

Government of Himachal Pradesh
Department of Rural Development

No. RD-F04/8/2024-RD

Dated: Shimla-2, the

22nd November, 2024

NOTIFICATION

With a view to encouraging the Gram Panchayats towards achieving comprehensive sanitation and cleanliness of ODF Plus Model Villages including Solid & Liquid Waste Management and visual cleanliness of villages under SBM-G and initiative of State Government aimed at recognizing as well as rewarding best performing Gram Panchayats, the Govt. of Himachal Pradesh is pleased to notify the revised guidelines for scheme namely "Maharishi Valmiki Sampooran Swachhata Puraskar 2024".

1. INTRODUCTION

The Maharishi Valmiki Sampooran Swachhata Puraskar is an initiative of State Government, aimed at recognizing and rewarding efforts toward achieving comprehensive sanitation and cleanliness. This award is given to recognize the achievements of Gram Panchayats in maintaining high standards of sanitation and cleanliness.

2. ELIGIBILITY CRITERIA

The criteria for this award typically include:

- 2.1. **Effective Sanitation Practices:** Implementation and maintenance of successful sanitation practices.
- 2.2. **Cleanliness of Public Spaces:** Maintenance of public areas, including streets and public buildings.
- 2.3. **Waste Management:** Efficient handling of waste, including segregation, recycling, and disposal.
- 2.4. **Community Involvement:** Engagement of local communities in sanitation efforts.
- 2.5. **Innovative Practices:** Adoption of innovative and effective sanitation solutions.

Awards are given based on performance in these areas, and the goal is to encourage and sustain efforts towards a cleaner and healthier environment.

3. INDICATORS FOR ASSESSMENT

The selection criteria for selecting the cleanest Panchayat in the Maharishi Valmiki Sampurn Swachhata Puraskar are based upon scoring pattern that gives weightage to different parameters of sanitation. The weightage is designed so as to incentivize GPs to not only sustain ODF but also achieve ODF Plus Model verified village status. Summary of the scoring methodology is provided below and details are given at Annexure A.

S No.	Parameter	Max Score
1	Personal Hygiene	5
2	Sanitation Facilities in Govt. Institutions	5
3	Solid Waste Management	30
4	Liquid Waste Management	20
5	Convergence of Schemes	5
6	IEC & Capacity Building	10
7	ODF Plus Model	20
8	Visual Cleanliness	5
Total		100

4. INCENTIVE MODEL

The incentive pattern for MVSSP prize winners i.e., Gram Panchayats attaining first position at different levels are as under:

Level	Reward
Block Level	1 lakh
District Level	3 lakh (2 GPs can get prize if a district has more than 300 GPs)
Divisional Level	5 lakh
State Level	10 lakh

5. ASSESSMENT METHODOLOGY

- 5.1 Assessment Committees will be set up at four levels - Block, District, Division and State.
- 5.2 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 participate in the Divisional level competition and finally Divisional level winners will participate in the State Level competition.
- 5.3 To prevent bias, assessment in one Block/District/Division will be undertaken by members from another Block/ District but avoiding reciprocal assessment arrangement.

- 5.4 To apply for the MVSSP a Gram Panchayat should send its claim on the enclosed application form at **Annexure-B** to their Block Development Officer by notified date each year 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. BDO shall ensure that the claims are received each year by 30.06.2024 or any other cut-off date, if notified.
- 5.5 The concerned Block Development Officer will scrutinize applications received and refer the applications to the District Development Officer (DDO).
- 5.6 The District Development Officer (DDO) 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:

5.6.1 Block Level Evaluation Team

a. Composition

This committee will be notified by the DDO after it receives the nominations from the Block.

1. One Member of the Panchayat Samiti.
2. One Member from a reputed local NGOs nominated by the DDO.
3. Five Govt. Block Level Officers/Officials from the line Departments e.g., JSV, Health, Education, ICDS & RDD.
4. One local member of press nominated by DPRO.



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 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 DDO. 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 a single Block have applied for MVSSP, initial scrutiny of application would be done at the block level by a committee consisting of SDM as Chairman, BDO as member Secretary and Chairman, Executive Officer of Panchayat Samiti as member.

b. Method

The Block Level Assessment Committee will visit all Panchayats nominated by the Block for 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. Time of Evaluation

For the assessment of the Panchayats, Block level committee will be given 50 days with no extension except with the written consent of Director (RD).

d. Report

The Assessment Report will be signed by all members of the committee and submitted in a sealed envelope to the respective Block Development Officer within 50 days and BDO will send it further to the Deputy Commissioner.

5.6.2. District Level Evaluation Team

a) Composition

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

1. One Member of Zila Parishad.
2. One Member from reputed local NGOs nominated by the DC.
3. One Member related to Press nominated by DPRO.
4. One member each from the line Departments such as Education, WCD, Health, Jal Shakti Vibhag and RDD.

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 all the members of the committee. The concerned DDO will ensure that the District Level Committee is fully sensitized about their task and will also carry out its orientation.

b) Method

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 Department will issue instructions (as to which district will inspect which one each year) regarding inspection schedule of districts.

c) Time of Evaluation

For the assessment of the selected Panchayats District level committees shall be given 25 days with no extension except with the written consent of Director RD.

d) Report

The Assessment Report will be signed by all members of the committee and submitted in a sealed envelope to the Rural Development Department within 25 days.

5.6.3. Divisional Level Evaluation Team

a) Composition

This committee will be notified by the Department of Rural Development after it receives the nominations from each DDO 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 sector to be nominated by respective Districts.
3. One prominent Press member from the Division nominated by the I&PR department.
4. One member each from the line Departments such as Education, WCD/Health, RDD, JSV/DEST to be nominated by the respective department understanding 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 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) Method

The Division-Level Assessment Committee will visit the first ranked Panchayat recommended by each District Level Assessment Committee in a division. The committee will undertake its assessment as per the prescribed norms and marking criteria to select the best Panchayats in that division based on scores achieved. The State Government will issue instructions regarding inspection schedule of divisions.

c) Time of Evaluation

For the assessment of the selected Panchayats Division level committees shall be given 20 days with no extension except with the written consent of Director RD.

d) Report

The Assessment Report will be signed by all members of the committee and submitted in a sealed envelope to the Rural Development Department within 20 days.

5.6.4 State Level Assessment Team

a) Composition

This committee will be notified by the Secretary, Rural Development Department and the composition of committee will be as follows:

1. One Representative i.e., Gram Panchayat Pradhan from the last Year's State level MVSSP winner Panchayat.
2. One Member from reputed National/State level NGOs.
3. One reputed Press Member to be sponsored by I&PR Department.
4. One senior level Member from each of the line Departments such as Education, ICDS, Health, JSV and Department of Environment, Science & Technology/PCB.
5. One member from Department of Rural Development.
6. One member from SIRD.

The State level assessment team will be headed by Rural Development Department. There will be a quorum of at least 6 members for the decision making. The decision will be based on the average of marks given by all the members of the committee. The sensitization of the State Level Committee will be done by the Department of Rural Development.

b) Method

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 / winner of State level reward based on scores achieved.

c) Time of Evaluation

For the assessment of the selected Panchayats state level team would be given 20 days with no extension except with the consent of the Secretary RD &PR.

d) Report

The report on this inspection will be signed by all members of the committee and submitted for record within 20 days without extension except with the consent of the Secretary (RD&PR).

6. TIMELINE

The competition will take place each year as per timeline given below:

- 
- a. All Block Level Applications received by 30.06.2024 or any other cut off date decided by Director, RD.
 - b. 50 Days- Block Level winners announced.
 - c. 25 Days- District Level winners announced.
 - d. 20 Days- Divisional Level winners announced.
 - e. 20 Days- State Level winner announced.

Prize will be given by the Hon'ble Chief Minister of Himachal Pradesh or as decided by the Govt. of Himachal Pradesh on day of National/ State significance.

7. GUIDELINES FOR CONDUCT OF THE COMPETITION

- a. Assessment Committees to have odd number of members to facilitate decision- making by voting (even number of members may lead to deadlock).
- b. Each Assessment Committee should include members in equal proportion from different disciplinary backgrounds such as Rural Development, Health,
- c. Education, ICDS & JSV etc. Each Assessment Committee may include at least 1 or 2 women members.
- d. 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 objectivity and experience should be properly ensured.

- e. State and Divisional Level Assessment Committees should have representation from different districts.
- f. Absenteeism of committee members at any level will prevent transparency 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 BDO/ Deputy Commissioner/ Director, RD&PR and deputation of an alternative member to fill the absent member's position must be arranged.
- g. A thorough orientation at different levels of the assessment is essential to ensure that all members are aware of the modalities of the programme and how to apply the assessment criteria.
- h. In addition to technical knowledge, the orientation must also cover attitudes and code of conduct to be followed during the assessment process.
- i. Before starting any assessment, the assessment team members must take 'Oath of Impartiality' in the presence of the members of the Gram Panchayat being assessed and confirm their attendance using the Performa included at Annexure C.
- j. 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 record along with the final marks awarded. The proforma for this feedback form is at Annexure D.
- k. The decision made by a committee at any level through 'Certificate' will be deemed final and no appeal is admissible in this regard. The proforma for this certificate is annexed at Annexure 'E'.
- l. The award money shall be given to the Gram Panchayat as an untied grant and will be spent only on sanitation related activities with the approval of Gram Sabha.



(Sarjeev Kumar)
Deputy Secretary (Rural Dev.) to the
Government of Himachal Pradesh
Phone No. 0177-2628502.

Endst. No RD-F04/8/2024-RD

Dated: 22nd November, 2024

Copy forwarded for information and necessary action to:-

1. The Principal Secretary to Chief Minister for information of Hon'ble CM of H.P.
2. The ACS/ Pr. Secy/ Secy (Finance) to the Govt. of H.P for information.
3. The Accountant General, (A&E), H.P, Shimla-3.
4. All the Divisional commissioners in Himachal Pradesh.
5. The Director, Rural Development, Kasumpti, Shimla with a request to circulate amongst all Districts, Blocks, Gram Panchayats and also upload the Scheme on the website.
6. The Director, IPR, Himachal Pradesh for wider publicity.

7. The Pr. Private Secretary to the Hon'ble RD& PR Minister, Himachal Pradesh for information.
8. All the Deputy Commissioners in Himachal Pradesh.
9. All District Development Officer, Himachal Pradesh.
10. All Block Development Officer, Himachal Pradesh.



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Deputy Secretary(Rural Dev.) to the
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Annexure- A

Marking Criteria for Awarding Marks by the Evaluation Teams at different levels

S No.	Parameters	Max Marks	Marks Allotted
1	Personal Hygiene		
i	No case of disease like Diarrhoea, Cholera, Dysentery and Worm infection in last 3 months	2	
ii	IHHL constructed with safe containment	1	
iii	Promotion/ start of Twin Pit technology	1	
iv	Proper storage and handling of Sanitary Waste	1	
	Sub Total	5	
2	Sanitation Facilities in Govt. Institutions		
i	Availability of separate section for Boys and Girls in the Govt. Schools	1	
ii	Availability of Incinerator in Girls Toilet in the School	1	
iii	Child friendly seats in Anganwadi Schools	1	
iv	Disabled friendly toilet seats in Govt Institutions	1	
v	Arrangement of SWM & LWM in all Govt. Institutions	1	
	Sub Total	5	
3	Solid Waste Management		
i	Segregation of Wet & Dry Waste at HHs level		
a	> 80 %	4	
b	60 – 80 %	3	
c	40 – 60 %	2	
d	< 40 %	1	
ii	No. of Villages having arrangement for collection and transportation of waste at village or cluster level	4	
iii	HHs have arrangements for Wet Waste Management through HHs or Community level		
a	> 80 %	4	
b	60 – 80 %	3	
c	40 – 60 %	2	
d	< 40 %	1	
iv	Levy and collection of user charges from waste generators and its use in waste management facilities and its sustainability		
a	> 80 %	4	
b	60 – 80 %	3	
c	40 – 60 %	2	
d	< 40 %	1	
v	Availability of Segregation Shed in a village or cluster level for plastic waste storage	4	
vi	Linkage with PWMU/MRF for plastic waste management (based on No. of GPs covered under	4	

	PWMU/MRF)		
vii	Number of Hotspots identified and cleared	2	
Sub Total		30	
4	Liquid Waste Management		
i	HHs covered with Grey Water Management at HH or community level (i.e., soak pits, kitchen gardening)		
a	> 80 %	8	
b	60 – 80 %	6	
c	40 – 60 %	4	
d	< 40 %	2	
ii	Cleaning of drains in a regular interval by GPs	2	
iii	Resolution passed prohibiting manual scavenging of Faecal Sludge	2	
iv	Identification and Integration of private De-sludging Operators for safe disposal of faecal sludge	2	
v	No. of villages mapped to the nearest STP for safe disposal of faecal sludge	2	
vi	Personal Protective Equipment provided to integrated De-sludging Operators for their safety	2	
vii	Cleanliness of all water bodies (total no. of water bodies/ cleared)	2	
Sub Total		20	
5	Convergence of Schemes		
i	Utilization of funds of 15 th FC on Sanitation activities (i.e., IHHL, Soak Pits, retrofitting of existing IHHL, Segregation Shed, PWMU, CSCs, O&M of sanitation assets)	3	
ii	Utilization of funds of MGNREGS on Sanitation activities (i.e., IHHL, Soak Pits, retrofitting of existing IHHL, Segregation Shed, PWMU, CSCs, O&M of sanitation assets)	2	
Sub Total		5	
6	IEC & Capacity Building		
i	Display of 6 IEC messages at public places		
a	6 IEC	6	
b	5 IEC	4	
c	4 IEC	3	
d	3 IEC	2	
e	< 3 IEC	1	
ii	SBM-G Swachhata Doot (Yes/No)	1	
iii	Whether any activity conducted by Swachhata Doot for promoting SBM-G	1	
iv	Involvement of Swachhagrahis in preparation of AIP	1	
v	Whether GP have any social media account for publicity of SBM-G (Yes/No)	1	
Sub Total		10	

7	ODF Plus Model		
i	Total No. of villages		
	No. of villages declared ODF Plus Model		
a	> 80 %	10	
b	60 – 80 %	8	
c	40 – 60 %	6	
d	< 40 %	4	
ii	Total No. of villages declared as ODF Plus Model		
	No. of villages verified out of ODF Plus Model		
a	> 80 %	10	
b	60 – 80 %	8	
c	40 – 60 %	6	
d	< 40 %	4	
Sub Total		20	
8	Visual Cleanliness		
i	All public places in the village have minimal littering	1	
ii	All public places in the village have minimal stagnant waste water	1	
iii	All public places in the villages have No visible plastic waste dumps	1	
iv	Beautification of Sanitation Assets (i.e., Segregation Shed, Community Compost Unit, PWMU, CSCs)	1	
v	Cleanliness drive undertaken by PRIs	1	
Sub Total		5	
Grand Total		100	

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ANNEXURE B:

APPLICATION FORM FOR MAHARISHI VALMIKI SAMPOORAN
SWACHHATA PURASKAR

Maharishi Valmiki Sampooran Swachhata Puraskar
Himachal Pradesh State Sanitation Award Scheme
 (To be filled by the Gram Panchayat)

1. Name of applicant Panchayat

2. Number of revenue villages

3. Population- Revenue village wise

S. No.	Name of Revenue Village	No. of HHs	Population

4. Correspondence address of gram panchayat and contact No.

5. IHHL status (Total No. of HHs)

HHs		HHs Toilets			
With Toilets	Without Toilets	HHs with Single Pit	HHs with Twin Pit	HHs with Septic Tank	Septic tank of HHs with Soak Pit

6. Sanitation facilities in Govt. Building/ Infrastructure					
	S No.	Name of Institution	Toilet facility with separate toilet for male and female (Yes/No)	Status of SWM (Yes/No)	Status of LWM (Yes/No)

Note: - Please give the details of SWM/LWM works

7. Status of Solid Waste Management: -

S No.	Name of Revenue village	No. of HHs covered for SWM	Average Quantity of Solid waste collected and segregated per month (in KG)	Arrangement for safe disposal	Arrangement for Menstrual Waste Management

8. Status of Liquid Waste Management: -

S No.	Name of Revenue Village	No. of HHs covered under LWM	Arrangement/ details of LWM

9. Details of Scheme converged for Sanitation purpose: -

S No.	Name of Revenue village	No. of Works taken for Sanitation purpose under Convergence mode	MGNREGA		Finance Commission		Any other	
			No. of works	Expenditure (In Rs.)	No. of works	Expenditure (In Rs.)	No. of works	Expenditure (In Rs.)

10. Community Sanitary Complexes (CSC) status: -

Name of CSC constructed	Responsible agency for cleanliness/ O&M	Functional or Not

11. No. of Hotspot transformed, give details....

12. Linkage with PWMU or MRF for Plastic Waste Management

13. Community Participation in sanitation campaign

a)

No. of sanitation campaign launched by Govt. (Center/ State)	No. of campaign implemented	Details of Proof

b)

No. of sanitation campaign launched by Govt. (Distt. /block/GP)	No. of campaign implemented	Details of Proof

14. Installation of IEC Board

S No.	Name of Revenue village	No. of IEC Board installed

15. ODF Plus Model Verified Status

S No.	Name of Revenue village	ODF Plus Declared	ODF Plus Model Verified

Annexure -"C": Oath of Impartiality

हिमाचल प्रदेश सरकार
महर्षि वाल्मीकि सम्पूर्ण स्वच्छता पुरस्कार

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।"

क्रम संख्या	टीम के सदस्य का नाम	मोबाइल नंबर	हस्ताक्षर

ANNEXURE D: FEEDBACK FORM

हिमाचल प्रदेश सरकार महर्षि वाल्मीकि सम्पूर्ण स्वच्छता पुरस्कार

जिला

ब्लॉक

पंचायत

तारीख

यह पत्र प्रमाणित करता है कि स्तर की टीम ने महर्षि वाल्मीकि सम्पूर्ण 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।		

[Handwritten Signature]

इस टीम ने मूल्यांकन के लिए इस ग्राम पंचायत में लगभग..... समय लिया

आगमन समय.....

प्रस्थान समय.....

टिप्पणी.....
.....
.....
.....
.....

नाम	हस्ताक्षर
प्रधान / सदस्य	
सचिव / सदस्य	

ANNEXURE E**CERTIFICATE**

It is certified that there is toilet facility in every school in our Panchayat, which are being used by the children. There are separate toilets for Boys and Girls in every co-education school in the Panchayat and all toilets are maintained properly and students are taught about health and sanitation.

It is also certified that our Gram Panchayat is Open Defecation Free and aspiring for ODF plus model status. It is our humble request to be considered for the Maharishi Valmiki Sampurn Swachhata Puraskar for the year.....

Gram Panchayat Pradhan

(Name and Signature)

Members of Gram Panchayat

(Names and Signatures)

1.

2.

3.

If the Panchayat has to be sent for District level competition

Block Development Officer

(Name & Signature with office stamp)

If the Panchayat has to be sent for Divisional level competition

Deputy Commissioner

(Name & Signature with office stamp)

If the Panchayat has to be sent for State level competition

Deputy Commissioner

(Name & Signature with office stamp)

