices and mechanization. He also directed to take up training of Safai Karmacharis appropriately to avoid accidents. SUDA has already submitted a proposal under NAMASTE Scheme. He also directed to prepare some proposal for tapping fund under Swachhta Udyami Yojana (SUY) for procuring sanitation equipment.

4. Sewerage death case & payment of compensation, Lodging FIR in sewerage death cases [As per latest verdict of Supreme Court of India, family members of Safai Karmacharis shall be provided compensation of ₹ 30.00 lakh in case of Sewerage Death]:

Hon'ble Supreme Court, in the interim order of WPA (C) 324 of 2020 has issued an instruction to raise the payment of compensation from ₹ 10.00 lakh to ₹ 30.00 lakh in case of Sewerage Death. Hon'ble Supreme Court has also ordered to pay compensation of an amount of minimum ₹ 10.00 lakh in case of sewer victims suffering disabilities. The amount is to be determined according to the severity of disabilities. The amount shall be minimum ₹ 20.00 lakh if the disability is permanent.

The State Govt. so far paid compensation @ ₹ 10.00 lakh to the victim's family in respect of 24 cases before the verdict of Hon'ble Supreme Court. It was clarified that amount of compensation shall be as per verdict of Hon'ble Supreme Court, if the compensation is paid after the verdict even if the death occurred prior to the verdict. Accordingly, payment of additional compensation @ ₹ 20.00 lakh is being processed by P & RD Department, Govt. of WB in respect of 3 victims of Birbhum districts. As per report sent by district administration Murshidabad, three death cases are accidental, not sewerage death. Another five cases, one of Mal, Jalpaiguri, one of Dinhatra, Cooch Behar, two of Hooghly and one of Purba Bardhaman district are under process.

Hon'ble MIC, UD & MA Departments has instructed P & RD Department to procure sanitation equipment like Cesspool at GP level since all the accidental deaths happened in the rural areas.

5. Payment of salary/ wages, contractual engagement, enforcement of Labour Laws, Suitable time slot for female workers, change room/rest room:

Wages of Safai Karmacharis deployed in the ULBs of the State are at par with the Minimum Wages Act. Wages are disbursed directly to the bank accounts of Safai Karmacharis.

6. Scholarship to children belonging to families engaged in unclean occupation:

As part of rehabilitation package, children belong to families engaged in unclean occupation are entitled to scholarships. BCW Department provides scholarship to all eligible applicants under the scheme.

Hon'ble MIC, UD & MA Departments has directed to bring more number of children under this scholarship scheme. ULBs are to explore in the Schools run by them in areas of habitation of the Safai Karmacharis.

7. Construction of dwelling house for MSs, improving basic amenities in the habitation of Safai Karmacharis: [Sec – 13 & 16 – *Rehabilitations of persons identified as Manual Scavengers*]

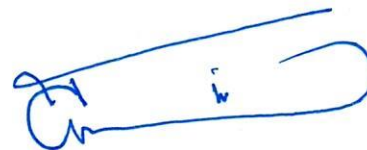
As per provision of the Act, the rehabilitation package includes allotment of a residential plot and financial assistance for house construction or a ready built house to each of the persons identified as Manual Scavengers.

The matter was reviewed by UD & MA Department. Scarcity of suitable land under control of ULBs has been identified as the major issue.

Hon'ble MIC, UD & MA Department has directed to explore providing constructed rooms for the Safai Karmacharis and Identified Manual Scavengers.

There being no other discussions left, the meeting ended with thanks to and from the chair.


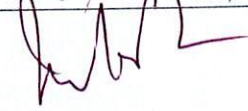

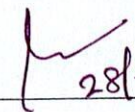
Date: 28-06-2024.



Chairman  
&  
Hon'ble MIC  
UD & MA Department, Govt. of WB



**Attendance of the Members and Other Officials present in the Meeting of the State Monitoring Committee as per Sec 26 of MS Act, 2013 held at the Conference Hall of Kolkata Municipal Corporation on 28.06.2024 at 3 P.M.**


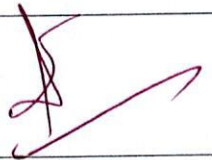
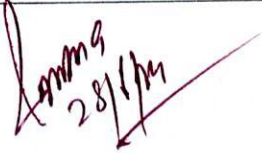
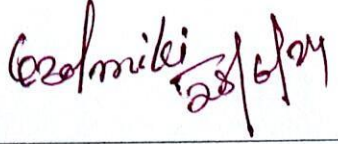
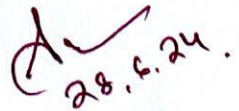
Sl No.	Name & Designation	Mobile No	Email Id	Signature
1	Janab Firhad Hakim, Hon'ble MIC, Urban Development & Municipal Affairs Department			
2	Shri Bulu Chik Baraik, Hon'ble MOS(IC), BCW & TD Department			 28/06/2024
3.	Smt. Pulona Basu, S.I. Representative of the National Commission for Scheduled Castes	9953502261	sc.kolkata.21@gmail.com	
4.	Representative of the National Commission for Safai Karmachari	9446179175	DR. P. P. VAUVA Member NCSK	
5.	Smt. Asima Patra, M.L.A., Dhanekhali (SC) AC	9733606285		Asima Patra 28/6/24
6	Shri Swarnakamal Saha, M.L.A., Entally AC			
7	✓ The Director General of Police, West Bengal SOMA DAS MITRA, D/o C/D	983090544	dig@cidwestbengal.gov.in	 28/6/24

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Sl No.	Name & Designation	Mobile No	Email Id	Signature
8	The Principal Secretary, Home and Hill Affairs Department, Govt. of West Bengal			
9	The Secretary, Urban Development & Municipal Affairs Department, Govt. Of West Bengal.	9331763640	Secy.ma-wb@gov.in	<i>De</i>
10	The Secretary, Department of Panchayats & Rural Development, Govt. of West Bengal.			
11	The Commissioner, Kolkata Municipal Corporation.	961992266x	mc@kmpw.in	<i>Janu (28/6/24)</i>
12	The General Manager, Eastern Railway			
13	The General Manager, South Eastern Railway	9002080539 (AHD)	GUPTASKO123@GMAIL.COM	<i>Gang</i>
14	Ms. Seema Tigga, Member of NGO, "Maharishi Balmiki Seva Sangha"			
15	Shri Rajpal Balmiki, Representative, Safai Karmachari Andolon.	9007820056		<i>Rajpal</i>





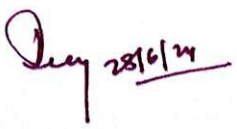
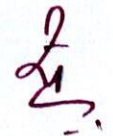


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Sl No.	Name & Designation	Mobile No	Email Id	Signature
16	Ms. Anjali Balmiki, Representative, Safai Karmachari Andolon.			
17	The Convenor, State Level Bankers' Committee & GM, Punjab National Bank or their Representative.	9821849710	stbc.westbengal@pnb.co.in	
18	The Secretary, Backward Classes Welfare Department, Govt. of West Bengal.			
19	The Director, State Urban Development Agency, UD&MA Department, Govt. of West Bengal.			
20	The Managing Director, West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development and Finance Corporation.			
21	KRISHANPAL BALMIKI Representative safai karmachari andolon north 24 Palyanas	7059582628		
22	Subhash Chakraborty Chief Municipal Engineer, KMC	6291975784		



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Sl No.	Name & Designation	Mobile No	Email Id	Signature
23	DEVJIT DAS DYCE (SWM-II)	9432441553		
24	Santanu Das, E. R Addl. Secy, PECD	9593670197		
25	S.K. Ghosh, DG (SAD) KMC	9007838329		
26	Anindya SenGupta Spl. Secy, H & HA Deptt.	9830291308		
27	Soumya Bhattacharya Addl Secy, Home & Hill Affairs Deptt.	8583943987		
28	Jyotirmoy Tanti, Jt MC KMC	8617312684	jtmc.dev@kmc.gov .in	

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Sl No.	Name & Designation	Mobile No	Email Id	Signature
29	Udayan Kumar Biswas Manager	9433084103		
30	Satyabrata Halder DM (HQ), WBSESTOBCDFC	8240179754	dm.sestdfc@gmail.com	
31	Saikat Dasgupta Ch. Manager (Personnel)	9433087821	saikaldg@gmail.com	
32	DR. Tapas Majumdar ACM D (H&FD) SERLY, GRC	9002080504		
33	Biswajit Pandit APO (Cord) / SER	9002080608		
34	Chittaranjan Kumar APO (R) / GRC	9002080610		



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