

# **Kolkata Urban Services for the Poor**



**Guidelines**

**for**

**PLANNING, IMPLEMENTATION &  
POST CONSTRUCTION  
MANAGEMENT OF WORKS FROM  
SLUM LEVEL INFRASTRUCTURE  
FUND**

**2008 - 09**

**under KUSP**

# Change Management Unit

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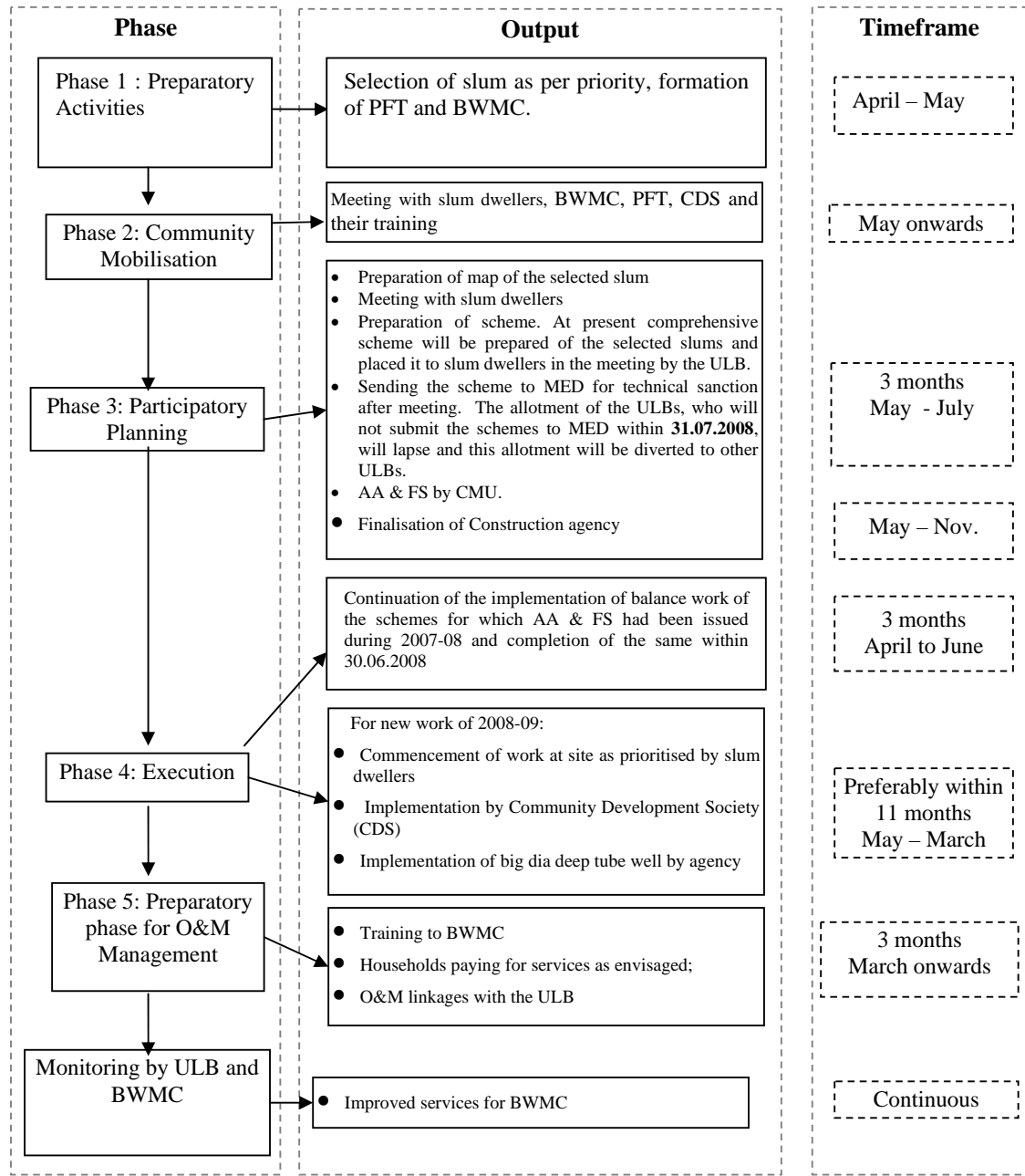
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**1. : PROCESS FLOW DIAGRAM: IMPLEMENTATION OF SLUM LEVEL INFRASTRUCTURE WORK (2008-09)**



Each phase may overlap other

## **2. PHASE -1 : PREPARATORY ACTIVITIES**

### **2.1 Step – 1 : Selection of slums. Time frame : April - May**

The ULBs, with the help of CMU, has completed Quick Slum Survey (QSS) covering socio-economic and infrastructure deficiencies in all slums. All slum-based households were interviewed by the ULBs. Household responses were rated and later averaged at the slum level to rank each slum. Thus, based on socio-economic and infrastructure deficiency, slums have been ranked and categorised ranging from high to low deficiency into categories A, B, C, D and E. The slum rankings have been communicated to the ULBs by CMU. The selection of slum to be taken up by the ULBs is to be done as follows. At first, category – A slums are to be taken up. If all the slums in category - A are exhausted, category - B slums will be taken up. Similarly after completion of all slums in category - B, category - C slums will be taken up and so on.

If there are no category – A slums in the ULB, work for category –B slums will be taken up. If there no category –A and Category-B slums, Category - C slums should be taken up first and so on. Priority of slum in a particular category will be decided by the ULBs. For Example if there are three slums in category – A, the ULB will decide which one among the three slums will be taken up first.

From this year among the same category of slums, ULBs are being asked to accord priority to development of slums in minority areas.

It may be noted that in slums situated on service land (land belonging to Central / State Government, Municipality, Factory etc.), if there is a possibility that the land will be reclaimed and put to other use by the land owner, no permanent assets can be created on that land. However, the ULB may arrange basic infrastructure like water and sanitation on land just outside service land for the benefit of slum dwellers. The ULB may ensure that before taking up any scheme of slum in next higher category say category ‘B’, for the slum located in service land, which belongs to lower category i.e. category ‘A’, arrangement for basic infrastructure like water and sanitation has been provided by them on land just out side the service land for the benefit of dwellers of slum located on service land.

The allotment for the year 2008-09 in favour of the ULBs is enclosed (**Annexure – 1**). The ULBs will go ahead with their preparatory and planning works based on this allotment.

Based on this allotment, the ULBs will select the slums as per the above principles, in which they will take up slum level infrastructure work in 2008-09.

Components of Slum Infrastructure Improvements and norms are furnished in **Annexure – 2**

### **Formation of Project Facilitation Team (PFT). Time frame : April - May**

After receiving allotment from CMU, the ULBs can initiate formation of Project Facilitation Team (PFT). The PFT shall comprise of the following personnel from the ULB:

1. Mayor / Chairman of ULB
2. MIC / CIC (slum) of ULB
3. Councillor of the Ward where the slum to be taken up falls.
4. Municipal Engineer

5. Urban Planner
6. Town Project officer
7. Consultant (Poverty and Livelihood)
8. Community Organiser

CDSs and BWMC shall provide support to the PFT in community mobilisation and awareness campaigns.

**Formation of Bustee Works Management Committee (BWMC).** Time Frame : May onwards

The following steps should be taken for formation of Bustee Works Management Committee (BWMC)

- a. The PFT with CDS members and RCVs of the ULB will arrange a meeting (1st) with all slum dwellers of the selected slum.
- b. At this meeting the need for formation of BWMC for looking after Planning, Implementation and Operation & Maintenance Plan for Slum Level Infrastructure Work will be explained to the slum dwellers.
- c. The stock of work done and assets created under slum level infrastructure works of that particular slum will be listed at this meeting.
- d. At this meeting the ULB will brief the slum dwellers about the constitution, role and function of the BWMC and its relationship with the CDS, RCV and ULB.
- e. A similar next meeting (2nd) will be held at which the BWMC will be elected as per constitution through informal election. If one meeting is not sufficient, more such meetings may be arranged. In this meeting a representative of CMU may remain present for which a request in writing should be sent to the Project Director, CMU intimating date, time and venue of the meeting for sending a representative.
- f. Minutes of each meeting with signature of the participants should be maintained.

**Constitution, role and function of the Bustee Works Management Committee (BWMC)**

- i) The BWMC will consist of minimum 5 members, all of whom will be residents of that particular slum.
- ii) In addition, one RCV from that slum will be member.
- iii) The BWMC can co-opt permanent invitee members from CDS, Honorary Health Worker (HHW) and Ward Committee.
- iv) There will be at least two female members in the BWMC.
- v) The members of the BWMC may be from BPL / APL or both.
- vi) At least one member will belong to a Neighbourhood Group (NHG) from that slum.
- vii) The BWMC will be elected through an informal (by raising hands) process of election.
- viii) There should be good publicity to ensure wide attendance.

- ix) At least 40% of slum dwellers should be present in the meeting during election of BWMC.
- x) The BWMC will be an independent body. The ULB will be responsible for overseeing the work of BWMC.
- xi) The BWMC will take active parts in different functions like :
  - a) Planning of schemes
  - b) Support in implementation of schemes
  - c) Awareness generation
  - d) Operation & Maintenance of the Assets
- xii) The BWMC will hold office for a period of two years, after which a new committee should be elected. If any member resigns or moves out of the slums or is incapable of functioning for any reason, another member will be elected in his / her place within one month.
- xiii) Each BWMC will open and operate a separate bank account in a Nationalised Bank. This bank account will function as the O&M fund for that slum.
- xiv) The BWMC will be authorized by the ULB to raise funds for O&M.
- xv) The ULB will make matching contribution against the fund raised by the BWMC through user charges to encourage the process.
- xvi) The BWMC will report to the slum dwellers in a meeting held once in six months on revenue, expenditure and maintenance issues. This meeting will be attended by Local Councillor, ULB Engineer, Community Organizer, Town Project Officer, Consultant (Poverty and Livelihood) and CDS member. A minute of this meeting should be drawn with signature of the participants.
- xvii) There should be an agreed upon O&M Plan between the ULB, CDS and BWMC for the assets created in that particular slum under KUSP. This O & M Plan should be finalised before commencement of the infrastructure works.
- xviii) They will need interim hand holding which will be extended by the ULB by providing their technical person and accounts person for technical and accounts support. Otherwise the ULB can take help of local NGOs / CSOs for providing support to BWMC.
- xix) Chairman, Secretary and Cashier will be selected within the BWMC. Bank account will be operated by any two of them jointly.

### **3. PHASE - 2 : COMMUNITY MOBILISATION** TIME FRAME : MAY - JULY

Community Mobilisation is central to the success of any participatory project. Further, the quality of mobilisation and empowerment is critical to the sustainability of the interventions. KUSP envisages that communities participate at each stage of work. Women and vulnerable sections (poor and tenants) should be utilised in decision making at all stages of project. KUSP envisages that the communities also participate in O&M management and services. If communities can be mobilised and utilised from the very initial stage i.e. planning stage in decision making and can be engaged in implementation, a sense of ownership can be created among the communities. This is very much necessary for success of any project.

It has been observed that in several slums, even now, the assets are not being maintained properly and the environment is unclean. This is probably due to inadequate mobilisation and motivation of the community. ULBs should continue the effort and engage with the community as frequently as possible, even after the work is over.

#### **4. PHASE - 3 : PARTICIPATORY PLANNING**

##### **Preparation of Slum Map by Plane Table Survey**

**Plane table survey of the selected slums showing all shelters and existing infrastructure.** Time Frame : May - July

As soon as the slum is selected, a Plane Table survey (scale 1:500) of the selected slum may be prepared by the ULB showing all shelters, existing infrastructures, and levels in all strategic points required to design drainage. ULBs may prepare it departmentally / through MED / through other private agencies calling for competitive tenders. The cost may be charged to contingency (restricted to 3%) which is provided in the sanctioned schemes.

##### **Participatory Planning**

**Planning through participatory method.** Time Frame : May - July

Participatory planning of slum level infrastructure improvements is the next crucial phase in which community participation in the selection of appropriate infrastructure options is very important.

The preparation of the comprehensive schemes for the slum level infrastructure work will be made in active consultation with the slum dwellers of the selected slum by arranging meetings where members of BWMC, CDS and PFT will remain present. Minutes of the meeting will be enclosed with the scheme, which will be sent to MED for technical approval.

##### **Preparation of Comprehensive Scheme for the slum**

Municipal Engineers to prepare comprehensive scheme for infrastructure development in the selected slums as per guidelines based on out come of Participatory Planning. The principle for preparation of scheme Estimate has been elaborated in **Annexure – 5**

Time Frame : May - July

##### **Time Frame**

1-3 months (May – July)

### **Submission of scheme for technical approval**

**ULB will send the final scheme to MED for technical approval with intimation to CMU**

ULB will send the scheme along with all documents of beneficiary participation to Municipal Engineering Directorate (MED) with an intimation to CMU with an Abstract Report in the prescribed format (**Annexure-3**) for Technical Approval. MED will visit the sites and examine carefully technical viability and proposed cost estimates before forwarding the same to CMU with technical approval. While sending the schemes to CMU, MED will check if all the prescribed Annexures have been submitted by the ULBs with the schemes. If any scheme submitted by the ULB is found not to contain all the Annexures, the schemes should be sent back to the ULBs by MED for resubmission.

### **Administrative Approval and Financial Sanction**

**On receipt of technically approved schemes from MED, CMU will issue AA & FS for the scheme. Time Frame : May – Sept.**

CMU on receipt of technically approved schemes should make note of the contents of the Abstract Report (shown in **Annexure-3**) in the database for future monitoring both in engineering and account sector. Administrative Approval and Financial Sanction (AA & FS) will be given by Project Director, CMU on the basis of clearance from Engineering Expert and Financial Adviser of CMU. Copy of AA & FS will be sent to CE, MED and DLB for their record and taking necessary action. It has also to be noted that CMU may not issue AA & FS, if Operation and Maintenance Plan for slums works proposed in 2008-09 are not prepared.

## **5. PHASE - 4: EXECUTION**

### **Contract with Community Development Society (CDS)**

**ULBs will enter into a contract with CDS for execution of the scheme after getting AA & FS from CMU Time Frame : May – Nov.**

A contract agreement between ULB and CDS at a rate 15% higher than estimated cost put to tender should be executed. However, for items purchased directly by ULB / CDS, e.g. pipelines the 15% above criteria will not be applicable. Mobilisation advance may be given to CDS, which will be deducted from their running account bill. No earnest money is required

to be deposited with the Tender Agreement. However Security deposit @ 10% should be deducted from each running bill of the CDS. This security deposit will be refunded after the guarantee period is over. Other deduction as per statute like IT and others, if applicable, shall also be deducted from the running bills of CDS.

In case of execution of agreement with agency other than CDS, action will be taken as per Municipal Accounts and Finance Rules of GoWB.

The BWMC will collect 10% of the cost of construction from each beneficiary family for whom individual toilets are being constructed.

Similarly the BWMC will collect 5% of the cost of community latrine from the beneficiary families for whom the community latrines are constructed.

**Time Frame**

Preferably within 7 months (May – Nov.)

**Construction and Supervision**

Construction and Supervision    Time Frame : May – March
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Labour for the work: Skilled / Unskilled labour if available in the selected slum will be engaged as far as possible. The BWMC may prepare a list of available unskilled / skilled labour in the slum prior to commencement of the work.

Construction supervision: The joint responsibility for construction supervision and ensuring quality shall lie with beneficiaries, Municipal engineers, BWMC and the CDS. Works will also be inspected by Quality Assurance Agencies (QAA) engaged to assure quality of work. MED engineers will also supervise the work.

Commissioning and testing: Infrastructure such as the water supply network, sewerage network, tube-wells and toilets shall be appropriately tested at the time of commissioning. For example, water from new tube-wells shall be tested for quality, arsenic content before allowing their use for consumption; water supply networks shall be tested for leakages.

**Time Frame**

Preferably within 11 months (May – March)

**Training and Capacity Building**

CDS will implement the works with help of Bustee Works Management Committee (BWMC) of the slum and PFT Time Frame : May – March
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Necessary skill up-gradation of the CDS functionaries and BWMC members will be arranged by ILGUS / CMU through training, which will cover guidelines for planning, implementation & post work management, basic field engineering, contract and accounts. CDS may also appoint technical and accounts personnel (part time or full time). CDS during execution of

the works will keep close contact with BWMC and utilize local human resource in execution and supervision as far as possible. ULB may also arrange extra training of their own as well as experience sharing with other CDS/BWMC.

## **6. PHASE – 5 : PREPARATORY PHASE FOR O&M MANAGEMENT**

### **6.1. O&M Plan**

**6.1** On preparation of the scheme ULBs will enter into an agreement with BWMC and CDS for post work management as per guideline furnished below (Annexure 4)

### **GUIDELINE FOR FORMULATION AND IMPLEMENTATION OF “ OPERATION AND MAINTENANCE PLAN FOR SLUM LEVEL INFRASTRUCTURE WORK” IMPLEMENTED UNDER KUSP**

1. The assets created in slums from KUSP fund are required to be properly used and maintained.
2. For this purpose each ULB may formulate and implement a fully resourced ‘Operation and Maintenance Plan’ for each slum where infrastructure works are proposed to be undertaken from KUSP funds.
3. The Bustee Works Management Committee (BWMC) will look after ‘Operation and Maintenance work of petty nature as follows:
4. It should be ensured that BWMC and CDS are fully involved and understand their responsibilities. The O&M plan should be discussed in detail with them. The ULB representatives should meet BWMC members at least once every three months to sort out any difficulty and appraise the O&M work.

#### **a) Water Supply :**

- i) Daily cleaning and Petty repair :  
Petty repair involves mainly replacement of street stand posts, repairing of hand pump

and platform. It is to be ascertained by the ULB / Bustee Works Management Committee (BWMC) how much money is roughly required per month for meeting the cost of this petty repair and daily cleaning. The cost of petty repair works and daily cleaning is to be met from collection of fund from the Beneficiaries.

The Bustee Works Management Committee (BWMC) will supervise this “Daily cleaning and petty repair work”.

**b) Drainage :**

i) Petty repair, operation and maintenance :

It requires cleaning at least once or twice in a week and occasional petty repair.

It is to be decided by the ULBs as to whether they can get the work (item i above) done by their existing staff. If no, this work should be executed by the BWMC, for which the BWMC will first decide how much money will be required in every month for getting this work done. Once the amount is ascertained, the ULBs may decide whether this expenditure may be fully met from the contribution of the Beneficiaries only or proportionately shared by ULB and Beneficiaries. The BWMC will collect the contribution from Beneficiaries. It is to be decided how the contribution be collected. The BWMC will supervise the work.

**c) Community latrine :**

Daily cleaning and petty repair work.

**d) Road :**

Maintenance of Brick paved road :

Sweeping, petty repair and maintenance will be implemented by the BWMC for which they will collect contribution from Beneficiaries.

**e) Community Centre :**

i) Keeping key of the room, daily sweeping and cleaning of the room and toilet.

It is desirable that responsibility of keeping the key of the room and its daily sweeping and cleaning should be with the BWMC. It is proposed that for meeting the day to day maintenance cost, the BWMC can hire out the community centre for different purposes for e.g.

- a. Carrying out exhibition of different products like readymade garments, dress materials, small scale industry products etc.
- b. Social parties
- c. Meeting of out side agencies for commercial purposes

If fund collected in this manner is not sufficient, the maintenance cost may be met from fund of ULB / Beneficiary contribution / or both of them and decision may be taken on this.

**5. Funding pattern for Operation and Maintenance work by BWMC – collection of Fund from Beneficiaries :**

- i. One time collection @ 10% of the cost of Two-pit latrine from each Beneficiary family before creation of the asset.
- ii. One time collection @ 5% of the cost of community latrine from the Beneficiary families for whom the community latrine will be constructed before creation of the asset.
- iii. One time collection of fund from Beneficiary will help in creating a corpus fund which can be utilized in operation and maintenance of assets.
- iv. Attempt should be taken for monthly contribution from Beneficiary families for maintenance of Brick paved road, drain, street stand post, small diameter tube-well etc.

**6. Training and support to BWMC**

**7. Awareness campaign and collection of fund from households.**

## **Check List for submission of the schemes**

1. While submitting the schemes to MED, the enclosures as per Check list – A (Ref : Annexure – 6), shall be submitted. The Annexure – 6 shall also be duly filled-in.
  
2. For getting AA & FS from CMU, the enclosures as per Check list – B (Ref : Annexure – 7), shall be submitted. The Annexure – 7 shall also be duly filled-in.

# Annexure

### COMPONENTS OF SLUM INFRASTRUCTURE IMPROVEMENTS AND NORMS

#### Components of Slum Infrastructure Improvements

Various components that could be taken up under slum level infrastructure improvements include:

##### 1. Water Supply

Works that can be taken up under the water supply component include:

- Replacement of old water supply pipes to improve the network efficiency;
- Extension of water distribution network in new areas;
- Laying new water distribution network;
- Provision of house connections;
- Provision of street stand-posts;
- Installation of small diameter deep hand tube-wells;
- Installation of big diameter deep tube-wells

While planning improvements in water supply, the PFT and BWMC shall consider following:

- Promote household connections as much as possible. These provide the highest level of service and improve municipal revenues;
- One street stand-post shall be shared by 20 households;
- One hand tube-well shall be shared by 30 households – these shall be provided in areas that do not have piped water supply.
- Deep tube-wells (big diameter) shall be considered only in case of scarcity of water in selected as well as few adjoining slums. This is suggested in order to optimise the expenditure. It is necessary to obtain a certificate on need from the MED for the provision of such tube-wells.
- Piped water supply to new areas shall be considered only if source is available within 700 meter distance;
- Minimum diameter of water distribution pipe shall be 100 mm;
- Material for water supply pipes could be – Cast Iron (CI) / Ductile Iron (DI) / High Density Poly Ethylene (HDPE)

##### 2. Sanitation

Works that can be taken up under the sanitation component include:

- Construction of individual household latrines with two Pit Pour Flush latrine or connected to sewers; a few options for two Pit Pour Flush latrine is enclosed. Beneficiaries can select the option according to their suitability.
- Construction of individual latrines connected to common septic tank through local area sewer network;

- Construction of community toilets connected to septic tank or sewers
- Laying of sewer pipes

While planning improvements in Sanitation, PFT and BWMC shall consider following:

- Provide sewerage facilities in areas where existing network is available within 500 meters and slope and ground condition permit;
- Sewers shall be designed as small-bore shallow sewers as described in the Government of India *Manual on Sewerage and Sewage Treatment*. The minimum diameter of sewers for small-bore sewers can be 100 mm. However it is desirable to use sewer pipes of minimum 150 mm diameter.
- In case the number of users per individual latrine are less than 15 – construct Two Pit Pour Flush latrines;
- In case the number of users per individual latrine are more than 15 – construct latrines with septic tank based disposal system
- While planning community latrines, the following shall be considered:
  - a. Separate entrance for men and women's sections;
  - b. Provision for children;
  - c. Provision for elderly and disabled with barrier free design;
  - d. Provision of caretaker's room to enable proper maintenance;
  - e. O & M arrangements will be made as per guideline prepared by CMU and approved by DFID.
  - f. It may be explored if the roof of the community latrine can be used for commercial purpose. Community latrine and community hall may also be combined.

The ULBs may consider for making lighting arrangement from their own funds / other sources / beneficiary contributions.

### 3. Roads

Works that can be taken up under the roads component include:

- Brick pavements with sand filled joints;
- Construction of bituminous roads;
- Bituminous pavements shall be considered only on roads where a 10 tonne capacity roller can enter;
- Planning of roads and drainage shall be done simultaneously as these two components are linked;
- Execution of roads and drainage work will be undertaken only after other planned underground or excavation works are completed.

### 4. Drainage

Works that can be taken up under the drainage component include:

- Renovation of existing drains;
- Construction of new drains;
- Construction of link drains;

While planning improvements in drains, the PFT and BWMC shall consider following:

- Municipal Engineer shall take levels along the longitudinal section of the drain and use same in designing drainage network and determine the outfall points and ensure that there is no local flooding that is induced by the drainage.

#### 5. Solid Waste Management :

Depending upon the choice of management arrangement (presented above), the PFT and BWMC can propose the procurement of following equipment / infrastructure under KUSP:

- Cycle van;
- Hand cart;
- Solid waste bin (covered);
- Safety gear such as gloves, gumboots;
- Cleaning equipment such as spade, basket, etc.;

#### 6. Community Centre

### **General Precautions**

Few additional precautions that need to be considered while planning, designing and implementing infrastructure improvements under KUSP are listed below:

- Land cannot be purchased using Slum Level Infrastructure Funds (SLIF);
- No work outside selected slum can be implemented from SLIF;
- SLIF funds can not be spent on Operation and Maintenance of existing infrastructure;
- Interventions proposed under the comprehensive slum improvement scheme shall be prioritised in such a manner that overall expenditure does not exceed the allocation.
- Final expenditure shall not exceed the scheme amount for which TS, AA and FS has been accorded;
- All works shall be executed as per standard drawings or designs technically designed by the MED;
- All works excepted big dia-deep tube well shall be executed through CDS. Sub-contracting is not allowed;
- Testing of water quality, including arsenic test, is obligatory, before it can be supplied to user;
- All estimates shall be prepared basing upon prevailing Schedule of Rates (SoR) of PWD or PHED or KMDA;
- A Specimen showing Principle for preparation of Scheme Estimate is enclosed (Annexure – 5)
- A separate slum improvement scheme shall be prepared for each slum;

- Third party quality check has been introduced for slum level infrastructure work; CMU has engaged Third Party Quality Assurance Agency (QAA) for the purpose. Each months reports on the quality of the work inspected by the QAA shall be submitted to CMU within first week of next month. If no adverse report is received by CMU within first week of the month, it will be assessed that the work executed during the preceding month has been done satisfactorily. In case of adverse report, by the QAA, payment for the work shall have to be stopped or deducted (if already made). Corrective steps shall have to be taken on an urgent basis if communication is received from QAA.

Slum infrastructure works cannot be taken up in service land (i.e. land which belongs to the Government, railway, roads, drains, sewers canal, bridge etc.) which may be required now or in future for operation, maintenance and / or extension of services (e.g. railway, canal, bridge, drainage etc.). However, ULB may provide basic services like water, solid waste disposal facility etc. just outside the service land for the benefit of the slum dwellers.

# ABSTRACT REPORT ( TO BE FURNISHED WITH EACH ESTIMATE)

## Approval of Schemes of Slum Level Infrastructure

**Annexure-3**

under KUSP for Year : (2008 -09)

Name of ULB : ..... Corporation / Municipality

Total Allocation for Slum Level Infrastructure for the ULB : Rs. .... lakh

Total No. of CDS in the ULB : ..... Nos.

1.	Name of Slum selected by Quick Slum Survey			
2.	Category of Slum			
3.	Whether Slum is Minority dominated	Yes / No (Please put $\surd$ mark)		
4.	CDS No.			
5.	Ward No.			
6.	NHC No.			
7.	Area of Slum (approx.) in Sq. Km.			
8.	Population in Slum (approx.)			
9.	No. of BPL families in slum			
10.	No. of SC / ST families in the slum	SC No.	ST No.	OBC No.
11.	Slum Boundary	North		
		South		
		East		
		West		
12.	Name of BWMC Members :			
13.	Name of Bank and Account No. of BWMC :			
14.	Name of Office bearers of BWMC :	Chairman - Shri / Smt. .... Secretary - Shri / Smt. .... Cashier - Shri / Smt. ....		

Sl. No.	Item	Existing status		Proposals in the Scheme		Estimated Cost	Remarks		
15.	Water Supply	1.1.Street Taps	with stopcock	..... Nos	Repairing & replacement of old pipelines ..... mtr.				
			without stopcock	..... nos					
		Hand Tube Wells		..... nos	Extension of Pipe Line ..... mtr				
		House Connections		..... nos	Street stand Posts ..... nos.				
		Average flow per min per tap		..... ltrs	Hand Tube Well ..... nos.				
		Supply hours		..... hrs	Deep Tube Well ..... no.				
					Name of slums covered by the deep tube well				Population
					.....				.....
					.....				.....
					.....				.....
			<i>TOTAL</i>						
Present Supply rate		..... lpcd				Expected augmented rate of supply ..... lpcd			

Sl. No	Item	Existing status		Proposals in the Scheme		Estimated Cost	Remarks	
					<i>Sub Total</i>			
16.	<b>Sanitation</b>	Latrine seats connected to septic tank within household		.....nos	Latrine seats connected to septic tank within household .....	nos.		
		Latrine seats connected to two pit pour flush latrine within house holds		.....nos	Latrine seats connected to two pit pour flush latrine within house holds .....	nos.		
		No. of community latrine Seats in community latrine		.....nos .....nos	No. of community latrine .....	nos. Seats in community latrine .....	nos.	
		Average No. of users per seats = $\frac{\text{Population}}{\text{Total No. of seats}}$ Norm : One seat to be provided upto 15 users					Expected average No. of users per seat after completion of the scheme .....	Nos.
					<i>Sub Total</i>			
17.	<b>Drainage</b>	Total Length of Pucca Drain	Good	.....mtr	Renovation of existing Pucca Drains .....	mtr.		
			Bad	.....mtr				
			Very Bad	.....mtr				
		Total Length of 1.1.1.1.Kutchra Drain			.....mtr	Construction of Pucca Drains .....	mtr.	
Length of Sewer			.....mtr	Length of Sewer dia .....	mtr dia .....	mtr dia .....		
					<i>Sub Total</i>			

Sl. No	Item	Existing status		Proposals in the Scheme	Estimated Cost	Remarks
18.	Solid Waste Management	No. of days garbage collected per week from the slum	..... days	<i>Applicable only for</i> <b>door to door Collection System in the slum</b>		
				1.2.1 For existing schemes (if further required) Procurement of equipments including cycle vans		
				Procurement of Personal safety gears		
				1.2.2 For new schemes Procurement of equipments including cycle vans		
				Procurement of Personal safety gears		
				Procurement of Community Bins		
		Existence of Door to door collection system	Y/N			
				<i>Sub Total</i>		

Sl. No	Item	Existing status			Proposals in the Scheme	Estimated Cost	Remarks
19.	<b>Internal roads &amp; pathways</b>	Total Length of Paved Road	Good	mtr	Renovation of existing Pucca Roads ..... mtr.		
			Bad	mtr			
			Very Bad	mtr			
		Total Length of Kutcha road		mtr	Construction of new roads ..... mtr		
	<b>1.3.</b>			<i>Sub Total</i>			
20.	<b>Community Center within slum</b>	Whether existing		Y/N	Repairing / New Construction of Community Center in the slum		
	<b>1.4.</b>			<i>Sub Total</i>			
21.	Name the schedules followed for preparation of estimate	--	--	--	Names of Schedule ..... ..... ..... .....	--	--

## This is to certify that :

- i) no land cost has been included in the schemes.
- ii) no scheme has been proposed in any service land i.e. Land belonging to Govt./Railway by the side of Rly. Track/Roads/Drains/Sewers/Canal/Bridge etc. which may be required now or in future for operation, maintenance and or extension of services like railway, canal, bridge, drainage etc.
- iii) in the meeting held on ..... with the Mayor/ Chairman, CDS, local Councillor, MIC/CIC in charge of slum development, Municipal Engineers, Town Project Officer, Consultant (Poverty & Livelihood), RCVs and slum dwellers, Bustee Works Management Committee (BWMC) was formed. The minutes of the meeting is enclosed.
- iv) the comprehensive scheme has been prepared as per guideline of CMU
- v) in the meeting held on .....with the Mayor/Chairman and others as noted in sl. (iii), the comprehensive scheme was presented to the beneficiaries and their reaction against each component was documented, scheid passed and prioritisation was finalized. The minutes of the meeting is enclosed.
- vi) Certified that no component of this scheme has been taken under BSUP Programme.
- vii) the local body undertakes to operate and maintain the assets created under this programme as per O & M guideline accepted by them. The format attached with O & M guideline, duly filled in is enclosed.

### Enclosures :

1. Detailed estimates
2. Minutes of the meeting for item (iii)
3. Minutes of the meeting for item (v)
4. Filled-in format for O & M guideline (Ref. Annexure - 4)

.....  
**Engineer of ULB**

.....  
**Mayor / Chairperson**

## Operation and Maintenance Plan of Proposed Slum Level Infrastructure Work under KUSP during 2008-09

Name of ULB : .....

**Annexure -4**

Name of Slum : .....

Category of slum as per Q. S. S. ....

Sl. No.	Item	* Who will be responsible for (2)	* Recurrence of Operation	Total	Likely cost per month	* How the cost will be met	* Who will collect the beneficiary contribution & maintain accounts	* Supervision will be done by	Name of Responsible Persons	Details of the activity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>(A)</b>	Sanitation										
1	Campaign for generation of awareness amongst users	Bustee Works Management Committee (BWMC) / ULB	Once in a week / fortnight / month	--	Rs. .....	From ULB fund / Beneficiary Contribution/ both of them (Specify share of each)	BWMC	ULB BWMC /			
2. a.	Maintenance of Community Latrine (cleaning and petty repair work)	ULB conservancy staff / person engaged on contract by ULB under control of BWMC	Once / twice in a day	..... (Nos.)	Rs. .....	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	ULB BWMC /			
b.	Maintenance of Community Latrine (major repair)	ULB / CDS	As and when required	..... (Nos.)	Rs. .....	From ULB fund	---	ULB / CDS			

*\* Please put ✓ mark against the system the ULB would like to follow*

Sl. No.	Item	* Who will be responsible for (2)	* Recurrence of Operation	Total	Likely cost per month	* How the cost will be met	* Who will collect the beneficiary contribution & maintain accounts	* Supervision will be done by	Name of responsible person	Details of the activity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3.	Maintenance of Individual Two Pit pour flush latrine	The user	---	..... (Nos.)	---	By the user	---	BWMC			
<b>(B)</b>	<b>Drain and Sewer line</b>										
1	Maintenance of Drain (Petty repair and maintenance)	ULB conservancy staff / person engaged on contract by ULB / BWMC	At least once / twice in a week	..... (Mtr.)	Rs. .....	From ULB fund / Beneficiary Contribution/ both of them (Specify share of each)	BWMC	ULB / BWMC			
2	Maintenance of Drain (Major repair)	ULB / CDS	As and when required	..... (Mtr.)	Rs. .....	From ULB fund	---	ULB / CDS			
3	Maintenance of Sewer line	ULB conservancy staff	As and when required	..... (Mtr.)	Rs. .....	From ULB fund	---	ULB / CDS			
<b>(C)</b>	<b>Water Supply</b>										
1	Maintenance of Small dia deep tube well ( petty repair and daily cleaning )	ULB / person engaged on contract by ULB / BWMC	As and when required	..... (Nos.)	Rs. .....	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	ULB / BWMC			

*\* Please put  $\checkmark$  mark against the system the ULB would like to follow*

Sl. No.	Item	* Who will be responsible for (2)	* Recurrence of Operation	Total	Likely cost per month	* How the cost will be met	* Who will collect the beneficiary contribution & maintain accounts	* Supervision will be done by	Name of responsible person	Details of the activity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2.	Maintenance of Small dia deep tube well (major repair)	ULB / CDS	As and when required	..... (Nos.)	Rs. .....	From ULB fund	---	ULB / CDS			
3.	Maintenance of Big dia tube well	ULB	As and when required	..... (Nos.)	Rs. .....	From ULB fund	_____	ULB / CDS			
4.	Maintenance of Water line (major repair)	ULB	As and when required	..... (Mtr.)	Rs. .....	From ULB fund	_____	ULB /CDS			
5.	Maintenance of Street stand post and daily cleaning of platform (Petty repair)	ULB / BWMC	As and when required	..... (Nos.)	Rs. .....	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	BWMC			

*\* Please put  $\surd$  mark against the system the ULB would like to follow*

Sl. No.	Item	* Who will be responsible for (2)	* Recurrence of Operation	Total	Likely cost per month	* How the cost will be met	* Who will collect the beneficiary contribution & maintain accounts	* Supervision will be done by	Name of responsible person	Details of the activity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>(D)</b>	Solid Waste Management										
1.	Maintenance of Solid Waste Management (door to door collection) in places where it exists	ULB conservancy staff / person engaged on contract by ULB / BWMC	Daily	..... <b>(No. of Houses Covered)</b>	Rs. ..... ...	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	BWMC			
2.	Transport from container / trailer to dumping / composting ground in places where it exists	ULB / CDS	Daily / twice in a week	..... <b>(No. of Houses Covered)</b>	Rs. ..... ...	From ULB fund	_____	ULB / CDS			
<b>(E)</b>	<b>Road</b>										
1.	Maintenance of Bituminous Road	ULB / CDS	As and when required	..... <b>(Mtr.)</b>	Rs. ..... ...	From ULB fund	_____	ULB / CDS			
2.	Maintenance of Brick paved Road	ULB / BWMC	As and when required	..... <b>(Mtr.)</b>	Rs. ..... ...	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	BWMC			

*\* Please put  $\checkmark$  mark against the system the ULB would like to follow*

Sl. No.	Item	* Who will be responsible for (2)	* Recurrence of Operation	Total	Likely cost per month	* How the cost will be met	* Who will collect the beneficiary contribution & maintain accounts	* Supervision will be done by	Name of responsible person	Details of the activity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
(F)	<b>Community Centre</b>										
1.	Maintenance of Community Centre (petty repair & daily cleaning)	By person engaged on contract by ULB under control of BWMC for daily maintenance	Regular	..... (No.)	Rs. .....	From ULB fund / Beneficiary Contribution / both of them (Specify share of each)	BWMC	BWMC			
2.	Maintenance of Community Centre (major repair)	By ULB / CDS	As and when required	..... (No.)	Rs. .....	From ULB Fund	---	ULB / CDS			
	Total Cost per month				.....						

Name of BWMC Members :

1) ..... 2) ..... 3) .....

4) ..... 5) ..... 6) .....

Name of Bank and Account No. of BWMC :

Name of Office bearers of BWMC : Cashier – Shri / Smt. ....

Chairman – Shri / Smt. ....

Secretary – Shri / Smt. ....

*\* Please put ✓ mark against the system the ULB would like to follow*

We agree to implement the above plan as per responsibilities allocated.

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Representative of BWMC

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Representative of CDS

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Representative of ULB

## Annexure – 5

### Principle for preparation of Scheme Estimate :

<b>Step – 1 : To prepare estimate as per bill of quantities</b>			
Sl. No.	Items	Rate	Amount (Rs.)
1.	-----	-----	-----
2.	-----	-----	-----
3.	-----	-----	-----
4.	and so on .....	-----	-----
<b>Total</b>			<b>“A”</b>

#### Step - 2

To add for work contingency @ 3% on “A” .....	“B”
Total = (A + B)	

#### Step - 3

To add @ 15% for CDS on (A + B) .....	“C”
---------------------------------------	-----

#### Step - 4

To add for difference of cost of materials	“D”
Total value of the scheme = (A + B + C + D)	

