



Swachh Survekshan 2019- MIS Specifics

User Manual for MIS

Prepared By-
Ministry of Housing & Urban Affairs

User Manual for Updating MIS

Swachh Survekshan 2019

This year the process of information capturing has been made online, and ULBs are required to fill all necessary details, Indicator-Wise, in the MIS. ULBs are requested to fill their progress month-wise, by the 5th of every month, as evaluation will be based on monthly updating.

The forms, as per Survekshan format, are divide into 7 categories-

- a) Collection & Transportation
- b) Processing & Disposal
- c) Sustainable Sanitation
- d) IEC
- e) CB
- f) Bye-Laws
- g) Innovation

For IEC & Innovation, No additional details are to be provided by ULBs at the MIS. These will be taken either from Swachh Manch or will be assessed by the evaluation team separately.

The MIS has the baseline forms for Collection & Transportation, Processing & Disposal and Sustainable Sanitation, which ULBs have been updating previously. These forms are used as baseline, and majority of information in Survekshan form is pre-populated from these modules.

Modules used as Baseline

a) Basic Information about ULBs

Swachh City Plan available Under States/Cities-> City Level Information-> Swachh City Plan

The swachh city plan consists of basic information about ULB such as Total No of Wards, Population of the ULB, Wards with 100% Door to Door Collection & Source Segregation. All these data points formulate the base of any/all ULBs and should be kept up to date at all times.

b) For Collection & Transportation- Solid Waste Collection & Transportation

Available Under States/Cities-> City Level Information-> **Solid Waste Management Collection & Transportation.**

- i) In Collection Module
 - a. Details of **Litter Bins & Garbage Bins**, along with their daily emptying status, available in ULB needs to be updated.
 - b. Geo-tagged picture of Litter bins, along with details of Latitude & Longitude needs to be filled in.
- ii) In Transportation Module
 - a. Details of Vehicles (Pick up Vans, Compactors, Tippers) along with their size, waste carrying capacity & ICT monitoring mechanism) available in ULB needs to be updated.

c) For Processing & Disposal-

Available Under States/Cities-> City Level Information-> **Solid Waste Management Treatment & Disposal**

- i) In Processing Module
 - a. Details of **Compost, RDF, C&D, Energy** plants needs to be updated.
 - b. Geo-tagged picture of plants, along with details of Latitude & Longitude needs to be filled in.
- ii) In Disposal Module
 - a. Details of Dumpsites & Landfills along with waste disposed needs to be updated.

d) For Sustainable Sanitation-

Details of IHHLs & CT/PT should be up to date.

- iii) For IHHLs, visit swachhbharaturban.gov.in/ihhl
 - a. Constructed photos of IHHL should be updated.
 - b. Details of Water Availability for each Application should be mentioned.
- iv) For CT/PTs (Available Under States/Cities-> City Level Information-> Under Construction/Completed Public & Community Toilets)
 - a. Details of CT's & PT's along with their opening/closing hours needs to be updated.
 - b. Geotagged picture of CT/PTs to be uploaded. (mSBM Application may be used).

The Swachh Survekshan 2019 MIS forms are available at SBM Portal (Swachhbharaturban.gov.in), under Menu Header Swachh Survekshan.

SwachhSurvekshan->Swachh Survekshan 2019-> Swachh Survekshan MIS

Key Points to Keep in Mind while updating MIS

- 1) ULBs are supposed to answer all the entry fields.
- 2) For fields, which are not editable, data is being fetched from baseline forms (as mentioned earlier).
- 3) The progress bar at top of each tab displays the amount of questions answered by the ULBs at any point of time.
- 4) Each tab is to be saved individually, with the Save Button available at the bottom.
- 5) Report can be viewed at any point of time which shows the updated information as on that date.
- 6) For certain indicators, file uploads are required. Templates for the desired format is attached for better understanding.
Please ensure that the information is uploaded in the chosen format, else chances of data mismatch will be higher.
- 7) For IEC/BC & Innovation, details for Survekshan will be fetched from Swachh Manch & Survey Agency respectively. These tabs are shown here to reiterate that marking for these indicators will not be evaluated through MIS data.

GUIDELINES for Updating Details of Each Component

1. COLLECTION & TRANSPORTATION

1.1 Percentage of Wards covered with operational Door to Door Collection of waste

- Parts of Information here is auto-populated from the Swachh City Plan. To update/modify details, the **Swachh City Plan** has to be updated.

1.2 Percentage of Wards practicing source segregation of waste which is maintained till processing/disposal site

- Parts of Information here is auto-populated from the Swachh City Plan. To update/modify details, the **Swachh City Plan** has to be updated.

1.3 ICT based Monitoring Mechanism in place for : Ward wise Collection and Transportation (C&T) including emptying Litter bins from Commercial areas (no spill over), Monitoring of Garbage Vulnerable Points (GVPs) and Sanitation Staff.

- Parts of Information here is auto-populated from the Solid Waste Management & Transportation. To update/modify details, the **Solid Waste Management & Transportation** has to be updated. Details of **Litter bins** are populated here.

1.4 Percentage of Informal Waste Pickers formally integrated into Sustainable Livelihoods through Self Help Groups/Cooperatives/Contractors/NGOs

- CSVs have to be uploaded with details provided as per attached template. Please ensure details are provided in the mentioned format.

1.5 Benefits extended to Sanitary workers

- CSVs have to be uploaded with details provided as per attached template. Please ensure details are provided in the mentioned format.

1.6 100% Wards are Clean in the Urban Local Body (ULB)

- CSVs have to be uploaded with details provided as per attached template. Please ensure details are provided in the mentioned format.

1.7 Is the city bin free? Street/road side large bins and dhalaos (meant for secondary storage) should be removed

- Parts of Information here is auto-populated from the Solid Waste Management & Transportation. To update/modify details, the **Solid Waste Management & Transportation** has to be updated. Details of **Garbage Bins** are populated here.

2. PROCESSING

2.1 Percentage of total wet waste collected is treated, either by decentralized or centralized processing

- Parts of Information here is auto-populated from the Swachh City Plan. To update/modify details, the **Swachh City Plan** has to be updated.
- Parts of Information here is auto-populated from the Processing Plant Details. To update/modify details, the **Solid Waste Treatment & Disposal** has to be updated. Details of **Waste To Compost Plants** to be updated.

2.2 Percentage of total dry waste (including plastic and domestic hazardous waste) collected is treated/Re-use/recycled, either by decentralized or centralized processing

- Parts of Information here is auto-populated from the Swachh City Plan. To update/modify details, the **Swachh City Plan** has to be updated.
- Parts of Information here is auto-populated from the Processing Plant Details. To update/modify details, the **Solid Waste Treatment & Disposal** has to be updated. Details of **MRF Plants** to be updated.

2.3 Any mechanism in place to manage Construction & Demolition (C&D) waste as per C&D Waste Management Rule, 2016?

- Parts of Information here is auto-populated from the Swachh City Plan. To update/modify details, the **Swachh City Plan** has to be updated.

2.4 Remediation of existing dumpsites undertaken and the stage of the same

- Parts of Information here is auto-populated from the Processing Plant Details. To update/modify details, the **Solid Waste Treatment & Disposal** has to be updated. Details of **Dumpsites** to be updated.

2.5 Is the landfill in the city a sanitary landfill? Or landfill not required/ Zero landfill city

- Parts of Information here is auto-populated from the Processing Plant Details. To update/modify details, the **Solid Waste Treatment & Disposal** has to be updated. Details of **Scientific Landfills** to be updated.

2.6 What percentage of the operational cost of Sanitation and Solid Waste Management is covered by Property Tax, (SWM/sanitation sub head) ,User Charges(for SWM/sanitation related services , Sale of city compost and Advertisement rights on CT/PT and Litter Bins? Salary expenses to Daily wagers, contractual or outsourced staff through service providers(against vacant posts) will be added along with cost

- Fresh details to be entered or updated.

2.7 Percentage of Bulk Waste Generators (BWG), including those generating more than 100 Kgs (or less as notified by the State/city) of waste per day, practicing on site processing of their wet waste (processing not outsourced to ULB)

- Fresh details to be entered or updated.

2.8 Percentage of households processing their wet waste at Home

- Fresh details to be entered or updated.

3. SUSTAINABLE SANITATION

3.1 What percentage of Households, Commercial Establishments and CTs/PTs; are connected to a closed system such as sewerage, septic tank + soak pit, twin-pit system etc., (no open system/connection/flow/discharge)

- Fresh details to be entered or updated.

3.2 What percentage of Faecal sludge generated from Households/Commercial Establishments/ CTs/PTs; is treated at FSTP/STP - Scientific processing of Faecal sludge

- CSVs have to be uploaded with details provided as per attached template. Please ensure details are provided in the mentioned format.

3.3 IHHL – What percentage of completed toilets (under SBM-Urban only) have water availability at home?

- Details are pre-populated from **IHHL Dashboard** at <http://swachhbharaturban.gov.in/iuhl>. To be updated.

3.4 Are all Public toilets in your city are uploaded as ‘SBM toilet’ on google maps?

- Will be verified through the GTL Dashboard.

3.5 Percentage of CT/PTs open between 4.00 am to 10.00 pm?

- Details will be pre-populated from **Community & Public Toilet Details**. To be updated under City Level Information-> Under Construction/Completed Community & Public Toilets. To be updated against each toilet.

3.6 Has the city ensured toilet facilities in construction sites (with 25 workers or more) with safe disposal of Faecal sludge

- Fresh details to be entered or updated.

3.7 What percentage of Operations and Maintenance costs of Community/Public Toilet and FSTP are being recovered through revenue streams viz. Property tax (sanitation specific), User charges, etc.

- Fresh details to be entered or updated.

4. IEC & BC

No entry is required from ULBs in this form. This indicator will be covered separately by the Evaluation team through the activities uploaded on Swachh Manch.

5. CAPACITY BUILDING

5.1 eLearning Platform – % Staff staff/workers(SBM) below Commissioner/Executive officer of ULB who have undertaken certifications on the e-courses platform on SBM portal

- To be verified through E-Learning Platform.

5.2 % staff from Sanitation and Engineering department who have attended at least 3 workshops conducted under SBM from April 2018 to December 2018

- Fresh details to be entered or updated.

6. BYE-LAWS & REGULATIONS

6.1 Has the ULB notified and enforced the Plastic Waste Management Rules 2016 as applicable to State/ULB?

- Fresh details to be entered or updated.

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- Fresh details to be entered or updated.

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- Fresh details to be entered or updated.

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- Fresh details to be entered or updated.

7. BYE-LAWS & REGULATIONS

No entry is required from ULBs in this form. This indicator will be covered separately by the Evaluation team.

SCREENSHOTS

Ministry of Housing and Urban Affairs, Government of India

SWACHH SURVEKSHAN 2019

LAUNCH OF SWACHH SURVEKSHAN 2019 & EASE OF LIVING INDEX
13 August 2018 | National Media Centre, New Delhi

swachh manch
inspire change in city

WELCOME LOSAL@528 SWACHH SURVEKSHAN 2019 HOME LOGOUT

COLLECTION & TRANSPORTATION 82.98% PROCESSING 84.13% SUSTAINABLE SANITATION 66.67% IEC & BC CAPACITY BUILDING 100.00% BYE LAWS & REGULATIONS 100.00% INNOVATION

1.1 Percentage of Wards covered with operational Door to Door Collection of waste(Baseline-Swachh City Plan)

Total number wards	8
Total Population of the ULB	88
Number of wards with D2D collection	8
Number of Households practicing 100% Door to Door Collection	79
Number of shops (including those in residential areas) practicing 100% Door to Door Collection	79
Whether Ward-Wise Log Books being maintained for Collection?	Yes

1.2 Percentage of Wards practicing source segregation of waste which is maintained till processing/disposal site(Baseline-Swachh City Plan)

Number of wards practicing segregation at source maintainend till processing/disposal. (Segregated waste should not be merged at any point) 87

Upload CSV File Collection & Segregation Details [Download Template - Collection & Segregation Details](#) No file chosen

(Unloaded CSV File)

1.3 **ICT based Monitoring Mechanism in place for Ward wise Collection and Transportation (C&T) including emptying Litter bins from Commercial areas (no spill over), Monitoring of Garbage Vulnerable Points**

164.100.87.17/sbm_demo/Survekshan/IEC_BC.aspx

Swachh Survekshan 2019 MIS Forms

Swachh City Plan

Ministry of Housing and Urban Affairs
Government of India

Swachh Bharat Urban

Ministry of Housing and Urban Affairs, Government of India

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Home | Department | Tutor's Attendance 2

Search..

Swachh City Plan

welcome- Losal@528 Logout

Swachh Bharat Urban

Ministry of Housing and Urban Affairs
Government of India

स्वच्छ भारत
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HOME

City Sanitation Plan

State: Rajasthan District: Sikar ULBs Name: Losal (M) Date: 22/09/2018 Search

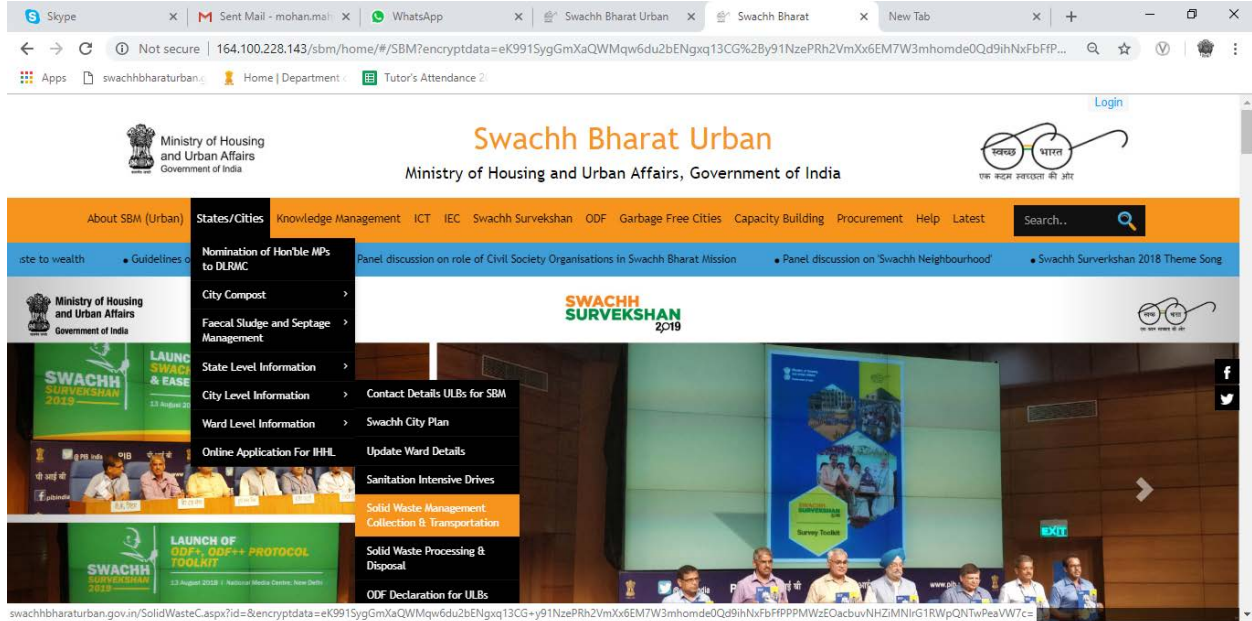
Click on Search to get Details

I. EXISTING SITUATION ANALYSIS II. PROPOSED TARGET UNDER SBM III. TENTATIVE FINANCIAL REQUIREMENTS IV. CITY LEVEL CONSULTATIONS/ APPROVALS

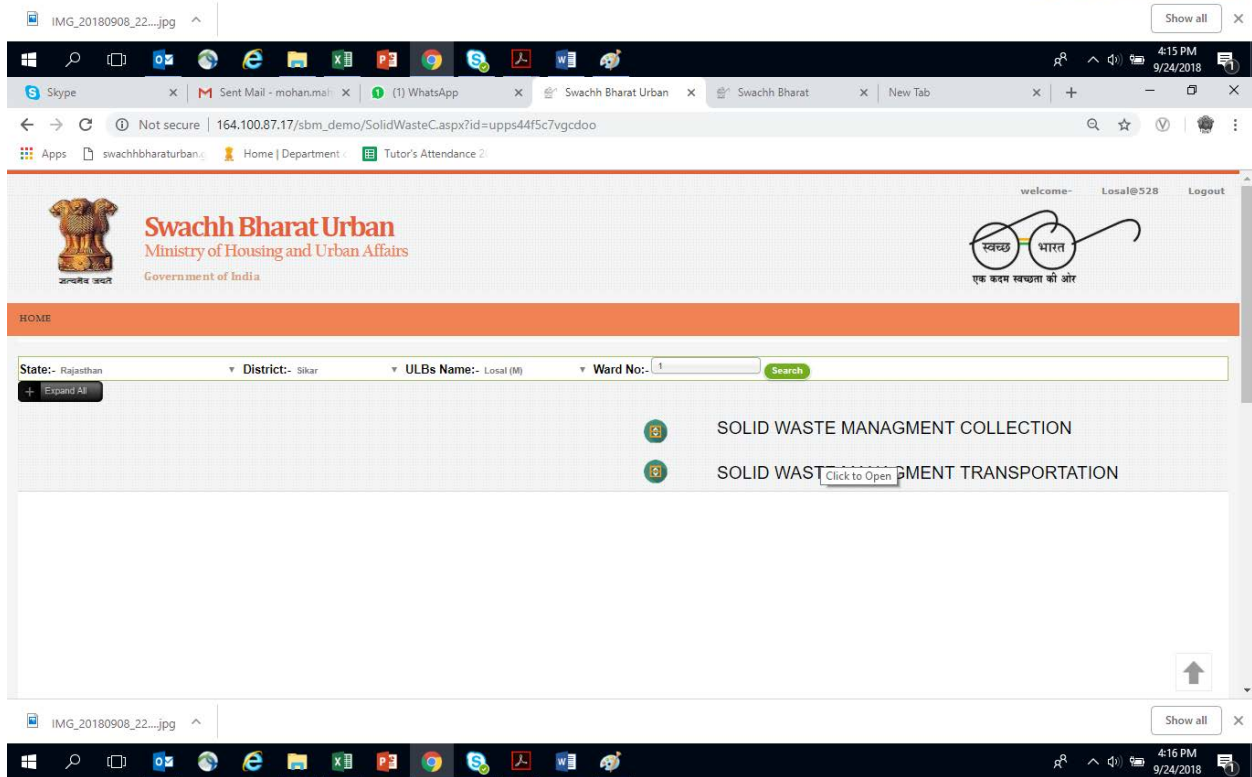
Statutory Town(Y/N):	<input checked="" type="radio"/> Yes <input type="radio"/> No	Total No. of Wards:	<input type="text" value="8"/>
Area of the City (Sq. Km):	<input type="text" value="8.000"/>	No. of HouseHolds 2011 Census:	<input type="text" value="8"/>
No. of Slums:	<input type="text" value="8"/>	Current City Population:	<input type="text" value="88"/>
No. of wards with 100% D2D Collection:	<input type="text" value="8"/>	No. of wards with 100% Source Segregation:	<input type="text" value="8"/>
Waste Generated (Other than C&D) (in TPD):	<input type="text" value="8.000"/>	C&D Waste Generated (in TPD) :	<input type="text" value="8.000"/>
Total Solid Waste Generated (in TPD):	<input type="text" value="6.000"/>		

4:03 PM 9/24/2018

SOLID WASTE COLLECTION & TRANSPORTATION



This screenshot shows the home page of the Swachh Bharat Urban portal. The header includes the Ministry of Housing and Urban Affairs logo and the slogan 'एक कदम स्वच्छता की ओर'. The main navigation menu lists various sections like 'About SBM (Urban)', 'States/Cities', and 'Knowledge Management'. A central banner features the 'SWACHH SURVEKSHAN 2019' logo and a video player showing a panel discussion. A sidebar menu on the left provides quick access to various services such as 'Nomination of Hon'ble MPs to DLRC', 'City Compost', and 'Solid Waste Management Collection & Transportation'.



This screenshot displays the search and filter interface of the Swachh Bharat Urban portal. The header shows the user is logged in as 'Losal@528'. Below the header, there are dropdown menus for 'State:- Rajasthan', 'District:- Sikar', and 'ULBs Name:- Losal (M)'. A 'Ward No:' field is set to '1'. A search button is visible. Below the filters, two main categories are listed: 'SOLID WASTE MANAGEMENT COLLECTION' and 'SOLID WASTE MANAGEMENT TRANSPORTATION'. The interface is clean and user-friendly, designed for easy navigation and data retrieval.

