

No.S-11011/3/2015-SBM  
Government of India  
Ministry of Drinking Water and Sanitation  
Swachh Bharat Mission (Gramin) Division

12<sup>th</sup> Floor Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road,  
New Delhi-110 003  
Dated: 3<sup>rd</sup> September, 2015

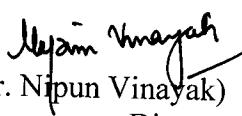
**Subject: Guidelines for ODF Verification**

Sir/Madam,

The SBM (G) focuses on achievement of complete Open Defecation Free (ODF) villages. This was reiterated by the Secretary, Government of India to all the States vide her D.O. letter No.2/2/S(DWS)/2015 dated 16<sup>th</sup> February, 2015, requesting the States to make ODF as the basis for planning as well as monitoring in sanitation. Subsequently, in order to have uniform parameters for ODF, Government of India issued the definition of ODF and conveyed the same to States vide Joint Secretary (SBM-G)'s letter of even number dated 9<sup>th</sup> June, 2015.

2. After the launch of SBM-G, there are continuous reports about villages becoming ODF from across the States. It is now important that the States put in place a mechanism to verify these ODF claims.
3. In order to facilitate this, Government of India has framed guidelines for ODF verification. These are given in Annexure 1, para 6. The States may use these guidelines for ODF verification.
4. The guidelines also provide a check-list for a GP/village to be declared ODF (Annexure 2). This check-list is based on the ODF definition issued by the Government of India.
5. It is hoped that the guidelines will prove useful to the States in verifying the ODF status of GPs/villages.

Yours faithfully,

  
(Dr. Nipun Vinayak)  
Director

Encl: As above

To

Principal Secretary/Secretary-in-charge, Rural Sanitation  
All States/UTs

Copy to:

State Coordinator, SBM (G) – All States/UTs

Copy also to: PPS to Secretary, DWS/PS to JS (SBM-G)

Technical Director, NIC – for uploading on Ministry's website

**Swachh Bharat Mission (Gramin)**  
**Ministry of Drinking Water and Sanitation**

\*\*\*\*

**Annexure 1**

**Guidelines for ODF Verification**

(These guidelines are indicative and meant for guidance of States to evolve their own mechanism for ODF verification, based on the ODF definition issued by Government of India vide Joint Secretary's DO letter dated 9<sup>th</sup> June, 2015)

Sanitation is a State subject. After the launch of Swachh Bharat Mission, work of sanitation has accelerated in all the States. At the same time, in order to ensure quality of outcomes, two things have been emphasised. One, focus on behaviour change, and two, focus on making villages completely open defecation free (ODF) for health benefits to accrue (while continuing to respond to demand for individual toilets).

2. Many GPs and villages have now begun to become ODF. In 2015-16, the States have planned to make 42828 GPs ODF, as per their AIPs. On MIS, a module has been initiated to capture GPs where 100% toilet access has been achieved. This number, as on 1<sup>st</sup> July, 2015 is 12,216. Across the country, from different States, information is being received regularly about different villages/GPs declaring themselves ODF.

3. In order to ensure that the term ODF conveys the same meaning across India, Ministry of Drinking Water and Sanitation defined 'Open defecation free' (ODF) and communicated the same to all States/UTs, vide Joint Secretary's DO letter dated 9<sup>th</sup> June, 2015. The definition is as follows:

**"ODF is the termination of faecal-oral transmission, defined by**  
**a) no visible faeces found in the environment/village; and**  
**b) every household as well as public/community institutions using safe technology option for disposal of faeces**

**(Tip: Safe technology option means no contamination of surface soil, ground water or surface water; excreta inaccessible to flies or animals; no handling of fresh excreta; and freedom from odour and unsightly condition)"**

4. It is now required, that mechanism should be evolved for verification of ODF. This mechanism can be best evolved by the States themselves for the following reasons:

- Sanitation is a State subject, and States are the key entities in implementation of the programme
- The term ODF has been defined Nationally and the indicators for the same finalised. It only remains now to have a credible process to verify those indicators. This can be left to the States, so that they can choose a process best suited to them.
- This will ensure greater ownership of outcomes and processes by the States
- This will also ensure greater accountability of the States, and therefore, greater focus on the quality of work
- It is logically/administratively easier for States to take up their own verification work.
- Some States are coming up with schemes for incentivising good performance. Therefore, they can have their own process of measuring results.
- This will allow different models/innovations to come up.

5. The role of the Centre will then be to

- cross share processes adopted by different States
- evolve a mechanism to cross check a small percentage of GPs/villages declared ODF by the States and further facilitate and guide the States where there is large difference in evaluation of Centre/State

#### Guidelines for ODF Verification

6. Some broad guidelines are being provided to the States, for evolving their verification process. These guidelines are only indicative for guidance to the States and are as follows:

- a) The process of ODF verification will start with a Gram Sabha resolution of self-declaration of achievement of ODF status. The resolution may be for the entire Gram Panchayat or even a village/habitation.
- b) Since ODF is not a one-time process, at least two verifications may be carried out. The first verification may be carried out within three months of the declaration to verify the ODF status. Thereafter, in order to ensure sustainability of ODF, one more verification may be carried out after around six months of first verification.
- c) The unit of verification may be a Gram Panchayat or even a village/habitation
- d) The indicators for verification will be as per the definition of ODF given by the Government of India. The States are free to verify any more indicators, should they so desire.
- e) The State will get verified every GP/village, that self declares itself as ODF
- f) The State may choose through whom to verify - it can be through own teams or through third party. If own teams are used, there will be cross verification of villages/blocks/districts. Even in these teams, it will be useful to have non-governmental independent reputed people, including journalists. If third party is resorted to, there will be clear ToRs and standards. It may be better to have voluntary teams.
- g) The block officials, community may be involved during the process of actual verification.
- h) The State can design their own proforma for evaluation. However, the indicators defined in the definition of ODF must be captured in the survey. Typically, both village and household level questionnaires may be designed. A Model check list, with suggested questions and options for evaluation has been prepared and **annexed** (Annexure 2) for reference. The States may use this format or evolve their own survey format. However, the indicators defined in the definition of ODF must be captured in the survey.
- i) The verifying teams will have to be appropriately trained to understand ODF definition, including safe disposal of excreta.

## Annexure 2

### **Checklist for a GP/Village to be declared ODF**

**The answers to the HH survey Questions 1,2,3,4 should be necessarily Yes (✓) for a village to be ODF; In addition, the answers to the Village survey Questions 8,9,10,11,12 should also be necessarily Yes (✓) for a village to be ODF**

#### **a) Household Survey**

<b>Parameters</b>	<b>Yes (✓)/ No (X)</b>
1) Access to toilet facility	
2) 100% usage	
3) Fly-Proofing of toilet	
4) Safe septage disposal	
5) Hand-washing before meals	
6) Hand-washing with soap after defecation	
7) Availability of soap and water in or near the toilet	

#### **b) Village Survey**

<b>Parameters</b>	<b>Yes (✓)/ No (X)</b>
8) No visible faeces found in the environment/village	
9) Proper usage of School toilet	
10) Safe confinement of excreta in school toilet	
11) Proper usage of Anganwadi toilet	
12) Safe confinement of excreta in anganwadi toilet	

**Key for parameters mentioned in checklists above**

**Household Survey:**

Q. No.	Parameters	Suggested Question	Answers	Yes (✓)/ No (X)
1	Access to Toilet facility	Access of the HH members to a toilet facility	i. Own toilet in premises ii. Own toilet outside premises iii. Shared toilet in premises iv. Shared toilet outside premises v. Community toilet vi. Public Toilet vii. No toilet	✓ ✓ ✓ ✓ ✓ ✓ X
2	100% usage	Does any member defecate in the open some times*	i. Yes ii. No	X ✓
3	Fly-proofing (Physical Observation)	Is the toilet fly-proof	i. The toilet has a water seal ii. The toilet has a cover of some kind iii. The toilet does not have any such arrangement	✓ ✓ X
4	Safe Septage disposal ( Physical Observation)	How is the excreta in the toilet disposed	i. Toilet discharges waste directly into open pit, open drain, nallahs, pond or river ii. Toilet is connected to a closed drain which empties into open area, pond, nallahs, river etc. <b>without</b> treatment iii. Toilet is connected to a closed drain which empties into open area, pond, nallahs, river etc. <b>after</b> treatment iv. Toilet is connected to septic tanks and the overflow pipe of septic tank empties <b>directly</b> into drain, pond, nallahs or river v. Toilet is connected to septic tanks and have overflow pipes that empty into separate <b>soak pits</b> vi. Toilet is connected to an enclosed twin pit twin pit vii. Toilet has a type of sub structure different from those mentioned above but is safe	X X ✓ X ✓ ✓ ✓
5	Hand-washing before meals	Do all members wash their hands before meals	i. Yes ii. No	✓ X
6	Hand-washing with soap after defecation	Do all members wash their hands with soap after defecation	i. Yes ii. No	✓ X
7	Availability of soap and water in or near the toilet	Physical observation	i. Soap and water available in or near the toilet ii. Soap and water not available in or near the toilet	✓ X

\* In case of an infant, the question will be, how is the infant faeces disposed ?

i. Thrown into the paths, street or open area outside the household premises	X
ii. Thrown into the toilet	✓

## Village Survey

Q. No.	Parameters	Suggested Question	Answers	Score
8	Zero incidence of Open Defecation	Physical Observation	i. No sign of open defecation or smell in or around the village	✓
			ii. Open defecation visible at some places in or around village and prevalence of foul smell at some places in or around the village	X
			iii. Open defecation is rampant, visible at various places in and around the village with foul smell prevalent at various places in the village	X
9,11	Proper Usage of School /Anganwadi Toilets	Physical Observation	i. The toilet appears to be abandoned/unused	X
			ii. The toilet appears to be poorly maintained with excreta visible in the toilet, inside or nearby, no water availability; and appears to be seldom used	X
			iii. The toilet appears to be well kept,in regular use, with water inside or nearby	✓
10,12	Safe-confinement of excreta in School/ Anganwadi Toilets	Physical Observation	i. Toilet discharges waste directly into open pit, open drain, nallahs, pond or river	X
			ii. Toilet is connected to a closed drain which empties into open area, pond, nallahs, river etc. <b>without</b> treatment	X
			iii. Toilet is connected to a closed drain which empties into open area, pond, nallahs, river etc. <b>after</b> treatment	✓
			iv. Toilet is connected to septic tanks and the overflow pipe of septic tank empties <b>directly</b> into drain, pond, nallahs or river	X
			v. Toilet is connected to septic tanks and have overflow pipes that empty into separate <b>soak pits</b>	✓
			vi. Toilet is connected to an enclosed twin pit twin pit	✓
			vii. Toilet has a type of sub structure different from those mentioned above but is safe	✓