



D.O No. Z-11021/04/2016-SBM-II



16th March, 2016

Dear Sir/Madam,

Subject: Protocol to be followed for declaration of cities/ wards as Open Defecation Free (ODF)

As you are aware, Government of India is implementing the 'Swachh Bharat Mission' (SBM) with the goal of achieving a Clean India by 2nd October, 2019. The success of this to a large extent depends on the 4041 cities in India, and wards therein, achieving the status of being Open Defecation Free (ODF).

2. Following detailed deliberations, a definition for declaring a city/ward as ODF has been issued by the SBM, vide letter of even number dated 2nd March 2016. A copy of the same is enclosed, and the definition is reproduced hereunder:

"A city/ward is notified as ODF city/ward if, at any point of the day, not a single person is found defecating in the open"

3. Additionally, necessary conditions that are to be achieved before declaring the city/ ward as ODF have also been conveyed vide the aforementioned letter.

4. There is felt a need for a protocol to be adopted in order to declare a city/ward as ODF, so that there is uniformity in implementation of the above definition. It has therefore been decided to utilize the following protocol for declaring a particular city/ward as ODF.

- a) All conditions as laid out for ODF city/ward, as outlined in para 2 of the DO letter of even number dated 2nd March 2016, have been met by the city/ward.
- b) A declaration has been obtained from all wards of a city, without exception, declaring respective wards as ODF. All wards of a city may make this self-declaration and submit to city municipal administration as per due process. The following sub-declarations are to be obtained by the ward in order to facilitate the above self-declaration:
 - i. Every school in a ward provides self-declaration that all students enrolled in it have access to, and are routinely using toilets at home and at school.
 - ii. Every self-help group active in a ward gives a declaration that all residents of that ward have access to, and are routinely using, toilets at home.
- c) Once all the above declarations have been obtained by the respective city municipal administration, from all wards, the city municipal administration may thereafter pass a preliminary resolution declaring the city to be Open Defecation Free, a suitable public announcement may be made for the same as well.
- d) Following such resolution, public objections/feedback may be invited, with a fifteen day timeline. If no substantial objections are received at the end of this time, a final resolution is adopted by the city municipal administration and the same is communicated to respective state governments.

- e) On receipt of the said communication, the state government may ensure that the claim of the city is verified through an appropriate third party verification process (in a time bound process) before formally according the city status of being ODF.

With regards,

Yours sincerely,


(Praveen Prakash)

To,

Chief Secretaries of all states

Copy to:

- 1 Municipal Commissioners of 75 cities
- 2 Mission Directors of all states
- 3 Secretary/ Principal Secretary, Urban Development, of all States
- 4 Deputy Secretaries (SBM-U)
- 5 CPHEEO
- 6 Section
- 7 SBM-U Website