



Q No.	Question	List of Documents	Tick Mark
		<b>Collection and Transportation</b>	
Q1.1	Of the total waste generated, what percentage is segregated into wet and dry?	<ul style="list-style-type: none"> <li>Number of garbage collection vehicles with partition for carrying Dry and Wet waste in the city</li> </ul> <u>or</u> <ul style="list-style-type: none"> <li>Number of vehicles deployed separately for dry and wet collection in the city</li> </ul>	
		<ul style="list-style-type: none"> <li>Waste carrying capacity of these vehicles and number of trips in a day</li> </ul>	
		<ul style="list-style-type: none"> <li>Total amount of Wet/Dry waste generated daily as per population criteria or real data available with the ULB</li> </ul>	
		<ul style="list-style-type: none"> <li>Log books of transfer stations/processing plant (centralized or decentralized) indicating daily tonnage of dry and wet waste received and processed</li> </ul>	
		Other Documents (If any)	
Q1.2	What percentage of RWAs/Bulk Garbage generators are practicing on-site processing for organic waste?	<ul style="list-style-type: none"> <li>List of all RWAs and Bulk Garbage Generators</li> </ul>	
		<ul style="list-style-type: none"> <li>List of all such RWAs and bulk garbage generators doing on site processing with quantity of waste generated and treated</li> </ul>	
		<ul style="list-style-type: none"> <li>Copy of resolution/letter/notification by the ULB to inform RWAs and bulk garbage generators in the ULB about initiating on-site processing</li> </ul>	
		<ul style="list-style-type: none"> <li>Any incentive scheme linked to on-site processing and details of such bulk generators provided such incentives.</li> </ul>	
		Other Documents (If any)	
Q1.3	What percentage of the notified commercial areas undertake daily sweeping and cleaning (twice a day, including night sweeping)?	<ul style="list-style-type: none"> <li>Ward wise list of all notified commercial areas.</li> </ul>	
		<ul style="list-style-type: none"> <li>Evidence of sweeping commercial areas twice a day and night sweeping in the form of activity log/roster report/ attendance of sanitation staff.</li> </ul>	
		<ul style="list-style-type: none"> <li>If work is outsourced to an external agency, the contract document which has a clause for sweeping commercial areas twice a day including night sweeping should be provided.</li> </ul>	
		Other Documents (If any)	
Q1.4	Percentage coverage of area (wards) under door-to-door collection system	<ul style="list-style-type: none"> <li>Ward wise staff deployment plan</li> </ul> <u>or</u> <ul style="list-style-type: none"> <li>Log book</li> </ul> <u>or</u> <ul style="list-style-type: none"> <li>any other ward-wise record for waste collection from commercial areas and residential areas from the last two quarters of 2017</li> </ul>	



		<ul style="list-style-type: none"> <li>If work is outsourced to an external agency, copy of contract and payment/ activity report. Contract should be signed before 31st October 2017.</li> </ul>	
		Other Documents (If any)	
Q1.5	What percentage of the waste collected is transported to the processing unit for disposal within the same day?	<ul style="list-style-type: none"> <li>To verify generation of waste –</li> </ul>	
		<ul style="list-style-type: none"> <li>&gt; Data regarding total waste generated daily</li> <li>OR</li> <li>&gt; Calculate the total waste generation on the basis of per capita benchmark (500 gram per capita per day X city population [Population as per 2011 census x 10% growth])</li> </ul>	
		<ul style="list-style-type: none"> <li>To verify collection of waste –</li> </ul>	
		<ul style="list-style-type: none"> <li>&gt; Records of waste collected from the city on a daily basis. This should include records of various waste streams from the weigh bridges or record number of trips to processing/disposal site through various vehicles for the last three months.</li> </ul>	
		Other Documents (If any)	
Q1.6	What percentage of Informal Waste Pickers have formally been integrated into SWM activities in the city?	<ul style="list-style-type: none"> <li>Survey report of on-field assessment or any study carried out in the ULB for identification of waste pickers in the city</li> </ul>	
		<ul style="list-style-type: none"> <li>Ward-wise list of waste pickers with the ID numbers issued to them.</li> </ul>	
		<ul style="list-style-type: none"> <li>If work is outsourced and waste pickers have been integrated with an outsourced firm, then copy of contract needs to be provided</li> <li>OR</li> <li>Copy of contract with SHGs (Self Help Groups) that have enrolled informal waste pickers in their groups.</li> </ul>	
		<ul style="list-style-type: none"> <li>Ward wise list of deployed waste pickers.</li> </ul>	
		Other Documents (If any)	
Q1.7	Whether the Garbage Vulnerable Points (GVP) have been transformed?	<ul style="list-style-type: none"> <li>Survey indicating total vulnerable garbage heaps/ dumps which have not been attended in the daily collection schedule.</li> </ul>	
		<ul style="list-style-type: none"> <li>Before and after photographs of all such Garbage vulnerable points.</li> </ul>	
		Other Documents (If any)	
Q1.8	GPS/Rfid based Vehicle Tracking – Whether the best performing drivers are being recognised [Permanent/Contractual] ? [% of waste picking	<ul style="list-style-type: none"> <li>To qualify for marks for this indicator, monthly recognition must be given to best performing drivers in waste collection process.</li> </ul>	
		<ul style="list-style-type: none"> <li>Documentation showing the number of vehicles deployed by the ULB (either own/ outsourced) along with documents supporting number of vehicles fleet with GPS/Rfid.</li> </ul>	
		<ul style="list-style-type: none"> <li>Drivers Report Card capturing monthly performance</li> </ul>	



	vehicles/auto tippers following daily route for waste collection]	<ul style="list-style-type: none"> <li>• Documents recognizing drivers for giving the best performance.</li> <li>• Copy of GPS/Rfid log, manual entry log and activity report from the last month for each vehicle.</li> <li>• Copies if any penalties are levied by the ULB based on underperformance being tracked by GPS (e.g. Certain POIs left out of the collection route).</li> <li>• Screen shot of website page where this is available in public domain.</li> </ul> Other Documents (If any)	
Q1.9	Whether compartmentalized bins or twin bins are placed at every 500m in all notified commercial areas and emptied daily?	<ul style="list-style-type: none"> <li>• Number of Waste bins required as per SWM Management Manual 2016 in the respective commercial areas.</li> <li>• Copy of the installation log of litter bin, or Copy of the document/map showing bin locations/numbers.</li> <li>• Copy of the list of commercial areas that are covered by door to door collection and direct transfer of collected waste to the processing/disposal</li> <li>• Image of bins displaying clearly the labels/stickers</li> </ul> Other Documents (If any)	
Q1.10	Whether ICT based staff attendance system is in place and linked with payroll?	<ul style="list-style-type: none"> <li>• ICT system generated staff attendance report for last two months.</li> <li>• Copy of payroll/pay-out for two months that can be verified with the attendance.</li> </ul> Other Documents (If any)	
Q1.11	Spot Fine – Whether a notification regarding imposition of spot fine has been issued and whether fine is being collected?	<ul style="list-style-type: none"> <li>• To qualify for marks for this indicator, the minimum number of fine collections in the city must be no less than the sum of OD + Litter + Urination spots.</li> <li>• List of OD, Litter and Urination spots in the ward.</li> <li>• Copy of notification of spot fine for open defecation, open urination and littering.</li> <li>• Copy of fines collected post release of spot fine notification.</li> <li>• Copy of chalaan/receipt books for collecting fines</li> </ul> Other Documents (If any)	
Q1.12	Percentage of the parks and gardens (maintained by government/public department) practicing on-site composting of garden waste?	<ul style="list-style-type: none"> <li>• List of parks and gardens OR Survey document or equivalent specifying total number of parks within the city.</li> <li>• Report on total garden/park waste generated.</li> </ul>	



		<ul style="list-style-type: none"> <li>Number of parks/gardens practicing on site composting and the mechanism adopted.</li> </ul>	
		<ul style="list-style-type: none"> <li>Document specifying procurement of composting machine for garden waste for each park</li> </ul>	
		<ul style="list-style-type: none"> <li>Monthly logbook of compost produced in each park</li> </ul>	
		Other Documents (If any)	
Q1.13	Provision of personal protection equipment (including uniform, fluorescent jacket, hand gloves, raincoats, appropriate foot wear and masks) to all workers involved in SWM activities and whether the same are used by the workforce?	<ul style="list-style-type: none"> <li>Document indicating total staff deployed for handling SWM activities.</li> </ul>	
		<ul style="list-style-type: none"> <li>Copy of procurement mechanism for personal protection equipment</li> </ul>	
		<ul style="list-style-type: none"> <li>Evidence of personal protective equipment handed over to workers. (Acknowledgements in form of registers/ documents/ photographs etc.)</li> </ul>	
		<ul style="list-style-type: none"> <li>Pictorial evidence of personal protective equipment being used by the workers on daily basis.</li> </ul>	
		Other Documents (If any)	
<b>Processing and Disposal</b>			
Q2.1	What percentage of the operational cost of Solid Waste Management is covered by Property Tax and User Charges?	<ul style="list-style-type: none"> <li>Document showing total amount of property tax collected.</li> </ul>	
		<ul style="list-style-type: none"> <li>Documents showing total number of households</li> </ul>	
		<ul style="list-style-type: none"> <li>Amount of user charges charged per household for solid waste management.</li> </ul>	
		<ul style="list-style-type: none"> <li>Summarised document showing total operational cost of SWM activities in the ULB/ward e.g. collection costs, salaries, equipment and capital costs, transportation costs, processing costs.</li> </ul>	
		Other Documents (If any)	
Q2.2	Is the landfill in the city a sanitary landfill?	<ul style="list-style-type: none"> <li>If landfill is operational,</li> </ul>	
		> photo of the landfill site with date as evidence	
		OR	
		> DPR/any other document regarding scientific management (safe containment and leachate treatment and gas capture and treatment, etc.) of landfill in place and functional.	
		> Documentation/log books of amount of waste being dumped in the landfill site	
		<ul style="list-style-type: none"> <li>If landfill is under development,</li> </ul>	



		<p>&gt; Copy of the agreement with agency who is developing the landfill and pictorial evidence of the construction work should be submitted.</p>	
		<ul style="list-style-type: none"> <li>• If work is yet to be started,</li> </ul>	
		<p>&gt; Copy of agreement.</p>	
		<ul style="list-style-type: none"> <li>• If identification of agency is being done,</li> </ul>	
		<p>&gt; Copy of tenders is to be submitted.</p>	
		Other Documents (If any)	
Q2.3	What percentage of wet Waste treated either by decentralized or centralized processing?	<ul style="list-style-type: none"> <li>• Total Wet Waste generated daily as using per capita criteria</li> <li>• Total number of decentralized waste processing units in the city – Waste processing capacity and Waste processed per day (including RWAs and Bulk Generators)</li> <li>• Evidence of centralized waste processing facility in the city. Total waste processed per day</li> <li>• Waste processing capacity to be taken for only functional processing units.</li> </ul>	
		Other Documents (If any)	
Q2.4	What percentage of dry waste treated either by decentralized or centralized processing?	<ul style="list-style-type: none"> <li>• SWM DPR or action plan indicating quantity of segregated collection of waste.</li> <li>• Survey report indicating total ragpickers in the city and dry waste collection centers in the city</li> <li>• Evidence of WtE and RDF facility in the city. Total waste processed per day</li> <li>• Evidence of contract with external vendors that process dry waste.</li> <li>• Evidence of reuse of dry waste (e.g. plastics) in road construction</li> </ul>	
		Other Documents (If any)	
Q2.5	What percentage Bio-degradable waste is coming to the landfill?	<ul style="list-style-type: none"> <li>• SWM DPR indicating total biodegradable waste generated and collected.</li> <li>• Total waste diverted by means of dry waste centres/decentralized composting.</li> <li>• Log book of landfill/centralized processing facility indicating total waste intake.</li> </ul>	
		Other Documents (If any)	
Q2.6	Whether Remediation of existing dumpsites		



	undertaken and the stage of the same?	Assessor would verify the claim by referring DPR/EOI/RFP/Agreement signed to confirm the status/progress made	
		Other Documents (If any)	
Q2.7	What percentage of the compost produced in the city was sold in the last two quarters of 2017?	<ul style="list-style-type: none"> <li>• Details of compost manufacturers (including the quantity manufactured by ULB)</li> <li>• Production details by compost manufacturers</li> <li>• Sales logbooks by compost manufacturers for the last two quarters of 2017 (this can also include sales to city parks by the ULB manufacturers)</li> </ul>	
		Other Documents (If any)	
Q2.8	Has the designated compost manufacturer(s) in the city registered on the mFMS portal and are they logging production details?	<ul style="list-style-type: none"> <li>• List of compost manufacturers within the ULB</li> <li>• Production details of each compost manufacturer within the ULB</li> </ul>	
		Other Documents (If any)	
		<b>Sanitation</b>	
Q3.1	ODF Status	<ul style="list-style-type: none"> <li>• Copy of ODF Certificate</li> <li>• If city is Self Declared ODF, &gt; Notification in the Newspaper for ODF self-declaration along with other documents as per ODF protocol</li> </ul>	
Q3.2	Community/Public Toilets (CT/PTs) – What percentage of the Operation and Maintenance cost has been covered by revenue streams?	<ul style="list-style-type: none"> <li>• Number of seats/latrines available</li> <li>• Operation and Maintenance charges/ User charges</li> <li>• Types of monetization strategies and revenue from each (e.g. SHGs/NGOs collecting user charges)</li> <li>• Documents supporting revenue collected for supporting O&amp;M cost</li> </ul>	
Q3.3	Are de-sludging operators registered and being monitored (e.g. by the ULB)	<ul style="list-style-type: none"> <li>• Regulatory framework will include-licensing of truck operators, defining user charges, ensuring safe containment and disposal of sludge, Personal protective equipment</li> <li>• Mapping of registered and un-registered (if possible) septic tank cleaners/private operators</li> <li>• Reports from registered vehicles</li> <li>• Logbook details from registered vehicles</li> </ul>	
Q3.4	Does your city have liquid waste processing infrastructure (FSTP or	<ul style="list-style-type: none"> <li>• List of all working/functional STPs in the city</li> <li>• Details about Treatment of Sewage treated per day versus capacity to treat per day (in MLD)</li> </ul>	



	STP with co- treatment facility or septage)?	<ul style="list-style-type: none"> <li>• Location of the STPs and the distance from the city</li> </ul>	
Q3.5	IHHL – What percentage of toilets have been constructed out of the verified applications?	<ul style="list-style-type: none"> <li>• List of all the applications verified vs toilets constructed</li> <li>• List of toilets constructed on the SBM portal with location details and photographic evidence</li> </ul>	
Q3.6	IHHL – What percentage of completed toilets have water connections?	<ul style="list-style-type: none"> <li>• List of the number of Household Toilets constructed</li> <li>• List of households with functional water connection and copy of the water bills.</li> </ul>	
Q3.7	IHHL - Percentage of applications that have been uploaded on the SBM portal	<ul style="list-style-type: none"> <li>List of applications for IHHL</li> <li>List of applications uploaded on SBM portal</li> </ul>	
Q3.8	IHHL - What percentage of applications have been verified on the SBM portal?	<ul style="list-style-type: none"> <li>List of applications verified</li> <li>List of applications verified and updated on the SBM portal</li> </ul>	
Q3.9	Percentage of Community Toilets completed vs target (Data to be taken from the Portal as of 31st December 2017)	<ul style="list-style-type: none"> <li>• List community toilets targeted to be constructed in different parts of the city – supported by DPR/Survey/study conducted.</li> </ul>	
Q3.10	Percentage of Public Toilets completed vs target (Data to be taken from the Portal as of 31st December 2017)	<ul style="list-style-type: none"> <li>• DPR/Report/any document showing that all commercial areas have public toilets within a distance of 1 KM.</li> <li>• Total number of Public Toilets to be constructed as per target.</li> <li>• Total number of Public Toilets constructed – with location details</li> </ul>	
Q3.11	Has the city notified that general public can access toilets in all Fuel Pumps in the city?	<ul style="list-style-type: none"> <li>• Copy of the notification issued</li> <li>• Total number of Fuel Pumps in the city</li> <li>• Total number of Fuel Pumps that have provided access to toilets for citizens.</li> </ul>	
<b>IEC &amp; Behavior Change</b>			
Q4.1	Whether rankings of Swachh Hotel, School, Hospital, RWA/Mohalla and Market Association conducted?	<ul style="list-style-type: none"> <li>• List of all hotels, schools, RWAs/Mohalla and Market Associations.</li> <li>• Swachh Ranking document with approach and methodology</li> <li>Assessment papers/documents supporting conducting rankings</li> <li>• Announcement of results – Digital/printed report, pictures and media coverage.</li> </ul>	
Q4.2		<ul style="list-style-type: none"> <li>• List of all CT/PTs</li> </ul>	





	ICT Based monitoring of Community and Public Toilets?	<ul style="list-style-type: none"> <li>• Number of CT/PTs being tracked/monitored through Google server at the backend by the survey agency.</li> <li>• To be tracked/verified through server at the backend (ULB/Service Provider) by the survey agency.</li> <li>• Review of feedback received (for latest two months) post installation of the device</li> <li>• Documentation support of Google Toilet Locator.</li> <li>• Contract supporting procurement/ installation of feedback system.</li> </ul>	
Q4.3	2017 SBM campaigns designed by the Ministry promoted in the city i.e. Source Segregation, Swachh Shauchalaya etc.	<ul style="list-style-type: none"> <li>• List of all RWAs and CTs/PTs in the city</li> <li>• Evidence of the "Source Segregation" campaign ran in all RWAs – pictures and media coverage</li> <li>• Evidence of "Swachh Shauchalaya" hoardings in all CT/ PTs – pictures and media coverage.</li> </ul>	
Q4.4	SBM Brand Ambassadors – Whether the SBM Brand Ambassadors were formally engaged for community engagement activities?	<ul style="list-style-type: none"> <li>• Total number of Brand Ambassadors engaged by the ULB</li> <li>• Evidence of activities undertaken by the ULBs in collaboration with the Brand Ambassadors – Media Clippings of last two quarters or photographic evidence</li> <li>• Minimum 1 activity / month between August - December 2017</li> <li>• Document supporting claims of Independent activities undertaken by the Brand Ambassadors ,if any</li> </ul>	
Q4.5	Whether quarterly meetings are held with RWAs, Religious Leaders, SHGs, to ensure messaging and activities for source segregation and decentralized composting?	<ul style="list-style-type: none"> <li>• Document indicating total number of RWAs, Religious Leaders, SHGs that have agreed to collaborate with the ULB for promoting source segregation and decentralized composting</li> <li>• Minutes of the Meetings held with above mentioned stakeholders and outcomes of previous meeting</li> </ul>	
Q4.6	Whether Swachhata Committees functioning in all schools?	<ul style="list-style-type: none"> <li>• Document indicating total number of schools in the city</li> <li>• Documentary evidence indicating formation of Swachhata Committee in the schools</li> <li>• Evidence of activities undertaken by the Swachhata Committee towards cleanliness and hygiene in the school premises.</li> </ul>	
Q4.7	Facilitation of Farmer outreach programmes, Awareness drives and demonstrations for promotion of city compost within the ULB or in the surrounding villages?	<ul style="list-style-type: none"> <li>• Proof of compost purchase by farmers from compost produced in the ULB level.</li> <li>• List of Farmers that have purchased compost and their contact information.</li> <li>• List of Farmers by ULB/Surrounding Villages (in a 100km radius of the ULB)</li> <li>• Press clipping and photographic evidence of outreach programmes</li> </ul>	





Capacity Building		
Q5.1	Whether City Program Implementation Unit (PIU) established - with at least MIS and M&E Experts?	• List of the city PIU members.
		• Documents supporting the hiring process.
		• Proof of Payments/salary paid to the resources.
Q5.2	Number of ULB staff sent for exposure visits/attending workshops in other cities?	• Details of staff who were sent to exposure visits.
		• Verification to be done from the host city as well towards participation of assess city.
Q5.3	E-Learning Platform – Number of certifications undergone by ULB staff on the e-courses platform on SBM portal (Sanitary Inspector and Above)	• Course wise list of employees who have completed the E-learning courses to be verified by the assessor from the data available with the MoUD
		• List of staff - Sanitary Inspector and above.
Q5.4	E-Learning Platform – Number of certifications undergone by ULB staff on the e-courses platform on SBM portal (Asst / Jr. Engineer and Above)	• Course wise list of employees who have completed the E-learning courses to be verified by the assessor from the data available with the MoUD
		• List of staff - Assistant / Jr. Engineer and above
Innovation and Best Practices		
Q6	Innovation and Best Practice's	Implementation
		Novelty (original idea)
		Scalability
		Financial Sustainability
		Impact

I hereby declare that the information provided above in City Profile section is true to the best of my knowledge.

State:

ULB Name:

Municipal Commissioner / Nodal Officer

ULB Code:

(Date, Signature and Stamp)