



## ABSTRACT

Sanitation - Maintenance of toilets of Panchayat Union Primary/Middle Schools and Government Schools located in rural areas – Permission granted to utilize the savings amount of Rs.54.50 Crore under Solid Waste Management Phase-I and Phase-II – Guidelines approved – Orders issued.

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Rural Development and Panchayat Raj (CGS.1) Dept

G.O.(Ms) No.79

Dated:14.07.2017

### Read:

Director of Rural Development and Panchayat Raj Letter  
Roc.No. 60354/2015/SBM(G)-3, dated 25.5.2017.

### ORDER:

The Director of Rural Development and Panchayat Raj in the letter read above has stated that in G.O.(Ms) No.77, School Education[S.E.4(1)] Department, dated 13.4.2015 the Local Bodies are responsible for the maintenance of toilets in all the Government Schools and Schools under the control of Local Bodies located in their respective jurisdiction. The Government have sanctioned Rs.84.46 Crore (Rs.57.63 crore and Rs.26.83 crore respectively) for maintaining the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas clean vide G.O.(Ms) No.151, Rural Development and Panchayat Raj(CG-1) Department, dated 30.11.2015 and G.O.(Ms) No.127, Rural Development and Panchayat Raj(CG-1) Department, dated 24.10.2016.

2. The Director of Rural Development and Panchayat Raj has sent a proposal stating that it is necessary to keep the entire school premises clean and tidy for the benefit of student community and to ensure hygienic environment and conducive atmosphere for learning. There is also persistent demand to clean toilets in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas along with the cleaning of class rooms and the premises.

3. The Director of Rural Development and Panchayat Raj informing as the demand is genuine cleaning also be taken as per the report received from the District Collectors, number of schools in which Sanitary Workers on outsource are engaged in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas, the total requirement of fund for the academic year 2017-18 for toilet cleaning, cleaning of class rooms/school premises and cost of cleaning

materials is Rs.62.28 and the details of are as tabulated below:

Sl. No.	Category of Schools	Total Number of Sanitary workers engaged in Schools	Revised rate per worker per month (Rs.)	Cost of cleaning material per month (Rs.)	Total amount per month (Rs.)	Total requirement for the academic year 2017-18 (from June 2017 to April 2018) (Rs. in Crore)
1	Panchayat Union/ Govt. Primary Schools	22,026	1,000	300	1,300	31.50
2	Panchayat Union/ Govt. Middle Schools	6,341	1,500	500	2,000	13.95
3	Govt. High Schools	2,408	2,250	750	3,000	7.95
4	Govt. Higher Secondary Schools	2,018	3,000	1,000	4,000	8.88
Total		32,793				62.28

The Director of Rural Development and Panchayat Raj has stated that out of Rs.62.28 Crore required for academic year 2017-18 (June 2017 to April 2018) the amount available at present for maintenance of toilet is Rs.7.78 Crore and that would be sufficient only upto August, 2017. A sum of Rs.54.50 Crore is available as savings under implementation of Solid Waste Management in Phase-I and II which could be used for maintenance of school toilets, cleaning of class rooms, school premises and also for procuring cleaning materials for the current academic year 2017-18.

4. The Director of Rural Development Panchayat Raj has therefore requested the Government to permit the Director of Rural Development and Panchayat Raj to utilize the savings amount of Rs.54.50 Crore available under Solid Waste Management Phase-I and Phase-II and also release the same to the Panchayat Unions through the District Collectors in one or more instalments for maintenance of school toilets, cleaning of class rooms and school premises and procurement of cleaning materials in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas and approve the Guidelines for implementation during the academic year 2017-18 (i.e. from June, 2017 to April, 2018).

5. The Government, after careful examination of the proposal of the Director of Rural Development and Panchayat Raj, have decided to accept the same and accordingly permit the Director of Rural Development and Panchayat Raj to utilize the savings amount of Rs.54.50 Crore available under Solid Waste Management fund Phase-I and Phase-II and also release the same to the Panchayat Unions

through the District Collectors in one or more instalments for maintenance of school toilets, cleaning of class rooms and school premises and procurement of cleaning materials for the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas and approved the Guidelines for the maintenance of school toilets, cleaning of class rooms and school premises and procurement of cleaning materials for the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas, during the academic year 2017-18 (i.e. from June, 2017 to April, 2018) annexed to this order.

6. This order is issued with the concurrence of Finance Department vide its U.O.No.31395/DS(TK)/2017, dated 04.07.2017.

(By Order of the Governor)

**HANS RAJ VERMA**

Additional Chief Secretary to Government

To

The Director of Rural Development and Panchayat Raj,  
Chennai – 15.

All District Collectors (Except Chennai/ The Commissioner of  
Greater Chennai Corporation)

(Through Director of Rural Development and Panchayat Raj,  
Chennai – 15)

All Project Directors, District Rural Development Agencies,  
(Through Director of Rural Development and Panchayat Raj,  
Chennai – 15)

The Accountant General, Chennai – 18/35/6

Copy to:

The Secretary to Government, School Education Department,  
Chennai-9

The Finance(RD/FC IV) Department, Chennai – 9.

The Pay and Account Officer(South), Chennai-35

The Principal Private Secretary to Additional Chief Secretary to  
Government, Rural Development and Panchayat Raj Department,  
Chennai – 9.

The Rural Development and Panchayat Raj (OP.2) Department,  
Chennai – 9.

The National Informatics Centre, Chennai – 9.

Spare copy/Stock file.

//Forwarded by order//

T. Latha  
14/7/17  
SECTION OFFICER.

14/7/2017



## Annexure

### Guidelines for the Maintenance of School Toilets, Classrooms and Premises clean in the Panchayat Union Primary/Middle Schools and Government Schools located in rural areas for the academic year 2017-18.

G.O.(Ms) No.79, Rural Development and Panchayat Raj (CGS.1) Department,  
Dated 14.07.2017

#### **1. Introduction:**

Availability of Clean Toilets in Schools are foremost important in maintaining health & hygiene and for overall development of the students. The Government have been according top priority for the maintenance of boys and girls toilets clean in all the Panchayat Union Schools and Government Schools in rural areas. It is also equally important to maintain the class rooms and school premises clean and tidy. Therefore, in order to indicate the habit of cleanness and use the sanitation facilities among the children in premises necessary funds are provided and the following guidelines are issued for maintenance of the Toilets, Classrooms and Premises clean.

#### **2. Engaging Sanitary workers on Outsourcing:**

- The Headmaster/Parents Teachers Association(PTA)/Village Panchayat concerned may engage one Sanitary Worker for cleaning toilets, classrooms and premises on outsourcing basis, for each of the Government/Panchayat Union School. Outsourcing of Sanitary workers should be done through the Village Poverty Reduction Committee(VPRC) or Panchayat Level Federations(PLF) or through any other outsourcing Agency. Payment of consolidated monthly amount to the outsourced sanitary worker should only be made to VPRC/PLF/Agency concerned and not to the Sanitary Worker's name.
- The Sanitary Worker shall be responsible for cleaning both girls and boys toilets, classrooms and premises in their respective schools.
- In respect of exclusive Girls Schools, only Female Sanitary Workers should be engaged.

#### **3. Periodicity of Cleaning by Outsourced Sanitary workers:**

- Cleaning of toilets should be done atleast twice a day compulsorily, preferably once in the morning and once in the afternoon.
- Cleaning of Classrooms should be done daily, once in the morning.
- Cleaning of School premises should be done atleast twice a week, preferably, on all Mondays and Thursdays.

#### 4. Mass cleaning of School premises and vicinity:

- Apart from regular cleaning by Outsourced Sanitary workers, mass cleaning of school premises and vicinity should be done once in 2 months (or) immediately before the re-opening of Schools after quarterly/half yearly and annual exam holidays through "Thooimai Kaavalars" being engaged by the Village Panchayats concerned and Mazdoors being engaged by the Panchayat Unions concerned.
- Mass cleaning may also be taken as and when necessary apart from the pre-determined dates as mentioned above.
- The above mass cleaning will be conducted under the overall supervision, organised jointly by the School Education and Rural Development and Panchayat Raj Departments staff.

#### 5. Payment to Outsourced Sanitary Workers:

- Since the cleaning activity is to be done only on School working days, as per the periodicity prescribed in Para 3 above, the following consolidated monthly amount is prescribed for Payment to outsourced Sanitary Worker as given below:-

Monthly Payment to Outsourced Sanitary Worker

Sl. No.	Type of School	Amount per month (Rs.)
1.	Panchayat Union/Government Primary School	1,000/-
2.	Panchayat Union/Government Middle School	1,500/-
3.	Government High School	2,250/-
4.	Government Higher Secondary School	3,000/-

- The Headmaster concerned shall release the amount to the VPRC/PLF/Outsourcing Agency every month, for making payment to the Sanitary Worker from the amount released to the Village Education Committee Account by the Panchayat Unions concerned.
- The payment should be made based on the attendance and satisfactory performance of the outsourced Sanitary Workers.

#### 6. Fund Provision for Cleaning Materials:

- The bucket, mug and consumables like Broomstick, Bleaching powder, etc., may be required for cleaning the toilet. The bucket and mug are durable and consumables have to be replenished from time to time.

- The following overall monthly fund provision will be given for each school as given below:

Monthly fund provision for cleaning materials

Sl. No.	Type of School	Amount per month (Rs.)
1.	Panchayat Union/Government Primary School	300/-
2.	Panchayat Union/Government Middle School	500/-
3.	Government High School	750/-
4.	Government Higher Secondary School	1,000/-

- The cleaning materials shall be procured by the School Headmaster concerned and he/she shall also ensure proper stocking and issue of materials.

**7. Release of Funds by Panchayat Union:**

- The Block Development Officer (Block Panchayat) shall release funds to the Village Education Committee Account of the Schools concerned for payment to the outsourced Sanitary Workers through VPRC/PLF/Outsourcing Agency and also for cleaning materials, in advance, every quarter, based on the requirement and School wise expenditure report submitted by the Headmaster/DEO/DEEO concerned.

Monthly requirement of each category of Schools

Sl. No.	Type of School	Amount per month for Sanitary Worker (Rs.)	Amount per month for Cleaning Materials (Rs.)	Total Amount per month from June 2017 to April 2018 (Rs.)
1.	Panchayat Union/ Government Primary School	1,000/-	300/-	1,300
2.	Panchayat Union/ Government Middle School	1,500/-	500/-	2,000
3.	Government High School	2,250/-	750/-	3,000
4.	Government Higher Secondary School	3,000/-	1,000/-	4,000

- The Block Development Officer (Block Panchayat) shall release funds to the Village Education Committee Account of the School concerned for the next quarter, based on the Duty Certificate and

Payment Acquittance obtained from outsourced Sanitary Worker, for the previous quarter, furnished by the Headmaster concerned.

- The Village Education Committee should release the fund to Village Poverty Reduction Committee/Panchayat Level Federation/Outsourcing Agency based on the attendance of the Sanitary Worker provided by them.
- The School Headmaster concerned shall ensure proper maintenance of accounts for the receipt and expenditure of funds towards payment to the outsourced Sanitary Workers and procurement of cleaning materials.

### 8. Reports:

- The District Collector shall ensure furnishing of overall District consolidated expenditure Monthly report jointly compiled by the PD of DRDA and DEO/DEEO of School Education Department in the prescribed format, to the Director of Rural Development & Panchayat Raj, Director of School Education and Director of Elementary Education, before 15<sup>th</sup> of every month.

### 9. Monitoring:

- **School Level:** The Head Master concerned is responsible for monitoring the cleanliness of toilets, classrooms and School premises. He/She shall maintain attendance of Outsourced Sanitary workers, issue and maintain the stock of consumables and ensure that the toilets are cleaned atleast twice a day, Classrooms once a day and premises twice a week. The Village Panchayat President, Ward Member concerned and PTA shall inspect and review the cleanliness of school toilets, classrooms and premises atleast once a month.
- **Block Level:** The officials of Panchayat Union and Block Resource Centres of School Education Department should cover all the schools in their respective jurisdiction atleast once in a month. The Block Development Officer(Block Panchayat), Supervisor of Block Resource Centre and Assistant Elementary Education Officer/Additional Assistant Elementary Education Officer should jointly conduct a review of School Head Masters every quarter to review the cleanliness of school toilets, classrooms and premises.
- **District Level:** A Joint Co-ordination Committee headed by District Collector, Project Director, DRDA, Assistant Director (Panchayats), Chief Educational Officer, District Educational Officer and District Elementary Educational Officer will monitor the overall cleanliness of all the Government/Panchayat Union Schools in Rural areas and conduct periodical review meetings.



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The Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify any of the above guidelines in consultation with the Director of Rural Development and Panchayat Raj based on the exigencies that may arise from time to time in the implementation.

**HANS RAJ VERMA**

Additional Chief Secretary to Government

//True Copy//

P. K. Verma  
14/7/17  
SECTION OFFICER

~~14/7/17~~