

## **Toolkit 1**

Name : Swachh Bharat Mission (Urban)

Department : Urban Development Department.

### **Activity 1: Identifying the End User who will be the Target Audience:**

#### **1. Who are the Users:**

- a. Urban Citizens.
- b. Urban Local Bodies.
- c. Mission Beneficiaries.
- d. MoUD & State Departments.

#### **2. User Categories:**

- a. Applicants.
- b. Beneficiaries.
- c. NGOs.
- d. Business Firm/ Contractor.
- e. Urban Local Bodies.
- f. Job seekers.
- g. Slum Communities.

#### **3. User Needs:**

- a. Components of Swachh Bharat Mission (U).
- b. Criteria for availing the scheme.
- c. SBM Guideline.
- d. Mission achievements & Activities.
- e. Live Tenders & Circulars.
- f. Municipal Solid Waste Management.
- g. Help & FAQ

## Toolkit 2

### **Activity: Content listing and Categorization.**

#### **Questionnaire 1**

##### A. Enter Basic Details:

Name of Content Manager : Shri. Dilip Boruah  
Name of Section : MIS  
Name of Department/ Directorate : State Mission Directorate, Swachh  
Bharat Mission (U), Assam.

Areas of Work allocation  
(As per job Chart and may be multiple) :

1. Individual Household Latrine.
2. Community Toilet/ Public Toilet.
3. Urinals.
4. Municipal Solid Waste Management.
5. IEC & Public Awareness.
6. Capacity Building

##### B. Enter the functions or activities performed under each area of works.

Area of Work 1:

Functions:

1. Construction of Toilet for IHHL beneficiaries or
2. Conversion of Pit Latrines into sanitary latrines or
3. Conversion of Insanitary Latrines into sanitary latrines.

Areas of work 2:

Functions:

1. Construction of Toilets in Urban areas who's members practice open defecation & who do not have access to household toilet & for whom construction of IHHL is not feasible( NORM 1 Seat/25 Women & 1 Seat/35 Men).
2. Construction of Public toilets in market areas in the radius of every kilometre(NORM 1 Seat/50 Women & 1 Seat/100 Men)

Area of Work 3:

Functions:

1. Construction of Urinals at market areas as per SBM (U) guidelines.

Area of Work 4:

Functions:

1. Waste segregation & storage at source, Primary collection, secondary storage, Transportation, Secondary segregation, resource recovery, processing, treatment & final disposal of solid waste.
2. ULBs are to prepare DPR for SWM for their city in consultation with empanelled Institute.
3. Swachhta Samittee formation & society registration by ULBs for door to door garbage collection & segregation.

Area of Work 5:

Functions:

1. Public awareness to bring about behavioural change.
2. Communication to cover issues of open defecation, prevention of manual scavenging, hygiene practices, proper use & maintenance of toilet facilities etc.

Area of Work 6:

Functions:

1. Extensive capacity building activities to be implemented in a mission- mode manner which will enable the progressive achievement of the mission.

**Sl No. C**

Area of Work	Functions	List down all the content(information and services) generated against each function
<b>SBM(U)</b>	<ol style="list-style-type: none"> <li>1.Demand Survey</li> <li>2. Approval of Beneficiaries.</li> <li>3.Construction of IHHL/CT/ PT</li> <li>4. Preparation of DPRs</li> <li>5. IEC activities &amp; Public awareness.</li> <li>6.Guideline publishing</li> </ol>	<ol style="list-style-type: none"> <li>1. Survey report</li> <li>2. List of Beneficiaries</li> <li>3. Open Defecation Free.</li> <li>4. Approval of DPRs by HPC.</li> <li>5. Behavioural change.</li> <li>6. Scheme Guidelines</li> </ol>
	<ol style="list-style-type: none"> <li>1. Formation of High Powered Committee.</li> <li>2. Mission Action Plan.</li> <li>3. Yearly Action Plan.</li> <li>4. Budget Submission.</li> <li>5. Fortnight Action Plan.</li> <li>6. UC submission.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notifications.</li> <li>2. Financial &amp; Physical target.</li> <li>3. Yearly Financial &amp; physical Targets.</li> <li>4. Allocation of fund.</li> <li>5. Strategize activities.</li> <li>6. Financial evidence.</li> </ol>

**Sl No. D**

Area of Work	Functions	List down all the content(information and services) generated against each function	Decide Information or services
SBM(U)	1.Demand Survey 2. Approval of Beneficiaries. 3.Construction of IHHL/CT/ PT 4. Preparation of DPRs 5. IEC activities & Public awareness. 6.Guideline publishing	1. Survey report 2. List of Beneficiaries 3. Open Defecation Free. 4. Approval of DPRs by HPC. 5. Behavioural change. 6. Scheme Guidelines	1. Service. 2. Information. 3. Service. 4. Service. 5. Information. 6. Information
	1. Formation of High Powered Committee. 2. Mission Action Plan. 3. Yearly Action Plan. 4. Budget Submission. 5. Fortnight Action Plan. 6. UC submission.	1. Notifications. 2. Financial & Physical target. 3. Yearly Financial & physical Targets. 4. Allocation of fund. 5. Strategize activities. 6. Financial evidence.	1. Information. 2. Information 3. Information 4. Information 5. Information 6. Information

**Sl No E**

Functions	List down all the content(information and services) generated against each function	Decide Information or services	Decide Target
1.Demand Survey 2. Approval of Beneficiaries. 3.Construction of IHHL/CT/ PT 4. Preparation of DPRs 5. IEC activities & Public awareness. 6.Guideline publishing	1. Survey report 2. List of Beneficiaries 3. Open Defecation Free. 4. Approval of DPRs by HPC. 5. Behavioural change. 6. Scheme Guidelines	1. Service. 2. Information. 3. Service. 4. Service. 5. Information. 6. Information	1. G2C. 2. G2C. 3. G2C. 4. G2G 5. G2C 6. G2C
1. Formation of High Powered Committee. 2. Mission Action Plan. 3. Yearly Action Plan. 4. Budget Submission. 5. Fortnight Action Plan. 6. UC submission.	1. Notifications. 2. Financial & Physical target. 3. Yearly Financial & physical Targets. 4. Allocation of fund. 5. Strategize activities. 6. Financial evidence.	1. Information. 2. Information 3. Information 4. Information 5. Information 6. Information	1. G2G & G2E 2. G2G. 3. G2G 4. G2G 5. G2G 6. G2G

**SL NO F**

Functions	Decide type of contents	Decide the Target	Priority
1.Demand Survey 2. Approval of Beneficiaries. 3.Construction of IHHL/CT/ PT  4. Preparation of DPRs  5. IEC activities & Public awareness. 6.Guideline publishing	1. Service. 2. Information. 3. Service.  4. Service.  5. Information. 6. Information	1. G2C. 2. G2C. 3. G2C.  4. G2G  5. G2C 6. G2C	1. P2 2. P3 3. P4  4. P5  5. P6 6. P1
1. Formation of High Powered Committee.  2. Mission Action Plan.  3. Yearly Action Plan.  4. Budget Submission.  5. Fortnight Action Plan.  6. UC submission.	1. Information . 2. Information  3. Information  4. Information  5. Information 6. Information	1. G2G & G2E  2. G2G.  3. G2G  4. G2G  5. G2G 6. G2G	1. P1  2. P2  3. P3  4. P4  5. P5 6. P6