

GOVERNMENT OF PUDUCHERRY
LOCAL ADMINISTRATION DEPARTMENT
PONDICHERRY URBAN DEVELOPMENT AGENCY

No.389/LAD/PUDA/SBM(U)/2016-17

Puducherry, the 18 JAN 2017

✓ To
The Director of School Education,
Education Department,
Puducherry.



Sir,

- Sub:** LAD-PUDA-SBM-ODF-Declaration of city/ ward as ODF - Protocols to be followed - Instructions issued - Reg.
Ref: Declaring your city/ ward Open Defecation Free (ODF): A ready-reckoner for ULBs received from MoUD, Government of India.

I am to inform that the Minister of Urban Development, Government of India has issued necessary guidelines for declaring a city/ ward as ODF.

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

The following protocol is to be adopted for declaring a city/ ward as Open Defecation Free (ODF):

All wards of a city may make this self-declaration and submit it to the ULB as per due process. The following sub-declarations are to be obtained by the ward by ward in order to facilitate the above self-declaration.

- 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.**
- 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.

Copies of the Format for declaration to be submitted by the Schools are herewith enclosed for your perusal.

During the VC Meeting held on 28.12.2016, the Secretary (LA) instructed all the Municipal Commissioners to self-declare wards in their respective Municipalities which are already OD free immediately without any delay. They are also advised to adhere to follow the process as per the instructions of the MoUD and speed up the process of self-declaration by involving schools, SHGs, Public, etc. The QCI-Quality Council of India is to be requested later for third party inspection and certification.

Therefore, I request you to issue instructions to all Schools to extend their co-operation to the ULBs in respect of Declaring city/ ward as Open Defecation Free.

Yours faithfully,

(L. MOHAMED MANSOOR)
PROJECT DIRECTOR

Encl: As above.

Copy to,

- P.A to the Director,
Local Administration Department,
Puducherry.
- The file.

3. Format for declaration to be submitted by schools

I do hereby declare that:

-school (name of school), in ward no....., under (name of Municipal Corporation / municipality), has numbers of students, and numbers of staff (including teachers).
- The school has sufficient numbers of functional toilets for all students and staff. None of the students or staff go out for defecation or urination while in school.
- Every student in the school, along with their family members, uses a toilet at home / uses a community toilet situated near the neighborhood, for defecation.
- The self-declaration from each of the students and staff are attached herewith (refer Annexures 1 and 2)

.....
(Signature and Name of Principal / Headmaster / Headmistress of School)

Date:

Annexure - 1
Format for self-declaration by school students
(to be attached with the school declaration)

I, (name of student) do hereby declare that neither I nor any of my family members go out for defecation. I declare that my family members and I use a toilet at home / use a community toilet in the neighborhood, for defecation.

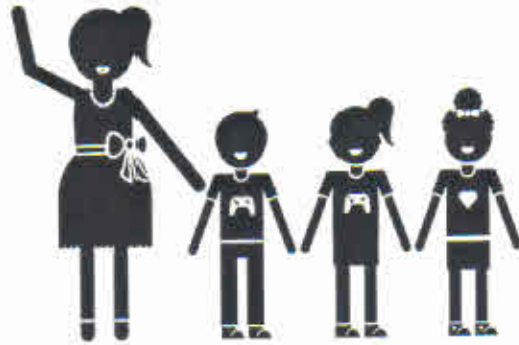


.....
(Signature and Name of student) / (Signature and name of guardian for students of class nursery – class 4)

Date:

Annexure - 2
Format for self-declaration by school staff and teachers
(to be attached with the school declaration)

I, (name of staff or teacher) do hereby declare that neither I nor any of my family members go out for defecation. I declare that my family members and I use a toilet at home / use a community toilet in the neighborhood, for defecation.



.....
(Signature and Name of staff)

Date:

DECLARATION

I,.....Principal / Vice Principal / Headmaster /Headmistress /
In-charge ofSchool, do hereby declare that all the forms in respect
of ODF is dully filled and kept ready for inspection.

Signature with seal