



## **ABSTRACT**

School toilets - Maintenance of School toilets in Primary/Middle/High/Higher Secondary schools located in Corporation and Municipal areas – Entrusting the maintenance work to the Private Service Providers – Expenditure to be met from Educational Cess realised through property tax – Permission accorded – Orders issued.

### **Municipal Administration and Water Supply (MA.IV) Department**

**G.O. (MS) No. 166**

**Dated: 23 -11-2016.**

(திருவள்ளூர் ஆண்டு 2047,  
துன்முகி, கார்த்திகை - 8)

**Read:**

- 1) Announcement made by the Hon'ble Chief Minister under Rule 110 on 30/07/2014.

**Read also:**

- 2) G.O.(Ms) No.77, School Education Department, Dated :13/04/2015.
- 3) From the Commissioner of Municipal Administration Lr.Roc.No.14982/J2/2015, Dated 3/06/2016

### **ORDER:**

It was announced by the Hon'ble Chief Minister on the floor of the Assembly under rule 110 on 30/07/2014 that an amount of Rs. 160.77 Crore would be provided for maintenance of toilets in all Government Schools. Consequent to the above announcement, orders have been issued vide order second read above entrusting the local bodies with the responsibility of maintenance of toilets in all the Government Schools and local body Schools located in their respective jurisdiction. It has also been ordered among other points, in respect of Urban Local Bodies' expenditure towards maintenance works shall be met out from the Education Cess collected by the Urban Local Bodies' and the Solid Waste Management fund in respect of rural areas and Town Panchayats. The expenditure shall be met out from the Solid Waste Management fund.

2. The Commissioner of Municipal Administration in his letter third read above has sent the proposals for maintenance of school toilets in urban areas as follows:-

The maintenance of toilets in Corporations / Municipal Schools is being taken care by the local bodies merely by deputing Sanitary Workers on daily basis. The materials required for the maintenance of the toilets are met out by the parent teachers association formed under the chairmanship of the Head Masters of the concerned

schools. Since the responsibility has been fixed to the Corporation / Municipalities to maintain the toilets clean, it has been proposed to privatize the cleaning of toilets including sweeping the class rooms, children's dining hall etc., with adequate number of Sanitary workers, Sweepers, Supervisors to keep the entire School clean.

The strategy plan to privatize the cleaning activities of school toilets

**I. Engagement of Private Service Providers :**

(i) Privatizing the house keeping activities of the school to look after the functions includes cleaning of toilets, removal of bushes around the toilets, sweeping the class rooms & dining hall, attending the plumbing and electrical works, removal of cob webs in the class room once in a week.

(ii) A Private Service providing agency shall be engaged as per the Tender Transparency Act. The Community Based Organizations / Self Help Groups who have registered themselves as service providing agency in the Corporations and Municipalities shall be given opportunity to participate in the tender.

(iii) Clubbing of schools for bidding so that technical and supervisory manpower development becomes viable.

(iv). An estimation shall be prepared by the Urban Local Body adopting the rate (per day) fixed by the District Collector for the proposed sweepers / sanitary labourers.

(v) The required materials shall be determined based on the number of toilets, number of cleanings per day.

(vi) The Sweepers / Sanitary labourers and supervisors are to be engaged by the private service agency.

(vii) The Co-education, Schools shall be provided with minimum 1 female worker and 1 male worker for cleaning of toilet and one sweeper for cleaning of the school campus.

(viii) For the Girls' schools, minimum 2 female workers shall be provided along with one sweeper.

(ix) For the Boys' Schools, minimum 2 Male / Female workers shall be provided along with one Sweeper.

(x) The Service provider shall maintain a daily cleaning register with the endorsement of Headmaster.

(xi) A separate consumable register (item wise – page wise) indicating the indent, receipt and issue details shall be maintained with the endorsement of Headmaster.

(xii) The successful Private Service Provider should have an agreement with the Local Body and should have the witness of Head Master of the concerned school. This agreement may be terminated, if the service is not satisfied.

(xiii) The Private Service Provider shall be paid on monthly basis, for the amount quoted in the tender duly after getting the performance satisfaction letter of the Head Master of the concerned school.

## **II. Periodicity of cleaning**

1. The Sweeper / Sanitary labourers (Male & Female) shall be engaged for full working day (as per the school hours of the concerned school) for maintaining the toilets.
2. The sweeper should sweep the school campus an hour in advance and the lunch area should be swept after the lunch hour.
3. The toilets should be cleaned thrice in the morning and twice in the afternoon as per the instructions of school administration.
4. The female worker should take care of disposal of napkins using the incinerators available on daily basis.

## **III. Provision for cleaning materials**

- (1) The Private Service provider should supply the required buckets, mugs, Urinal cubes and materials like Broom stick, Bleaching powder etc., for cleaning of the toilets. It should be durable and have to be replenished from time to time.
- (2) The Private Service provider is responsible for the protective measures as per the prevailing rules in force.
- (3) Phenyl, Toilet Bowl cleaner, Floor cleaner, Cleaning Acid, Soft broom, Hand broom, Floor brush set, Floor mope, Hand gloves and Face mask are the other cleaning materials.
- (4) The existing Girls' toilet blocks in schools should be improved as Girls friendly toilets with facilities for safe disposal of soiled sanitary Napkins.

3. The Government, after careful examination, accept the proposal of the Commissioner of Municipal Administration to permit the Urban Local Bodies to entrust the works towards maintenance of Government schools/Urban Local body schools located in the respective jurisdiction of urban local bodies to Private Service Providers and to pay them from the funds of educational cess realised through Property tax and orders accordingly. The Commissioner, Greater Chennai Corporation and the Commissioner of Municipal Administration should submit the reports on the above said arrangements made schoolwise within a month. They should also arrange frequent inspections to ensure that the appointed agencies are maintaining the toilets satisfactorily.

4. This order issues with the concurrence of Finance Department vide its U.O.No.37499/Finance (MAWS)/2016, Dated 08/11/2016.

**(By Order of the Governor)**

**K. PHANINDRA REDDY  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

✓ The Commissioner of Municipal Administration, Chennai – 5.  
The Commissioner, Greater Chennai Corporation, Chennai – 3.

**Copy to**

The Senior Personal Assistant to the Hon'ble Minister  
(Municipal Administration, Rural Development and  
Implementation of Special Program) Secretariat, Chennai -9  
The Finance (MAWS) Department, Chennai – 9.  
The School Education Department, Secretariat, Chennai-9.  
The Senior Principal Private Secretary to the Principal Secretary  
to Government, Municipal Administration and Water Supply Department,  
Chennai-9.  
The Municipal Administration and Water Supply (OP.II)/MC.I/ MC.II/ MC.VI)  
Department, Chennai -9.  
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**/Forwarded by Order/**

  
**SECTION OFFICER.**