School toilets are available in all the schools of Tripura but due to fund constraint regular cleaning of these toilets is a challenge of the Dept. which often become dysfunctional. Regular maintenance and cleaning of school toilets is required not only to keep them functional but also for the health of the students.

Therefore, to overcome this challenge, several discussions were held with various stakeholders. It is found that there are resources available with Local Bodies like GP/VC/NP or Municipalities, such as employment/income generation schemes, own sources fund etc., which can be utilized for payment of wages of the workers engaged for cleaning the school toilets. This approach, to a great extent, can minimize the problem of funds for the purpose.

After examination of various aspects, the School Education Department has come up with the following guidelines to utilize the resources available with various Local Bodies for school toilet cleaning on a regular basis.

1. Each and every functional school toilet shall be cleaned multiple times on daily basis. Minimum 3(three) times cleaning per day is mandatory.
2. Cleaning apparatus/materials, brush, soap, harpic, phenyl, naphthalene, etc., shall be arranged by the concerned Headmaster of the School.
3. Headmaster will select and engage the worker but the payment shall be done on a weekly or fortnightly basis by the Local Bodies (GP/VC/NP or Municipalities) against the MR submitted by the Headmaster. The worker shall have to be eligible to work under such scheme from which the payment of wages will be made.
4. The cost of cleaning shall be assigned based on the 2 (two) parameters, i.e., on the basis of enrollment or on the basis of existing number of functional school toilet seats. The cost per day shall be finalized by comparing the unit cost on the basis of enrollment or on the basis of number functional school toilet seats, whichever is less.
A. Cost on the basis of Enrolment:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Enrollment</th>
<th>Attempt of Toilet Clean per Day</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>School having up to 500 enrollment</td>
<td>03</td>
<td>1 man-day</td>
</tr>
<tr>
<td>2.</td>
<td>School having 501 to 1000 enrollment</td>
<td>03</td>
<td>2 man-day</td>
</tr>
<tr>
<td>3.</td>
<td>School having more than 1000 enrollment</td>
<td>03</td>
<td>3 man-day</td>
</tr>
</tbody>
</table>

B. Cost on the basis of Toilet Seats:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>No. of Toilet Seats</th>
<th>Attempt of Toilet Clean per Day</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>01 to 10</td>
<td>03</td>
<td>1 man-day</td>
</tr>
<tr>
<td>2.</td>
<td>11 to 20</td>
<td>03</td>
<td>2 man-day</td>
</tr>
<tr>
<td>3.</td>
<td>More than 20</td>
<td>03</td>
<td>3 man-day</td>
</tr>
</tbody>
</table>

5. No male staff should be deployed for schools up to class VIII and for Girls Toilets.
6. Two teachers shall supervise the cleaning work and sign the weekly working report (Master Roll) based on performance, which will be counter signed by concerned Headmaster/Teacher-In-charge (TIC) of that school before payment by the Local Bodies (GP/VC/NP or Municipalities), in muster roll format.
7. The worker so selected has to be eligible to work under the scheme from which his wages shall be paid.
8. The payment shall be given as unskilled wages out of existing employment /income generation schemes available with local Body, like PDF / Fourteenth Finance Commission / TUEP etc.. No payment for this purpose shall be made under MGNREGA in any situation.
9. Awareness shall be generated among the School children by the School teachers to adopt proper hygiene practices in schools on a regular basis.

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State Project Director,  
Samagra Shiksha Abhiyan &  
Director, Elementary Education

Dr. Milind Ramteke, IAS  
Additional Secretary  
& Director  
Urban Development Department

Mr. Balin Debbarma, IAS  
Chief Executive Officer, TTAADC

R.K. Naotia  
Addl. Secretary & Director of Panchayats  
R.D. (Panchayats) Department
Copy to:-

1. All Headmaster/ Teacher-In Charge (TIC) of all Schools of the State for necessary action.
2. All District Education Officers / Inspectors of School for information and necessary action.

Copy also forwarded to:-

1. P.S to the Hon’ble Deputy Chief Minister, Govt. of Tripura for kind information of the Hon’ble Minister.
2. P.S to the Hon’ble Education Minister, School Education Department for kind information of the Hon’ble Minister.
3. P.S to the Hon’ble Minister, Urban Development Department for kind information of the Hon’ble Minister.
4. The Secretary, School Education Department, Govt. of Tripura for kind information.
5. The Secretary, Rural Development Department, Govt. of Tripura for kind information.
6. The Secretary, R.D (Panchayats), Govt. of Tripura for kind information.
7. The Chief Executive Officer, TTAADC, Khumlung for kind information.
8. The Commissioner, AMC for information and necessary action.
9. The Director, Secondary Education, Govt. of Tripura for information.
10. The Director, Rural Development Department, Govt. of Tripura for information.
11. The DM & Collector, West, Gomati, Khowai, Dhailai, North, Unakoti, South and Sepahijala District for information and necessary action.
12. The Chief Engineer, PWD (DWS) for information.
13. All BDOS for information and necessary action.
14. All CEO’s of Municipalities and Executive Officers of Nagar Panchayets for information and necessary action.

(Tanusree Debbarma, IAS)
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