

GOVERNMENT OF MEGHALAYA
COMMUNITY AND RURAL DEVELOPMENT DEPARTMENT

ORDERS BY THE GOVERNOR

OFFICE MEMORANDUM

No.CDD.44/2013/15,

Dated Shillong, the 23rd July, 2013.

**GUIDELINES FOR THE IMPLEMENTATION OF THE SCHEME “CLEAN & GREEN
VILLAGE AWARDS IN MEGHALAYA”**

Whereas the Government of Meghalaya have introduced a new scheme viz : “Clean & Green Village Award”, during the year 2013-14 to promote sanitation and hygiene through community involvement. The Clean and Green Village Award seeks to trigger a sense of competition and community action toward cleaner and greener villages in the state. Cash prizes will be awarded to villages that are judged to be the best based on objective criteria, in each of the C&R.D. Blocks, in a competitive mode. Additionally, the selected villages will be given an opportunity to propose a scheme for further development of the village. The scheme aims at raising the Health & Environmental standards and ultimately, the quality of life of rural communities. Slogans viz., ‘Clean Village, my Duty’ and Good Health & Sound Environment, my Right,’ etc. will be the messages that will be promoted during the Clean Village Award process.

1. Rationale:

To come up with a clear concept of what a clean and green village should be, a few important parameters to define a village as clean and green are considered. They include **water, rivers or streams, garbage wastes, maintenance of common areas and forests, sanitary facilities and drainage system**. How well a village keeps itself can be judged when the villagers have a clarity over the preservation and maintenance of the components, as below:

- a) **Water:** For the health of the communities and environment, water must be protected. However, in many parts of the state there is an increasing pollution and damage to the water resources. Waste, getting into the water is one of the principal reasons behind water pollution. In settlements where sanitation and waste removal services are not functional, or are not used properly, waste finds its way into the nearby rivers and streams. Water is polluted through (a) **Sewage Waste:** This comes from leaking toilets or pit latrines, broken or blocked sewerage pipes. This also has bacterial contamination. (b) **Sullage or Grey water:** This comes from dirty washing water that flows into the rivers or streams and such water may contain bacteria and chemicals that make it more expensive to clean the water for drinking. (c) **Storm Water:** Storm Water is rainwater that washes soil, litter and other waste material into the rivers and streams. We see this problem often in rural areas where shallow pit latrines overflow during heavy rains.
- b) **River Pollution:** Poorer populations rely on the river water for domestic and even drinking water use. When the water shows an alteration of physical and chemical parameters such as odour, taste, colour and turbidity, it can be deemed as polluted. The most common sources of pollution are domestic water discharges from the houses in the catchment area, and uncontrolled dumping of solid domestic wastes along tributary banks and in dry ravines. Industrial discharge can be another cause of pollution. Each industrial discharge usually contains chemicals and organic compounds which can enter the bodies of many aquatic animals. Even ground water can be polluted from the soakage pits, septic tanks, manure, garbage, etc. and that eventually discharges to the rivers further worsening the problem. It is therefore of utmost importance to assess the quality of water and the community action to keep it clean; to qualify a village as clean.

- c) **Garbage Dumping:** Waste such as litter and food dropped in the streets, or household rubbish which is thrown into the streets, or river. Solid waste attracts flies which bring diseases, but also clogs up rivers. How a village tackles the problem of managing litter in the neighbourhood is an important criterion that needs consideration to define a clean village. It is not just about collection of waste but how and where the garbage is dumped and how it decomposes will be an important point for consideration.
- d) **Sanitation Facilities:** Use of improved sanitation facilities can help prevent the spread of diseases that are transmitted through human feces. Open defecation, dumping of the animal and human excreta in the open, urination in the open all make the surroundings dirty. The total number of households in the village, having improved sanitary latrines can have a great impact on the overall cleanliness of the village. Information on this aspect should be examined. The cleanliness of community toilets and School latrines in the village will have to be also assessed.
- e) **Drainage Systems:** Questions as to how drains in individual houses in the village are cleaned and where they lead to, have to be examined. The condition of the common village drains by the side of the village footpaths will have to be taken into consideration for a village to qualify as clean.
- f) **Other Issues:** Other aspects that may be taken into consideration for qualifying a particular village as clean and green is also to check the frequency of water borne and vector borne diseases in the village attributable to unsafe drinking water and unhygienic practices. Local sub-centre or PHC will have the data. Further, global warming being the burning issue globally, a village having forest cover will have to adhere to certain additionally norms and criteria. For example, if a village has a large cover of forest plantation then the issue of whether forest fires are an annual feature or kept under control by the village authorities or whether there is a clear deforestation by any individual owner in the village, will have to be taken into consideration to qualify a village under the scheme.

3. **The Strategy:**

Communities will be required to act on the above listed parameters such as full recovery of solid and liquid waste from each of the households of the village, management of public and private sanitation, maintenance of village commons viz., village forest, sacred forest, etc. The principal idea is to minimize leakages of sewage & effluents to water bodies and catchment areas and to encourage best practices in the health and sanitation, and environment sectors, as well as village management. The provisional census of 2011 will be taken for deciding the category of the villages. This will be based on three categories of villages with population ranges as detailed below:

Category	Size of population.	No. of awards for each C&RD Block	Amount of Award
I	100-500	1 (one) Village.	` 0.50 lakhs
II	500- above	1 (one) Village.	` 1.00 lakhs

These selected villages will be entitled to submit a felt need project for Rural Development amounting `5.00 lakhs and `10.00 lakhs respectively.

4. **Selection Process:**

There will be an open advertisement process. The intending villages should submit an application in the format prescribed that will be made available to all the villages through various channels. Inspection Teams will be constituted by the government and a scoring format will be evolved to determine the villages to be long listed for further verification.

a. Criteria for selection:

Villages will be adjudged based on certain criteria as laid down in the Guidelines framed for this purpose by the C&RD Department, Government of Meghalaya. Drinking water quality, waste water disposal, maintenance of common public infrastructure, record maintenance of the village institutions or committees meant for keeping the village clean, performance of the village water and sanitation committee, system for water charges, women’s participation, etc. Under personal hygiene, the sanitation environment around houses and schools, and other common infrastructure will be evaluated. (As per Annexure I).

b. Block Level Selection Committee:

This will be headed by Block Development Officer of C&RD Block and members will be from the line departments of the State Government established within the block, 2 senior school teachers, 2 senior members from reputed NGOs, if any. The Block level committee shall visit all the participating villages in the C&RD blocks and select the best & clean villages i.e. 3 villages as per the Assessment Form in Annexure – II. This will be known as the long list from each of the Categories I, II & III.

c. District Level Selection Committee:

This will be headed by Deputy Commissioner of each District assisted by Project Director of the DRDA and members will be from the district heads of major line departments of the state and central governments, 4 eminent senior school teachers and 2 senior members from reputed NGOs. The District-level committee shall visit the best of 3 (three) villages recommended by the Block Level Committee in each of the categories and bring down the numbers to one per category, if it is satisfactory. If the Committee is not satisfied, it may choose not to recommend in any or all of the categories I, II & III. This will be deemed as the short list.

d. State Level Selection Committee:

This will be headed by Chief Secretary, and the committee will be serviced by Principal Secretary, C&RD with membership from the Heads of major line departments of both the state and central government established within the State. This Committee will examine the recommendations as well as reports, along with photographic evidence and finally declare the awards.

5. Implementing Agency:

The SRES/MRDS or any such other agency may be assigned the responsibility to implement the scheme in the state by the C & RD Department.

6. Follow Up Projects:

All Deputy Commissioners, Project Director DRDAs, BDOs, all District-level Officers will be responsible for ensuring that work on sanitation and hygiene is sustained after the award process is completed. All the prize winning villages will be allowed to propose projects based on their felt needs to the C & RD Department. There will be financial ceilings for the awarded villages based on the categories to which they belong:

Type of Village	Maximum entitlement in lakhs
Category – I	5.00
Category – II	10.00

Any amount in excess of the entitled amount will be borne by the village itself. The project will be implemented by any village based committee chosen by the District Level Committee and Block Level Committee for the implementation. Funds will be released to the Deputy Commissioner who will be required to submit the work completion and Utilization Certificates against each of the works.

7. **Financial requirement:**

The total financial requirement under the scheme which includes Awards, Projects submitted by Awardees (Villages) and Administrative expenditures to meet the POL judging, stationeries, etc at Block and District level is as below:-

(I)	0.50 L x 39 Blocks	19.50 L
(II)	1.00 L x 39 Blocks	39.00 L
(III)	5.00 L x 39 Blocks	195.00 L
(IV)	10.00 L x 39 Blocks	390.00 L
(V)	0.10 L x 39 Blocks (miscellaneous expenditure at Block Level).	3.90 L
(VI)	0.05 L x 39 Blocks (miscellaneous expenditure at District Level).	1.95 L
(VII)	Media Campaign by the C&RD Department/Agency	25.00 L
(VII)	Administrative charges @ 5%	33.72 L
	Total	708.07 L

Calendar of events:

Date of notification of the scheme	: 15.6.2013
Media Campaign	: upto 30.6.2013
Last date for submission of applications	: 31.8.2013
Field inspection by the Block Committee	: 30.9.2013
Preparation of long list and submission	: 31.10.2013
Field inspection and submission of short list by the District Level Committee	: 31.10.2013
Converging of the State Committee's meeting and final decision	: 30.11.2013
Announcement	: 1 st week of December
Presentation of Award	: 26.1.2014

This order shall come into force with immediate effect.

Sd/- K. N. Kumar
Principal Secretary to the Govt. of Meghalaya
Community and Rural Development Department.

Copy forwarded for information and necessary action :-

1. P.S. to the Chief Minister, Meghalaya for kind information of the Chief Minister.
2. P.S. to the Deputy Chief Minister(s), Meghalaya for kind information of the Deputy Chief Minister.
3. P.S. to the Minister in-charge, C&RD for kind information of the Minister.
4. P.S. to all Ministers.
5. P.S. to the Chief Secretary, Meghalaya, Shillong for kind information of the Chief Secretary.
6. P.S. to the Additional Chief Secretary, i/c Soil & Water Conservation for kind information of the Additional Chief Secretary.
7. P.S. to the Additional Chief Secretary, i/c Finance for kind information of the Additional Chief Secretary.
8. All Principal Secretaries/Commissioners & Secretaries/Secretaries to the Govt. of Meghalaya.
9. The Director, C&RD, Meghalaya Shillong.
10. All MLAs / MPs (Meghalaya).
11. All Administrative Departments.
12. The Deputy Commissioner _____.
13. The Project Director, DRDA, _____.
14. The Accountant General (A&E) Meghalaya, Shillong.
15. All Heads of Departments.
16. The Examiner of Local Accounts, Meghalaya, Shillong.
17. All Chairman, District Planning & Development Councils (By Name).
18. All Block Development Officer _____ Development Block, P.O. _____.
19. The Chief Engineer, PWD (Road) within Meghalaya.
20. The Sub-Divisional Officer (Civil) within Meghalaya.
21. The Assistant Development Commissioner, Shillong / Jowai / Tura.
22. The Sub-Divisional Planning Officer, Shillong / Jowai / Tura.
23. The Director, Printing & Stationery, Meghalaya, Shillong for publish this Office memorandum in the Meghalaya Gazette – Extra Ordinary of date and to furnish this Department with 500 copies thereof.

By orders etc.,

Under Secretary to the Govt. of Meghalaya,
Community and Rural Development Department.

APPLICATION FORM**1. Name of the Village:**

2. Name of the C&R.D Block:

3. Name of District:

4. Total No.s of households:

5. Total Population:

Male:

Female:

6. Water:

(1) Is there sufficient water in the village? (Yes / No)

(2) What is the condition of the source of Drinking water in your village?

- a) Bad
- b) Not so good
- c) Good
- d) Very Good

(3) What type of Drinking water is available in your village?

- a) Tube well
- b) Spring
- c) Tap Water
- d) Surface Water
- e) Tanker Truck
- f) Others

(4) Are your dug wells protected or Unprotected?

- a) Not Protected
- b) Some Protected
- c) All Protected

(5) Are your spring Protected or Unprotected?

- a) Not Protected
- b) Some Protected
- c) All Protected

7. If there is a Stream or River in the village, then answer the following:

a) Do you feel that your river is clean? (Yes / No)

b) Are there living organisms like Frogs, Tadpoles, Crabs, fish, scampi, etc. in the streams? (Yes / No)

c) Does the drainage system of some houses flow to the river directly? (Yes / No)

d) Is there any open defecation into the river/stream? (Yes / No)

8. Drainage System

- 1) How frequently are the Drains in the village cleaned?
 - a) Frequently
 - b) Sometimes
 - c) Not at all.

- 2) Is there a smooth flow of water in the drains or water logging is the usual condition of the drains in the village
 - a) Smooth flow
 - b) Water logged

9. Sanitation Facilities:

- (i) Against each of the following indicate the no. of households with the following facilities:
 - a) Flush or Pour Toilet with Septic tank. ()
 - b) Pit Latrine with Slab. ()
 - c) Pour or Flush toilet to elsewhere other than Septic tank. ()
 - d) Pit Latrine without Slab/ Open pit. ()
 - e) No toilet at all. ()

(ii) Are there Separate Toilets for boys and girls in all schools in your Village? Yes/ No

(iii) If yes, are the toilets clean? Yes/No

(iii) Have Toilets been constructed in a market place, or community halls of your village
Yes/No

(iv) If yes, are the public latrines well maintained and fit to be used?

- a) Dirty and not fit to be used
- b) Somehow maintained
- c) Very well maintained and fir for use

10. Waste Management:

- (1) Are all your solid waste being collected collectively by the village or manage individually?
 - a) Collectively
 - b) Individually

- (2) If collectively, how many times in a week?
 - a) Once a week
 - b) Twice a week
 - c) Daily

- (3) Where is the collected garbage dumped?
 - a) Identified site
 - b) No identified site
 - c) Others (Please specify) _____

- (4) In community areas like streets, playgrounds, village shops, are dustbins available for throwing of waste?

(Yes / No)

- (5) Have the village entrusted a person or groups of persons to clean community areas like streets, footpaths drains etc? (Yes / No)

- (6) How much fund is the village spending in collecting and disposing of waste annually?

- a) ` 10,000 to 20,000
- b) ` 30,000 to 50,000
- c) More than ` 50,000

11. Forests & Greenery:

- (1) Does the village have a village forest?

- a) Yes
- b) No

- (2) If yes, please indicate the following:

- a) Who maintains it?
- b) Who is authorized to supervise?
- c) What rights are allowed to the villagers?
- d) Have there been any forest fires?
- e) Is there a system of controlling forest fires?
- f) Is there a system for controlling unauthorized felling of the forests?

- (3) If the village has no forest:

- a) Does it have any plans to develop?
- b) Does it have an open area to develop into a village forest?
- c) If no, has the village prepared an Action Plan?

11. Awareness / Rules

- 1) Has the village made any Laws / Rules or Passed a Resolution to ensure that all residents keep the Locality clean?

(Yes /No)

- 2) Is there any penalty or imposition of fines inflicted on anyone who violates the Rules or Resolution of the Village with regards to cleanliness of the village?

(Yes /No)

Signature of the Headman

/ Rangbah Shnong

(Name of the Village)

ASSESSMENT FORM FOR CLEAN & GREEN VILLAGE AWARD
(For official use only)

1. State

2. District

3. Block

4. Name of Chairperson/Headman Gender Age Caste
 (Male/Female) (In years) (SC/ST/Others)

--	--	--	--

5. Population of the applicant village

--	--	--	--	--	--	--	--

6. Complete Postal Address of the Village

Pin Code

7. Household details of the Village

Date on which baseline survey was conducted-

--	--	--	--	--	--

Table – I: With Drain, Toilet, Sewage System, Safe Drinking Water

Status of coverage of Households				
No. of Households	No. of SC/ST Households	Households		No. of Households using Community Toilet
		With Toilet	Without Toilet	

Table – II:

No. of Households	No. of SC/ST Households	Toilet	Households		No. of Households using Community Drain	No. of Households using Soak pit
			With Toilet	Without Toilet		

Table – III:

No. of Households	No. of SC/ST Households	Population	Households		No. of Households using Public Tap (Safe) Water	No. of Households using Water Connection
			With Safe Drinking Water	Without Safe Drinking Water		

Table – IV:

Disposal			No. Of Community Facilities Centre		
Garbage (Area)	Waste Water Tank (Area)	Big Drain (Length)	Community Hall	Library	Market Place

Table – V:

No. of Water Conservation/ Ponds, etc.	No. of Community Lands		No. of Parking Places for Vehicles	No. Of Streets		No. of Footpaths	
	Forests (Area)	Gardens (Area)	No. of Area in Sq. Ft	With Drain	Without Drain	Katcha	Pucca

Table – VI:

No. of Local Heritage sites			
Streets	Monoliths	Ancestral Spring Water	Any Technical Places

8. No of diarrhea cases in the last 3 year (Data to be taken from ANM/PHU/PHC records)

2010 2011 2012

9. Eligibility Condition:

(i)	Whether the Village area is free from open Defecation?	Yes		No	
(ii)	Whether all members of all households in the village are using toilet?	Yes		No	
(iii)	Whether households using Community Toilets have at least one Latrine seat per three Households?	Yes		No	
(iv)	Whether all the aganwadi in the Village have functional toilets?	Yes		No	
(v)	Whether all the Schools have adequate Toilet seats and Urinal spaces?	Yes		No	
(vi)	Whether all co-educational Schools have adequate Toilet seats and Urinal spaces for boys and girls separately?	Yes		No	
(vii)	Is there a functional mechanism for Garbage disposal and Drainage system?	Yes		No	
(viii)	Do all Drinking water sources have proper platforms and drainage around them?	Yes		No	
(ix)	Whether all streets are having proper drains?	Yes		No	

(x)	Whether all drains are carrying waste to water treatment tanks (Soakpit) before draining to river?	Yes	☐	No	☐
(xi)	Whether landscape of the Community is properly maintained?	Yes	☐	No	☐
(xii)	Whether local Heritage sites are properly maintained?	Yes	☐	No	☐
(xiii)	Whether disposal of garbage waste water is systematic?	Yes	☐	No	☐
(xiv)	Whether Streets and Drains are swept and cleaned daily?	Yes	☐	No	☐
(xv)	Whether trucks or some other mechanical vehicles are used to carry garbage?	Yes	☐	No	☐
(xvi)	Whether proper mapping of Streets, Drains and Community assets are properly maintained?	Yes	☐	No	☐
(xvii)	Whether Community Participation/involvement takes place in Cleaning the Village?	Yes	☐	No	☐
(xviii)	Whether Community facilities are properly maintained?	Yes	☐	No	☐
(xix)	Whether there is a regular awareness to Household to maintain and kept the Localities and Households clean?	Yes	☐	No	☐