

**Himachal Pradesh  
Maharishi Valmiki Sampurn  
Swachata Puraskar  
(State Sanitation Reward Scheme)**



**Total Sanitation Campaign**



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## INTRODUCTION

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The Government of Himachal Pradesh has launched a comprehensive strategy to tackle the sanitation challenge based on motivating rural communities to end the traditional practice of open defecation and adopt safe sanitation. In pursuance of this strategy the State Government has introduced the Maharishi Valmiki Sampurn Swachata Puruskar (MVSSP) to select the cleanest Gram Panchayat at block, district, division and state level, based on an annual competition. Winning Gram Panchayats at State and Divisional levels receive the prize at the hands of the Hon'ble Chief Minister of Himachal Pradesh, and District and Block levels at the hands of senior dignitaries, during Independence Day celebrations each year.

## ELIGIBILITY CRITERIA

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Any Gram Panchayat that satisfies the following conditions is eligible to participate in the MVSSP competition:

- The Gram Panchayat should have become open defecation free.
- Winning Gram Panchayats at any level are excluded from participating for the Award for that level for the next three years. However, it can participate in this competition at a higher level e.g. Panchayats having won the Block level award in the previous year, would be eligible to compete only for District, Division and State Award in the next year's competition.
- State level winner is not eligible to participate in the competition for 3 years after the year of winning.

## INDICATORS FOR ASSESSMENT

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The basis for selecting the cleanest Panchayat in the MVSSP is a scoring scheme that gives weightage to different parameters of total sanitation. The weightage is designed so as to incentivize Gram Panchayats to not only sustain but also improve on their open defecation free status. A summary of the scoring scheme is provided below and details are given at **Annexure B**.

No	Indicator	Max. Score
1	Personal Hygiene	15
2	School and Anganwadi Sanitation	15
3	Quality of Life	15
4	Solid Waste Management	20
5	Liquid Waste Management	15
6	Community Participation and Institutional Arrangements	20
<b>Total</b>		<b>100</b>

## **INCENTIVE PATTERN**

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The incentive pattern for MVSSP prize winners i.e. GP's attaining First Position, at different levels is as follows:

<b>Block Level</b>	<b>1 lakh</b>
<b>District Level*</b>	<b>3 lakh</b>
<b>Division Level</b>	<b>5 lakh</b>
<b>State Level</b>	<b>10 lakh</b>

*\* 2 Gram Panchayats can get prize if a district has more than 300 GPs*

## **ASSESSMENT PROCEDURE**

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- Assessment Committees will be set up at four levels - block, district, division and state.
- First, the assessment will be undertaken at block level and the best/cleanest GP will be selected. The block level winners will go on to participate in the district level competition and district level winners will go on to participate in the divisional-level competition, and finally divisional level winners will participate in the state-level competition.
- To prevent bias, assessment in one block/district/division will be undertaken by members from another block/district/division, but avoiding reciprocal assessment arrangement.
- To apply for the MVSSP, a Gram Panchayat should send its claim on the enclosed application form at **Annexure-A** to their Block Development Officer by 23<sup>rd</sup> of April 2009 after a resolution regarding the same has been passed by the Gram Sabha and it has been attested by the Gram Panchayat head and three other members.
- The concerned Block Development Officer will scrutinize applications received and refer the applications to the District Rural Development Agency.
- The District Development Agency/District Council will refer the matter to the Block Committee that is supposed to undertake the assessment.

Detailed composition of the assessment committees at different levels is given below.

### **Block Level Assessment Team**

#### ***a. Composition***

This committee will be notified by the DRDA after it receives the nominations from the Sub-Division Level Water and Sanitation Committee.

1. Three members of the Panchayat Samiti nominated by itself.
2. Two members from the reputed local NGOs nominated by the DRDA.
3. Four Govt. Block level officers/officials, from the line Department e.g. I&PH, Health, Education, ICDS.
4. One local member related to the press, selected by the Sub-Divisional Press Committee.

For decision making, a quorum of at least 05 members is mandatory and the decision will be based on the average of marks given by the all the members of the committee. The concerned Block Development Officer will ensure that the Block Level Committee is

fully sensitized about their task and will carry out its orientation under the supervision of the DRDA. In case the quorum for Block-level Committee remains incomplete due to non-availability of any member then the concerned Block Development Officer will himself nominate the remaining members for the aforesaid committee. In case more than 25 Panchayats from block have applied for the MVSSP, two assessment committees can be set up.

**b. Procedure**

The block-level assessment committee will visit all Panchayats that have applied for the MVSSP in the block being assessed. The team will undertake its assessment as per the prescribed norms and marking criteria and select the best/cleanest Panchayats in that block based on scores achieved.

**c. Period of Assessment**

The assessment of the Panchayats will take place between 24<sup>th</sup> of April till the 4<sup>th</sup> of June every year.

**d. Report**

The report on this inspection will be signed by all members of the committee and submitted in a sealed envelope to the respective Block Development Officer by 5<sup>th</sup> of June every year, and sent to the Deputy Commissioner and the Rural Development Department in Shimla.

**District Level Assessment Team**

**a. Composition**

This committee will be selected and notified by the Deputy Commissioner/ DRDA.

1. Three members of Zila Parishad selected by itself.
2. Two members from the reputed local NGOs nominated by the DRDA.
3. Two members related to press, selected by District-level Press Committee.
4. One member each from the line Departments such as Education, Social Justice & Empowerment, Health and I&PH.
5. One representative from the DRDA.

For decision making, a quorum of at least 05 members is compulsory. The decision of the committee will be based on the average of marks given by the all the members of the committee. The concerned DRDA will ensure that the District Level Committee is fully sensitized about their task and will also carry out its orientation.

**b. Procedure**

The district-level assessment committee will visit the first ranked Panchayat recommended by each block level assessment committee in a district. The committee will undertake its assessment as per the prescribed norms and scoring criteria to select the best Panchayat(s) in that district based on scores achieved. The state government will issue instructions as to which district will inspect which one each year.

**c. Period of Assessment**

The assessment of the selected Panchayats will take place between 6<sup>th</sup> of June till the 29<sup>th</sup> of June every year.

#### **d. Report**

The report on this inspection will be signed by all members of the committee and submitted in a sealed envelope to the Rural Development Department in Shimla by 30th of June every year.

### **Divisional Level Assessment Team**

#### **a. Composition**

This committee will be notified by the Department of Rural Development after it receives the nominations from each DRDA in the division.

1. One District official/ Zila Parishad member from each District of the Division.
2. One member each from a reputed NGO working in Health/ Sanitation District wise which will be nominated by respective Districts.
3. Two prominent Press members from the Division, nominated by the Department.
4. One member each from the line Departments such as Education, Social Justice & Empowerment, Health and I&PH nominated by the Department of Rural Development having understanding of the Sanitation concepts.

There will be a quorum of at least 05 members for the decision making. The decision will be based on the average of marks given by the all the members of the committee. The sensitization of the Division Level Committee will be done at the Division level under the supervision of the Department of Rural Development.

#### **b. Procedure**

The district-level assessment committee will visit the first ranked Panchayat recommended by each block level assessment committee in a district. The committee will undertake its assessment as per the prescribed norms and marking criteria to select the best Panchayats in that district based on scores achieved. The state government will issue instructions as to which district will inspect which one each year.

#### **c. Period of Assessment**

The assessment of the selected Panchayats at divisional level will take place between 1<sup>st</sup> of July till the 14<sup>th</sup> of July ever year.

#### **d. Report**

The report on this inspection will be signed by all members of the committee and submitted in a sealed envelope to the respective Deputy Commissioner by 15<sup>th</sup> of July every year.

### **State Level Assessment Team**

#### **a. Composition**

This committee will be notified by the Secretary Department of Rural Development and will be a broad based committee consisting of following.

1. One representative from the last Years State level MVSSP winning Panchayat.
2. Two representatives from the NGP winner Gram Panchayats.

3. Two members from the reputed National/State level NGOs.
4. Two reputed press members.
5. One senior level member from each of the line Departments such as Education, Social Justice & Empowerment, Health and I&PH.
6. One member each from Department of Rural Development and SIRD.

There will be a quorum of at least 05 members for the decision making. The decision will be based on the average of marks given by the all the members of the committee. The sensitization of the State level Committee will be done by the Department of Rural Development.

#### **b. Procedure**

The state-level assessment team will visit the first ranked Panchayat recommended by each division level committee. The committee will undertake its assessment as per the prescribed norms and marking criteria to select the best Panchayat and winner of state-level reward based on scores achieved.

#### **c. Period of Assessment**

The assessment of the selected Panchayats will take place between 16<sup>th</sup> of July till the 29<sup>th</sup> of July every year.

#### **d. Report**

The report on this inspection will be signed by all members of the committee and submitted for record by 30<sup>th</sup> of July every year.

### **TIMELINE**

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The competition can take place each year from **15<sup>th</sup> April, Himachal State Foundation Day to 15<sup>th</sup> August, Independence Day.**

<b>1-7 April</b>	<b>Swachata Week</b>
	1 April School Sanitation Day
	2 April Media Day
	3 April Cleanliness is Godliness Day (Ram Navmi)
	4 April Water Purification Day
	5 April Commitment Day (simultaneous Gram Sabha across the state)
	6 April Anganwadi Sanitation Day
	7 April Personal Hygiene and Culmination Day
<b>24 April</b>	<b>All block level applications received</b>
<b>5 June</b>	<b>Block level winner announced</b>
<b>30 June</b>	<b>District level winner announced</b>
<b>15 July</b>	<b>Divisional level winner announced</b>
<b>30 July</b>	<b>State level winner announced</b>
<b>15 August</b>	<b>Independence Day; Prize giving at the hands of the Hon'ble Chief Minister of Himachal Pradesh</b>

## **GUIDELINES FOR CONDUCT OF THE COMPETITION**

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- Assessment committees to have odd number of members to facilitate decision-making by voting (even number of members may lead to deadlock)
- Each assessment committee should include members in equal proportion from different disciplinary backgrounds such as rural development, health, education, engineering etc.
- Each assessment committee should include at least 1 or 2 women members
- To facilitate transparency in the assessment, provision has been made to include press and NGO representatives in committees at different levels. Selection of press representative should be done with the help of Press Association and while selecting NGO representative, their impartiality and experience should be properly ensured.
- State- and divisional level assessment committees to have representation from different districts.
- Absenteeism of committee members at any level will prevent transparent and timely assessment. In addition, composition of the assessment team at any level must be consistent throughout the evaluation. If due to unavoidable reasons, any committee member is unable to discharge evaluation duties, he/she must have prior permission from the Committee Chairperson at the concerned level and deputation of an alternative member to fill the absent member's position must be arranged.
- A thorough orientation at different levels of the assessment is essential to ensure that all members are aware of the modalities of the program and how to apply the assessment criteria.
- In addition to technical knowledge, the orientation must also cover attitudes and code of conduct to be followed during the assessment process.
- Before starting any assessment, the assessment team members must take a '**Oath of Impartiality**' in the presence of the members of the Gram Panchayat being assessed and confirm their attendance using the proforma included at **Annex C**
- After completing the assessment in a Gram Panchayat, the assessment team must have a **feedback form** signed by the Pradhan and Secretary of a Panchayat and submit the same as records along with the final marks awarded. The proforma for this feedback form is at **Annex D**
- The decision made by a committee at any level will be deemed final and no appeal is admissible in this regard.
- The award money shall be given to the Gram Panchayat as an untied grant and will form Part 'A' funds of the Gram Panchayat with full spending authority vested in the Gram Sabha.

**ANNEX A: APPLICATION FORM FOR MAHARISHI VALMIKI SAMPOORNA  
SWACHATA PURASKAR**



**Maharishi Valmiki Sampurn Swachta Puruskar**

**Himachal Pradesh State Sanitation Award Scheme**

**(To be filled by the Gram Panchayat)**



1.Name of applicant Panchayat .....

2.Population of applicant Panchayat .....

3. Correspondence address of Gram Panchayat .....

.....

Contact Telephone Number .....

4. Families' information at the time of doing basic survey :

Numbers of families in the GP	BPL Family		APL Family	
	With toilet	Without Toilet	With toilet	Without Toilet

5. Date of obtaining Open Defecation Free Status .....

6.Families' information at the time of application :

Number of families in the GP	BPL family		APL family	
	With toilet	Without Toilet	With toilet	Without Toilet

7.Present status of the coverage of schools in the Gram Panchayat:

Types of school	Total No.	With toilet and urinal	Only toilet or urinal	Is there separate toilet for girls and boys and urinal in all co-education school?

- |   |        |
|---|--------|
| 8. Is the area of Panchayat free from open defecation and manual scavenging for sanitation?   | Yes/No |
| 9. Is facility of latrine available in every house of panchayat?  | Yes/No |
| 10. Is there toilet in every Aanganwadi Centre?   | Yes/No |
| 11. Is there toilet in every school?  | Yes/No |
| 12. Is the environment of the Panchayat kept clean?   | Yes/No |
| 13. Does it take care of individual cleanliness and quality of life?  | Yes/No |
| 14. Has the management for dirty water and solid garbage been done properly and is the drainage being maintained or not in the Panchayat? | Yes/No |
| 15. Does Panchayat have participatory management and will the Panchayat be able to continue with this in future.                          | Yes/No |
| 16. Has the Panchayat ever won the MVSSP earlier?   | Yes/No |
| 17. If yes in which year _____ and at which level _____   |        |





## Annex B: Marking Criteria for Awarding Points by the Evaluation Teams at different levels



Sr. No.	Activities	Maximum Marks	Marks allotted
<b>1.</b>	<b>Personal Hygiene.</b>		
	a. Personal Hygiene: including hand washing at critical times (post toilet use, after handling infant faeces, before eating), cleanliness etc.	5	
	b. Proper understanding and disposal of child fecal matter.	2	
	c. Home and individual toilets constructed are safe (technology).	4	
	d. Proper upkeep of household toilets and its usage.	4	
<b>Sub Total Marks</b>		<b>15</b>	
<b>2.</b>	<b>School and Anganwadi sanitation.</b>		
	a. Availability of separate and adequate toilets for boys and girls in school and toilets in Anganwadis.	4	
	b. Use and maintenance of toilets in Schools and Anganwadis.	5	
	c. Knowledge about health, hygiene and sanitation among the students.	3	
	d. Anganwadi/water for drinking and other purposes at School Availability of .water storage tank g.Centres for e	3	
<b>Sub Total Marks</b>		<b>15</b>	
<b>3.</b>	<b>Quality of life.</b>		
	a. Preservation of hygienic conditions in the Gram Panchayat and aesthetic maintenance of public property.	4	
	b. Preservation and treatment of public drinking water sources in the Gram Panchayat to ensure water quality and its management.	4	
	c. No significant incidences of water borne diseases reported in the preceding year.	4	
	d. Toilet facilities near religious places and public places	3	
<b>Sub Total Marks</b>		<b>15</b>	
<b>4.</b>	<b>Solid Waste Management.</b>		
	a. Proper system of segregation and collection of solid waste from the household.	5 5	
	b. Proper system of safe transport and disposal of household solid waste.	5	
	c. Proper disposal of solid waste in the religious and public places.	5	
	d. Institutional structure for the final disposal of solid waste in place: For e.g. engagement of "Kabadi Valas", availability of any vehicle, manpower etc.	5	
<b>Sub Total Marks</b>		<b>20</b>	
<b>5.</b>	<b>Liquid Waste Management.</b>		
	a. Proper disposal and management of household liquid waste including cattle shed liquid waste.	8	
	b. Proper disposal and management of waste water in the public areas and near public water sources.	7	
<b>Sub Total Marks</b>		<b>15</b>	
<b>6.</b>	<b>Community Participation in Sanitation Campaign and Institutional Arrangements at the Gram Panchayat Level.</b>		
	a. General awareness in community on the need for sanitation and personal hygiene.	4	
	b. Any innovation on any of the above marking criterias.	3	
	c. Existence and of water and sanitation committee in the Panchayat.	2	
	d. Water and sanitation committee meets regularly and actively tackles issues.	4	
	e. Number of Gram Sabhas held during the preceding year.	4	
	f. Provision of adequate funds for maintenance of sanitation and civic amenities iv Fund-A and its utilization.	3	
<b>Sub Total Marks</b>		<b>20</b>	
<b>TOTAL MARKS</b>		<b>100</b>	

**Note: In case of GP with 400 or more households bonus marks of 3 will be allotted at the time of verification.**



## Annex C: OATH OF IMPARTIALITY



हिमाचल प्रदेश सरकार

### महर्षि वाल्मीकि स्वच्छता पुरस्कार योजना - 2009

जिला \_\_\_\_\_ ब्लॉक \_\_\_\_\_

पंचायत \_\_\_\_\_ तारीख \_\_\_\_\_

“मैं/हम , \_\_\_\_\_ समिति के सदस्य, राष्ट्र पिता महात्मा गांधी की स्मृति में शपथ लेते हैं कि मैं/हम इस प्रतियोगिता के निर्धारित नियमों के अनुसार, और बिना किसी भय या पक्षपात, स्नेह या दुर्भावना के, इस ग्राम पंचायत में निष्पक्ष मूल्यांकन करेंगे। मूल्यांकन के दौरान यदि किसी भी ग्राम पंचायत ने किसी भी प्रकार का दबाव डाला, प्रत्यक्ष अथवा परोक्ष रूप में, तो हमारा सरकार को सुझाव है कि उस ग्राम पंचायत को प्रतियोगिता से निलंबित किया जाए। इसी प्रकार से , मैं/हम शपथ लेते हैं कि मैं/हम बिना किसी दबाव में, ईमानदारी और अपनी पूरी योग्यता के साथ, यह कर्तव्य पालन पूरा करेंगे”।

टीम के सदस्य का नाम	हस्ताक्षर



## Annex D: FEEDBACK FORM



हिमाचल प्रदेश सरकार

### महर्षि वाल्मीकि स्वच्छता पुरस्कार योजना - 2009

जिला \_\_\_\_\_ ब्लॉक \_\_\_\_\_

पंचायत \_\_\_\_\_ तारीख \_\_\_\_\_

यह पत्र प्रमाणित करता है कि \_\_\_\_\_ स्तर की टीम ने महर्षि वाल्मीकि स्वच्छता पुरस्कार योजना के अंतर्गत इस ग्राम पंचायत का दौरा किया।

विवरण	हाँ	नहीं
टीम ने पंचायत के सदस्यों के सामने शपथ ली		
टीम के 50% से अधिक सदस्य उपस्थित थे		
हम मानते हैं कि टीम का दौरा निर्धारित नियमों के अनुसार था		
हम मानते हैं कि टीम का दौरा व्यापक था		
हम मानते हैं कि टीम का दौरा निष्पक्ष था		

इस टीम ने इस ग्राम पंचायत में \_\_\_\_\_ घंटे खर्च किए।

आगमन समय \_\_\_\_\_ प्रस्थान समय \_\_\_\_\_

टिप्पणी
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नाम	हस्ताक्षर
सरपंच / सदस्य	
सचिव / सदस्य	

**Himachal Pradesh  
Maharishi Valmiki Sampurn Swachata  
Puraskar  
(State Sanitation Reward Scheme)**



**Total Sanitation Campaign**

For more information at Block level contact:  
Block Development officer

For more information at District level contact:  
Project Officer, District Rural Development Agency

