



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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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



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

Dear

Subject : - Declaring the ward/city as open defecation free.

Many cities/States are requesting Government of India to define the Open Defecation Free Ward/City. It is also observed that different States/Cities are coming up with different definition of Open Defecation. To ensure uniformity across the country, following definition is hereby notified for declaring a ward/city as ODF:-

"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".

2. Necessary conditions to be achieved before declaring the city/ward as open defecation free:-

- (a) All households that have space to construct toilet, have constructed the one.
- (b) All occupants of those households that do not have space to construct toilet, have access to community toilet within a distance of 500 metres.
- (c) All commercial areas have public toilets within a distance of one KM.
- (d) City has a mechanism in place through which they impose fine on the persons who defecate in open.

3. After notification of the city as ODF by the city administration, State should ensure that the claim of the city is verified through third party. The third party protocol will be shared with the cities and States in the next one week by the undersigned.

With regards,

Yours sincerely,

(Praveen Prakash)

To,

Municipal Commissioners of the 75 cities.  
Mission Directors of States/UTs  
Secretary, Urban Development of the States/UTs.