

**USER MANUAL FOR SURVEY OF  
MANUAL SCAVENGERS AND INSANITARY LATRINE, OPEN  
DRAIN AND RAILWAY TRACK**



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## 1. Who is this manual for?

This user manual is primarily designed for Local authorities, Enumerators, Overseers (Validators), State-level Survey Committees and District Level Survey Committees.

- a. Local authorities are responsible for the identification of insanitary latrines and manual scavengers which will set the foundation of the survey. It is the responsibility of the local authorities to appoint the enumerators.
- b. Enumerators are responsible for conducting the surveys. The manual will provide them with clear instructions and tips on asking appropriate questions and suggest the most effective methods to conduct the surveys.
- c. Overseers (Validators) are responsible for conducting 100% sample checks of the surveys conducted in the cities/towns/villages.
- d. State-level Survey Committees and District Level Survey Committees will monitor the survey of manual scavengers and ensure validation.

## 2. Prohibition of Employment as Manual Scavengers and Rehabilitation Act, 2013

The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act (or MS Act), 2013<sup>1</sup> provides for:

- i. Elimination of insanitary latrines
- ii. Prohibition of:
  - a. Employment as Manual Scavengers
  - b. Hazardous cleaning of sewers and septic tanks; and
- iii. Identification of insanitary latrines and demolish the same / convert it into sanitary latrines
- iv. Survey of Manual Scavengers and their rehabilitation.

### 2.1. Definition of Manual Scavengers and Insanitary Latrines

As per Section 2(1)(g) of the MS Act, 2013 manual scavenger has been defined as under:

*“Manual scavenger” means a person engaged or employed, at the commencement of this Act or at any time thereafter, by an individual or a local authority or an agency or a contractor, for manually cleaning, carrying, disposing of, or otherwise handling in any manner, human excreta in an insanitary latrine or in an open drain or pit into which human excreta from the insanitary latrines is disposed of, or on a railway track or in such other spaces or premises, as the Central Government or a State Government may notify, before the excreta fully decomposes in such manner as may be prescribed, and the expression “manual scavenging” shall be construed accordingly.*

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<sup>1</sup> As per MS Act, 2013, Section 4, 5, & 11

Explanation - For the purpose of this clause —

- a. “engaged or employed” means being engaged or employed on a regular or contract basis;
- b. a person engaged or employed to clean excreta with the help of such devices and using such protective gear, as the Central Government may notify in this behalf, shall not be deemed to be a “manual scavenger”.

Section 2(1)(e) of the MS Act, 2013 defines insanitary latrine as under:

**“Insanitary latrine”** means a latrine which requires human excreta to be cleaned or otherwise handled manually, either in situ, or in an open drain or pit into which the excreta is discharged or flushed out, before the excreta fully decomposes in such manner as may be prescribed:

*Provided that a water flush latrine in a railway passenger coach, when cleaned by an employee with the help of appropriate devices and using such protective gear, as the Central government may notify in this behalf, shall not be deemed to be an insanitary latrine.*

## **2.2. Legal provisions to prohibit Manual Scavenging**

As per MS Act, 2013. Sections 5, 6, 7, 8, 9 & 10 of the Act make it mandatory for municipalities, cantonment boards and railway authorities to construct the adequate number of sanitary community latrines within three years of this Act coming into force. If anyone employs a manual scavenger or constructs an insanitary latrine, he shall be penalised with imprisonment of up to one year or a fine of up to Rs.50, 000/- or both. Every local authority or agency is prohibited from employing a person for hazardous cleaning (manual cleaning without protective gear and other safety precautions) of a sewer or a septic tank. This provision is applicable within a year of the Act coming into force. The penalty for violation is imprisonment for up to two years or a fine of up to Rs. Two lakh or both.

## **2.3. Social Entitlements for Manual Scavengers**

As per Section 13 of MS Act, 2013, any person included in the final list of manual scavengers published shall be provided the following:

- a. **a photo identity card**, containing details of all members of his/her family dependents
- b. **one-time cash assistance**
- c. children of manual scavengers shall be entitled to **scholarship** as per the relevant scheme of the Central Government or the State Government or the local authorities
- d. a **residential plot and financial assistance for house construction, or a ready-built house**, with financial assistance, subject to eligibility and willingness of the manual scavenger, and the provisions of the relevant scheme of the Central Government or the State Government or the concerned local authority

- e. he/she, or at least one adult member of his/her family, shall be given, subject to eligibility and willingness, **training in a livelihood skill**, and shall be paid a **monthly stipend of not less than three thousand rupees**, during the period of such training
- f. he/she, or at least one adult member of his family, shall be given, subject to eligibility and willingness, **subsidy and concessional loan** for taking up an alternative occupation on a sustainable basis, in such manner as may be stipulated in the relevant scheme of the Central Government or the State Government or the concerned local authority.
- g. he/she shall be provided such **other legal and programmatic assistance**, as the Central Government or State Government may notify in this behalf

### 3. Introduction to MS Survey as per the Supreme Court Judgment 2023

The **Hon'ble Supreme Court order in WP (C) No. 324/2020 filed by Dr. Balram Singh** announced in the judgement of PIL that the surveys conducted in 2013 and 2018, were not in accordance with the 2013 Act and Rules and thus cannot be considered as surveys. The absence of institutions under the 2013 Act and Rules pointed to the inadequacies of the Survey process. The survey was conducted in the statutory towns and did not extend to rural areas. This has misjudged manual scavenging as an urban problem.

The discrepancies in data points result in inefficient enforcement of legislation and schemes formulated for the relief & rehabilitation of manual scavengers. Considering the aforementioned, it was decided that the nationwide survey covering all the states & districts is a must to identify and come up with a robust database of manual scavengers & related households.

#### 3.1. Existing provisions for Survey of Manual Scavengers in MS Act 2013

**Section 11 of MS Rules, 2013 contains the provision of survey in urban areas by Municipalities and Local authorities, which is as follows:**

*11. (1) The local authority shall ensure that the persons conducting the survey of manual scavengers shall be adequately and appropriately trained by the local authority on the method and manner in which the survey shall be conducted and sensitized on the issue of manual scavenging.*

*(2) The State Level Survey Committee and the District Level Survey Committee shall carry out adequate campaigns at various levels especially in all such areas where insanitary latrines have been found during the survey of insanitary latrines.*

*(3) The local authority shall also associate community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in identification of manual scavengers.*

*(4) The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self-declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.*

*(5) The lists of manual scavengers, if provided by the non-governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.*

*(6) In case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers thrown up by any person or organisation, the local authority shall order a house-to-house survey of insanitary latrines by the enumerators to know the names of manual scavengers servicing those insanitary latrines.*

*(7) Local authority shall also make efforts to identify manual scavengers by visiting the habitations of concentration of safai karamcharis, sanitary workers or manual scavengers.*

*(8) Sample checks of the work done to be done by the enumerators ensuring 100% sample check in villages, cities and towns.*

*(9) Any person having objection either to the inclusion or exclusion of any name in the provisional list of manual scavengers in pursuance of Act, may within a period of fifteen days from the provisional publication, file an objection in the prescribed format specified by the concerned local authority*

*(10) After publication of the final list by the local authority no claim or objection on the list shall be accepted for being included or excluded in the list, provided that the manual scavenger shall be entitled to give self-declaration about his being a manual scavenger.*

**Section 12 of the MS Act, 2013 provides for application by an urban manual scavenger for identification, which is as under: -**

*12. (1) Any person working as a manual scavenger in an urban area, may, either during the survey undertaken by the Municipality in pursuance of section 11, within whose jurisdiction he works, or at any time thereafter, apply, in such manner, as may be prescribed, to the Chief Executive Officer of the Municipality, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger.*

*(2) On receipt of an application under sub-section (1), the Chief Executive Officer shall cause it to be enquired into, either as part of the survey undertaken under section 11, or, when no such survey is in progress, within fifteen days of receipt of such application, to ascertain whether the applicant is a manual scavenger.*

*(3) If an application is received under sub-section (1) when a survey under section 11 is not in progress, and is found to be true after enquiry in accordance with sub-section (2), action shall be taken to add the name of such a person to the final list published under sub-section (6) of section 11, and the consequences mentioned in sub-section (7) thereof shall follow.*

**Section 14 of the MS Act, 2013 provides survey of manual Scavengers in Rural Areas by Panchayats which is as under:**

*14. If any Panchayat has reason to believe that some persons are engaged in manual scavenging within its jurisdiction, the Chief Executive Officer of such Panchayat shall cause a survey of such manual scavengers to be undertaken, mutatis mutandis, in accordance with the provisions of section 11 and section 12, to identify such person.*

*15. (1) Any person working as a manual scavenger, in a rural area, may, either during the survey undertaken by the Panchayat within whose jurisdiction he works, in pursuance of section 14 or at any time thereafter, apply, in such manner, as may be prescribed, to the Chief Executive Officer of the concerned Panchayat, or to any other officer authorised by him in this behalf, for being identified as a manual scavenger.*

*(2.) On receipt of an application under sub-section (1), the Chief Executive Officer shall cause it to be enquired into, either as part of the survey undertaken under section 14 or when no such survey is in progress, within fifteen days of receipt of such application, so as to ascertain whether the applicant is a manual scavenger.*



#### 4. Survey Methodology/Process Flow 2024

The MS Rules 2013 highlight the methodology to conduct the survey. The Rules provide for specific authorities that include the constitution of State Level Survey Committee (SLSC) and District Level Survey Committees under Rule 11, to perform detailed roles. All the States / UTs are required to constitute SLSC and DLSC as per the MS Rules, 2013

##### Constitution of Committees for conducting the MS survey:

S.No.	Composition of the District-level survey Committee <sup>2</sup>	
1	District Magistrate	Chairman
2	District-level officer dealing with scheduled caste affairs	Member Secretary
3	District Statistical Officer	Member
4	District-level officer of Urban Development/Local Self Government	Member
5	One Representative of the Railway Authority	Member
6	Up to two representatives of non-government organizations working for the welfare of manual scavengers and Safai Karmacharis to be nominated by the District Magistrate	Member
7	Up to two community representatives of whom one should be a woman to be nominated by the District Magistrate	Member
S.No	Composition of the State Level Survey Committee <sup>3</sup>	
1	Additional Chief Secretary or Principal Secretary, nominated by the State Government	Chairman
2	Principal Secretary/Secretary dealing with Scheduled Castes, if the Committee is chaired by Additional Chief Secretary. If Principal Secretary, Scheduled Caste Welfare himself is the Chairman then Director, Scheduled Castes Welfare.	Member Secretary
3	Director, Economics and Statistics	Member
4	Secretary, Urban Development Department / Local Self Government Department	Member
5	Regional Director, Census Operation	Member
6	One representative of Railway Authority	Member
7	Upto two representatives of Non-Government Organizations working for welfare of Manual Scavengers and Safai Karmacharis to be nominated by the State Government	Member

<sup>2</sup> As per Rule 11(2), 11(18) and 11(19) of the PEMSRA

<sup>3</sup> As per Rule 10(12), 10(13) and 11 (2) of the PEMSRA

8	Upto two community representatives of whom one should be a woman to be nominated by State Government	Member
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**Coverage:** To ensure that survey does not suffer like last time, Survey would be conducted in all the districts across the country for insanitary latrines existing as on date and manual scavengers currently engaged with the same.

**Methodology of Survey:** As per MS rules, 2013, the survey of insanitary latrines and manual scavengers involved in cleaning of insanitary latrines is to be undertaken by the local authority<sup>4</sup> through a self-declaration form attached in the annexure-1

- a. **Digital survey:** The survey to be conducted in a digital manner to ensure that the data is collected in cost effective, efficient and transparent manner as compared to a paper survey. This will be conducted through a mobile Application.  
**A mobile application has been developed to undertake the survey.** This application has modalities of quality checks and a district wise and state wise survey submission display is available. . The application also has in-built functionalities of capturing photographs of the individuals and their requisite identity cards and geo-tagging locations.
- b. In case no manual scavenger is identified in the District, District Magistrate to upload the NIL information. This declaration that there are no manual scavengers identified in the district should be made in two local newspapers and a period of 15 days to be given for inclusion of any such individuals who have been inadvertently left out of the survey.
- c. The Aadhar details of manual scavengers to be captured in the survey. In case the scavengers do not have an aadhar card or need their card details to be updated, the same should be facilitated through Common Service Centres by respective local bodies.
- d. Training of Local Authority, Enumerators, Overseers and District Level Survey Committee:  
The training of local authority, enumerators, overseers and DSLC would be conducted on the digital application and survey questionnaire by NSKFDC through virtual conference and training of trainers would also be conducted as and when required.

#### 4.1. Who will survey?

Selection of enumerators<sup>5</sup> will be done by local authority for survey. These enumerators will be such who have experience of conducting digital surveys and interacting with vulnerable communities. These enumerators will be a mix of men and women to ensure that both male and female scavengers are identified.

<sup>4</sup> Local authority means urban local body or Panchayat which is responsible for sanitation in its area of jurisdiction, cantonment board and railway authority

<sup>5</sup> As per MS Rules, Enumerator means any person engaged by a local authority for the purpose of survey or verification of manual scavengers

## 4.2. Who will check?

The data collected will be checked by the Overseer<sup>6</sup>. **As per MS Rules, the role of overseer is as follows:**

Overseers will conduct sample checks of the surveys done by the enumerators. The sampling will be based on random selection as follows:

- i. 100% check in villages.
- ii. 100% check in cities and towns having less than 1000 households with insanitary latrines.
- iii. 50% of the declarations, verified by each enumerator, shall be checked in towns or cities having 1000 to 9999 households with insanitary latrines.
- iv. 33% of the declarations, verified by each enumerator, shall be checked in towns/cities having 10000 or more households with insanitary latrines.
- v. in categories (iii) and (iv), if sample check of the work done by any enumerator reveals an error of >10%, a 100% check of his work shall be carried out by the supervisor.

## 4.3. Who will validate?

As per MS Rules, the validation of the survey will be done by the local authorities, District Level Survey Committee and State Level Survey Committee. The final list of surveyed Manual Scavengers will be published by the District Level Survey Committee (DLSC) at the district level.

Validation	Responsible personnel
ULB / GP level Validation	ULB/GP Nodal office
District level validation	DLSC (chaired by DM)
State level validation	SLSC (Chaired by the Principal Secretary at the state level)

## 5. IEC Campaign to be conducted for awareness generation on MS Survey 2024

- a. As a preparatory for conducting the survey of manual scavengers, wide publicity about the survey for identification of Manual Scavengers, its dates, etc., through Print, and audio-visual Media, outdoor publicity, etc. can be done so that the public aware about the survey.
- b. The notice of survey should also be published in two local newspapers, one of which shall be in vernacular language.
- c. States and cities may use other channels of communicating the survey timelines and modalities such as rickshaw mounted loudspeakers or in existing solid waste door to door collection vehicles.

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<sup>6</sup> As per MS Rules, "Overseers" means an officer engaged by a local authority to exercise the powers and perform the duties under these rules.

- d. Support of community leaders/activists, NGOs working for welfare of Safai Karmacharis in identification of wards/pockets having concentration of insanitary latrines.

Suggested IEC Activities may be conducted for Survey of Insanitary Latrines and Manual Scavengers

Stakeholder	Key Messages for IEC	Medium	Number	Location of the display as per the discretion of local authorities
<b>Local Authority</b>	<ol style="list-style-type: none"> <li>1. Identification of Insanitary Latrines &amp; Manual Scavengers</li> <li>2. Survey of Manual Scavengers</li> <li>3. Approval of the final list</li> </ol>	<ul style="list-style-type: none"> <li>• Banners</li> <li>• Wall paintings</li> <li>• Posters/Flex/Flyer/Leaflet</li> <li>• Audio announcement</li> </ul>		
<b>DLSC</b>	<ol style="list-style-type: none"> <li>1. Survey of Manual Scavengers</li> <li>2. Publication of the final list of manual scavengers surveyed and sanitary toilets</li> <li>3. Social entitlements to Manual Scavengers</li> </ol>	<ul style="list-style-type: none"> <li>• Banners</li> <li>• Newspaper advertisement</li> <li>• Street play</li> </ul>		

## 6. Roles and responsibilities of all stakeholders

### 6.1. Role of Enumerator

- a. The local authority shall also associate community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers in the identification of manual scavengers.
- b. The local authority shall invite manual scavengers through awareness campaigns to declare themselves at the self-declaration centres and have their details verified during a period and at places, which shall be notified by the local authority.
- c. The lists of manual scavengers, if provided by non-governmental organisations or any other persons or agency, shall be fully verified to identify manual scavengers.

#### Guiding Principles for the Enumerator

- a. **No Promises to be made:** Do not make unrealistic promises to the manual scavenger s. Explain them about the survey and the benefits associated with the survey, and inform that while this survey will help in the enrolment for entitlements as per MS Act 2013, the appropriate department from the local authority will take actions for other needs.
- b. **Consent** : Informed consent must be taken before starting the survey
- c. **Empathy:** The survey includes capturing personal and sensitive information from the beneficiaries. The Surveyors should be mindful of this fact and respect their choices and decisions. Maintaining a polite and positive attitude for this survey is essential.
- d. **Privacy:** The Surveyors must respect the privacy of the data they collect, and it must be used only for profiling purposes. No leakage of photos or information will be tolerated.

### 6.2. Role of Local Authority<sup>7</sup>

#### As per Section 4 of MS Act, 2013 contains the role of local authorities in surveying the insanitary latrines and providing the community sanitary latrines

- a. Every local authority shall carry out a **survey of insanitary latrines** existing within its jurisdiction, and publish a list of such insanitary latrines, in such manner as may be prescribed, within a period of **two months**.
- b. Giving a notice to the occupier, within fifteen days from the date of publication of the list to either **demolish the insanitary latrine or convert it into a sanitary latrine**, within a period of six months. Provided that the local authority may for sufficient reasons to be recorded in writing and extend the said period not exceeding three months.

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<sup>7</sup> As per the MS Act, 2013 the local authority is being referred to the CEO of Municipalities/Municipal Corporations/Gram Panchayats.

- c. Municipalities, Cantonment Boards and railway authorities shall also construct adequate number of sanitary community latrines, within such period not exceeding three years from the date of survey list published.

**As per Section 11 of MS Act, 2013 contains the role of local authorities in surveying the manual scavengers. Local authorities shall:**

- a. Ensure that the persons conducting the survey of manual scavengers shall be adequately and **appropriately trained on the usage of digital Application** and the enumerators should be sensitized on the issue of manual scavenging.
- b. Associate **community leaders or non-governmental organizations working for the welfare of Safai Karamcharis or sanitary workers** in identification of manual scavengers.
- c. Invite manual scavengers through **awareness campaigns** to declare themselves at the self-declaration centers and have their details verified during a period and at places, which shall be notified by the local authority.
- d. Order a **house-to-house survey of insanitary latrines** in case, there is discrepancy between the data of insanitary latrines or the number of manual scavengers as emerges from any person or organization.
- e. Make efforts to identify manual scavengers by **visiting the habitations of concentration of safai karamcharis, sanitary workers or manual scavengers.**
- f. Notify the manner of **publication of list** during the survey of manual scavengers carried out under the Act.
- g. Get the objections enquired into and hold a **meeting**, if necessary to **finalise the list of manual scavengers** in its jurisdiction.

### **6.3. Role of District Level Survey Committee/State Level Survey Committee (DLSC/SLSC)**

**As per the MS Rules 2013, the DLSC/SLSC's role is to:**

- a. Monitor and oversee the survey process at District/state level.
- b. Distribute the materials for awareness campaign to designated place.
- c. Arrange publicity through local newspapers etc. About the survey.
- d. Distribute translated survey material to designated place under its jurisdiction.
- e. Approve final list of manual scavengers for all towns, cities, and villages in the district.
- f. Publish the final consolidated list of the manual scavengers in the district.

### **6.4. Role of National Legal Services Authority (NALSA)**

The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalats for amicable settlement of disputes.<sup>8</sup>

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<sup>8</sup> <https://nalsa.gov.in/>

**As per Hon'ble Supreme Court order in WP (C) No. 324/2020 filed by Dr. Balram Singh,** 'National Legal Services Authority (NALSA) plays a vital role in conducting the survey.

- a.* NALSA shall be part of consultations for the policy formulations in regards with manual scavenging.
- b.* It shall be involved in the co-ordination with state and district legal services committees, for the planning and implementation of the survey
- c.* Furthermore, the NALSA shall frame appropriate models (in the light of its experience in relation to other models for disbursement of compensation to victims of crime) for easy disbursement of compensation.

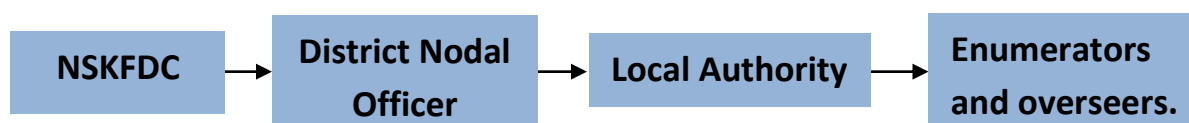
## 7. Digital application for survey of persons engaged in manual scavenging

### 7.1. Who will do what?

	Roles
The local authority (ULB/ Gram Panchayat)	Creation of login ID and validation
ULB appointed enumerator	Enumeration and error-resolving
Overseer	Error flagging
Validation	ULB/GP Nodal office, DLSC (chaired by DM) at district level SLSC(Chaired by Principal Secretary at state level (with view-only access)

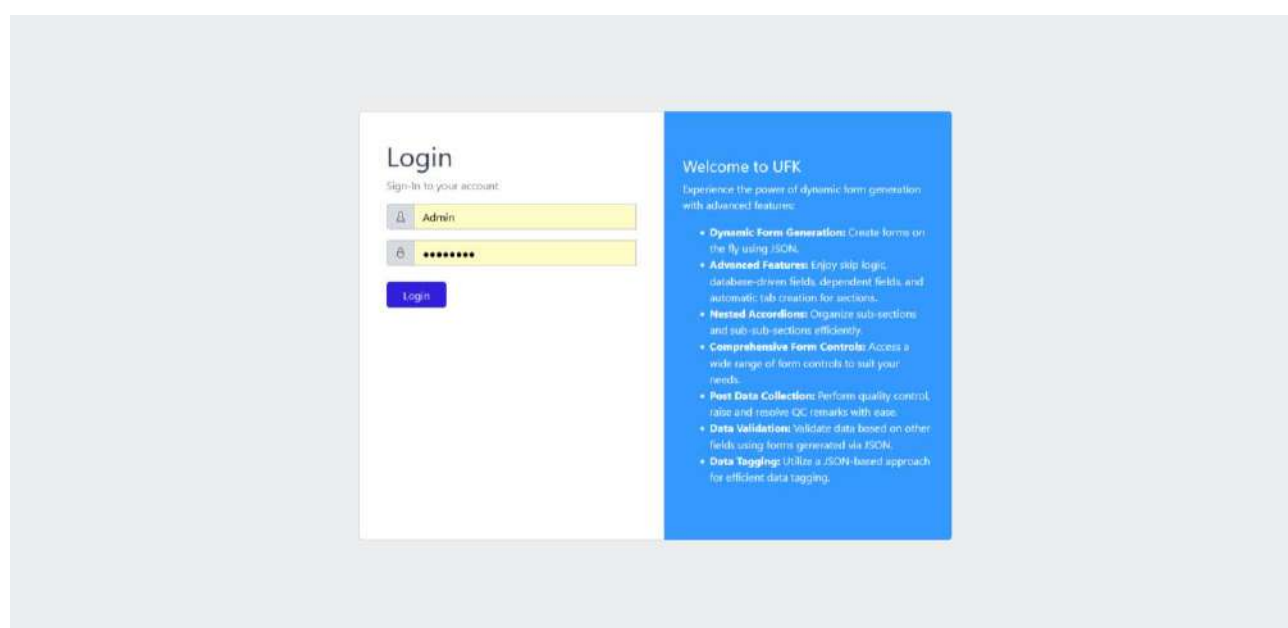
### 7.2. How to create user login?

The National Safai Karamcharis Finance & Development Corporation (NSKFDC) will provide the District Nodal Officer's user ID. The District Nodal Officer (DM) is responsible for generating login credentials for Local Authorities (Urban Local Bodies (ULBs) and Gram Panchayats (GPs)). Once the user ID created for the Local Authorities, they will use these credentials to generate user IDs for enumerators and overseers. The flow for creation of user IDs is shown below



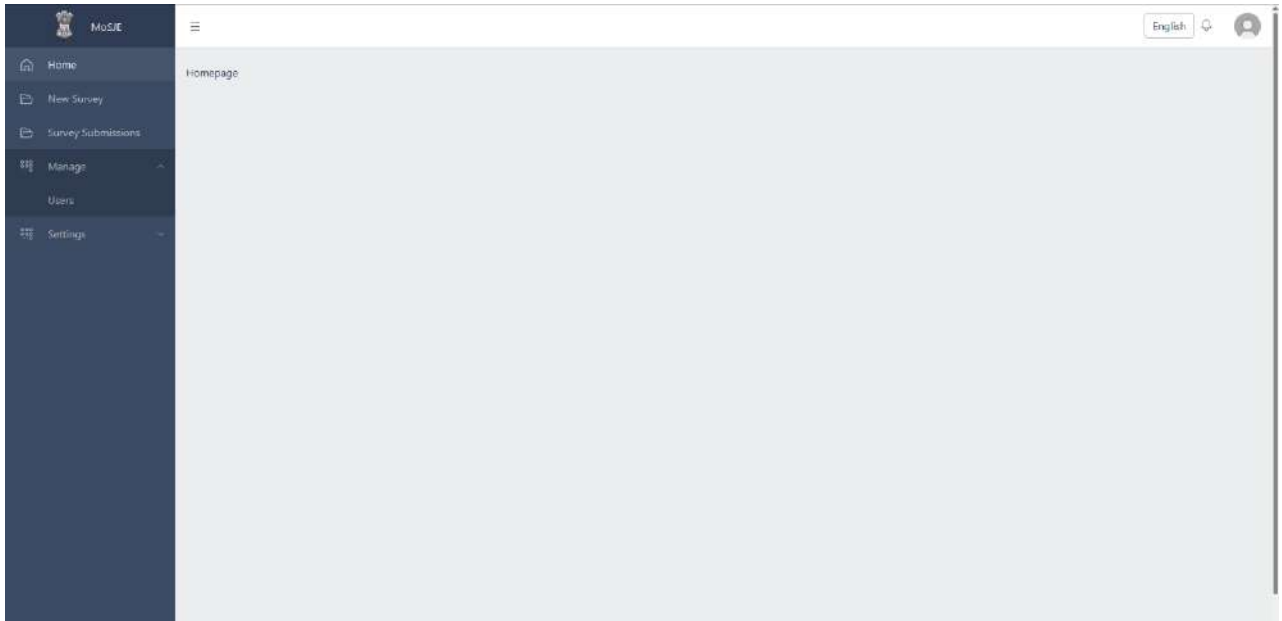
To create the login IDs, both the District Nodal Officer for Local Authorities and the Local Authorities for enumerators and overseers will follow these steps:

**Step 1** – The District Nodal Officer/ local authority must enter the login IDs and password provided by NSKFDC/District Nodal Officer (DM).

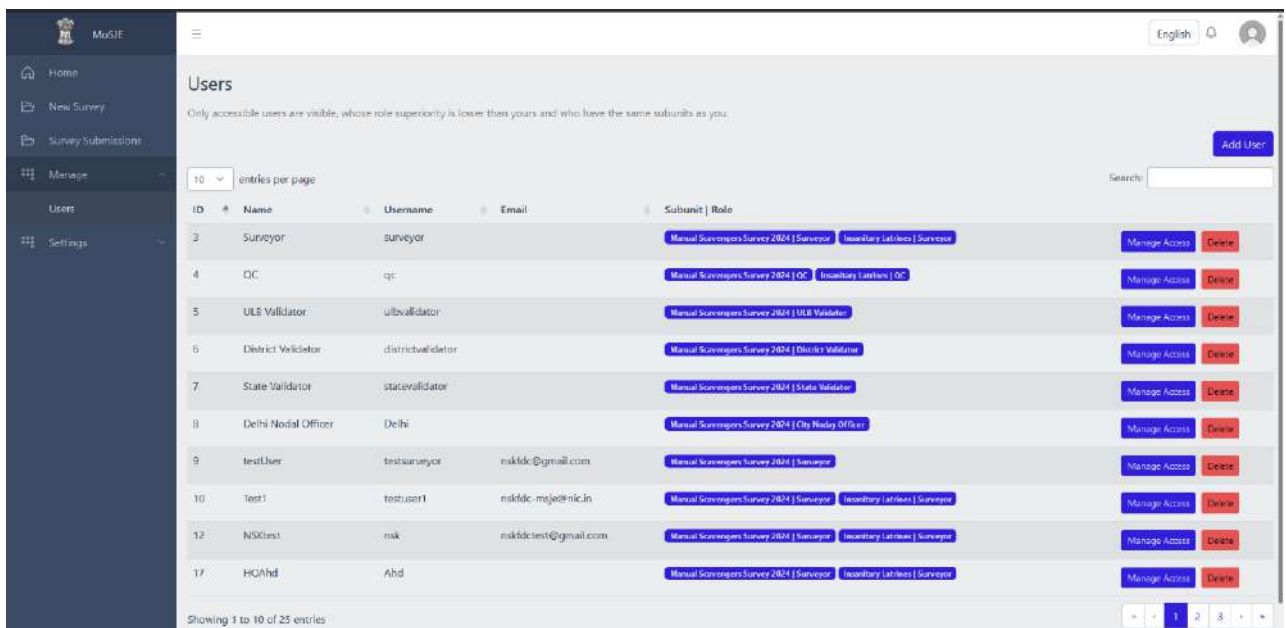




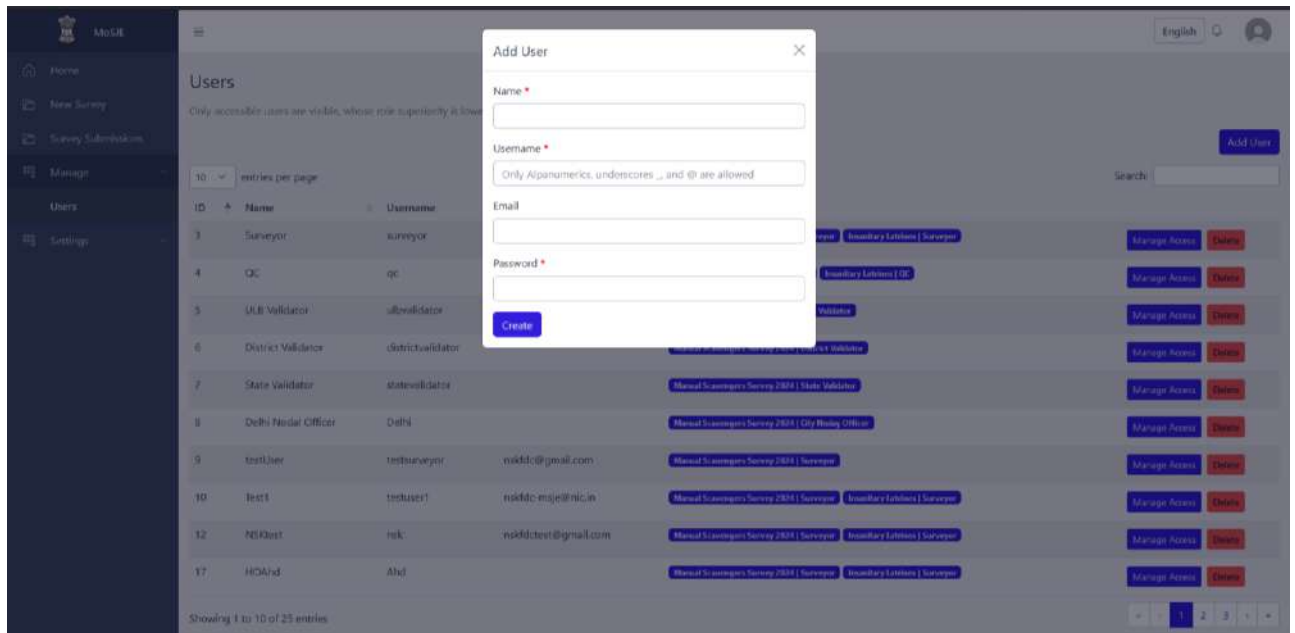
**Step 2** – After login, the home screen will appear. To create the users, click on “users” under “Manage” section.



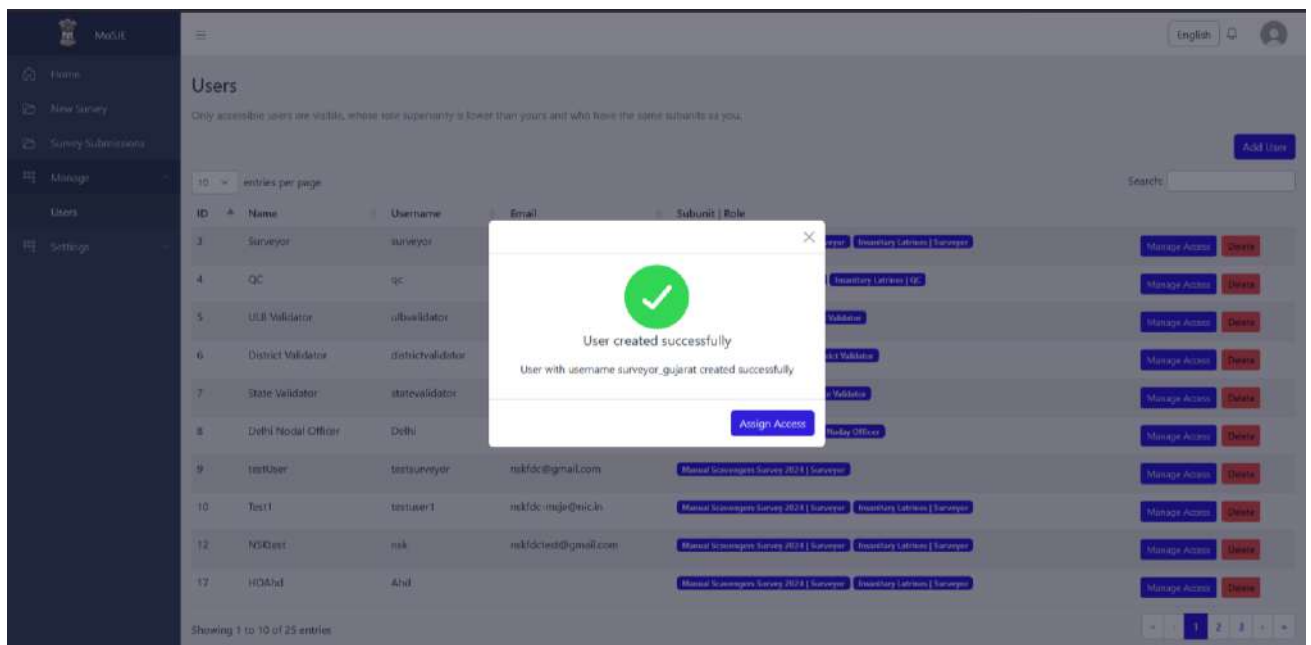
**Step 3** – In the Users page, all the IDs created by District Nodal Officer/ local authority will be visible. To create a “User”, click on “Add Users”.



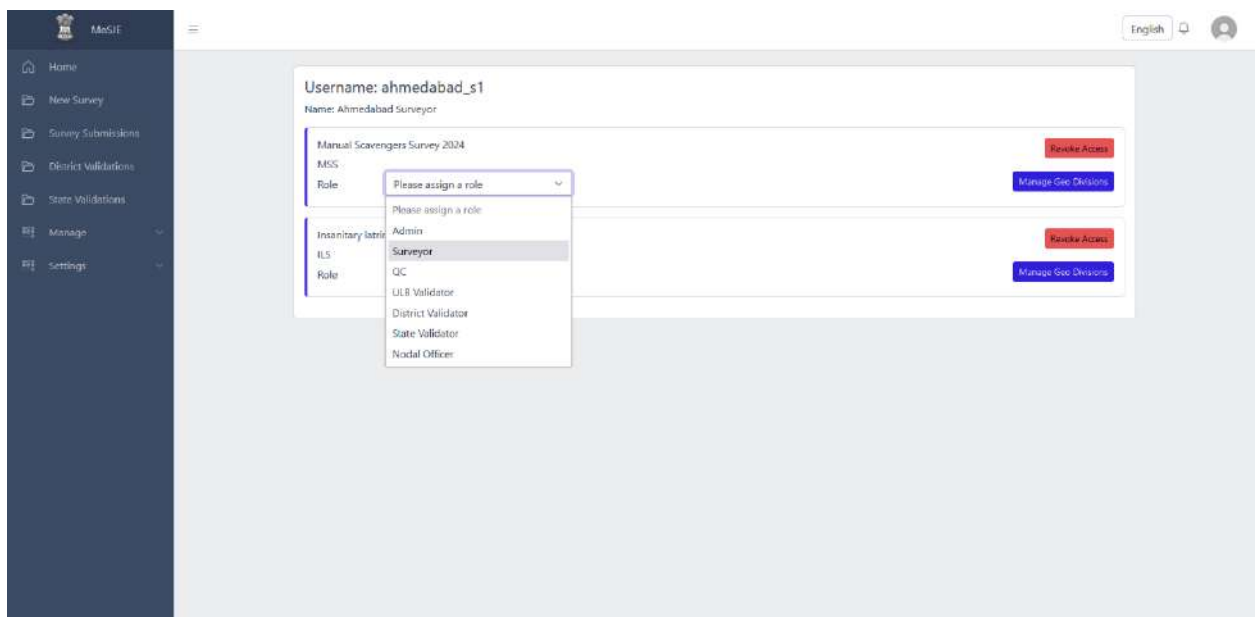
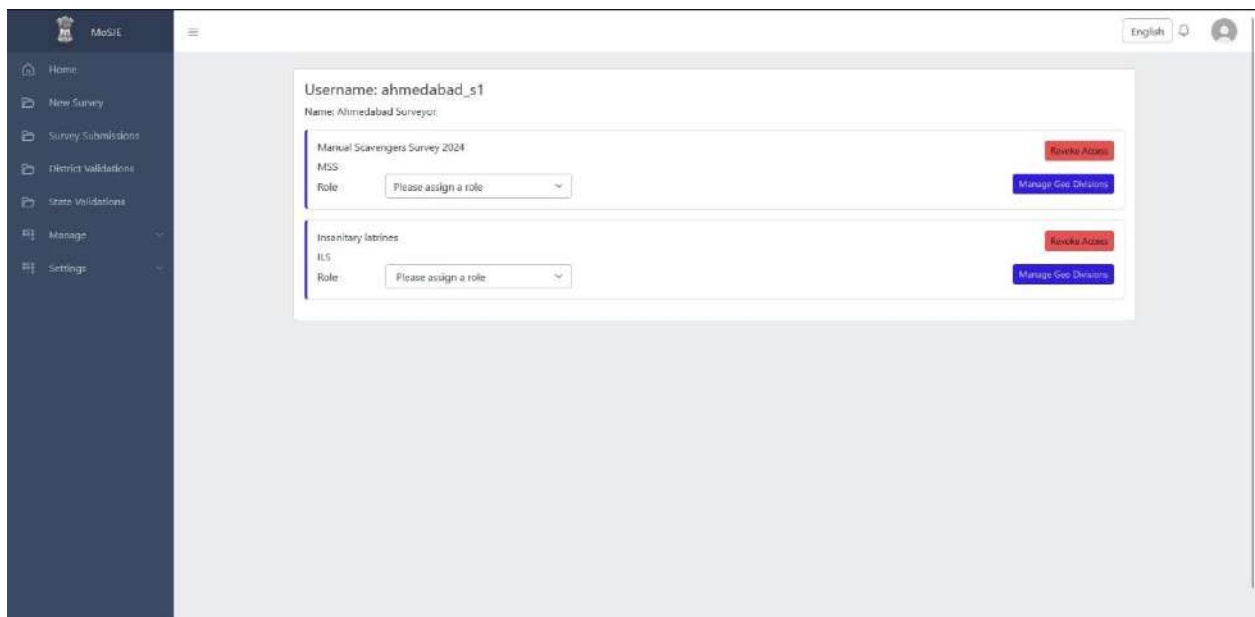
**Step 4** - Fill in the necessary information. Keep the login IDs simple. Surveyor: (City name)-s1. For e.g. "Ahmedabad-s1" Validator: (City Name)-v1 For E.g. "Ahmedabad -v1".



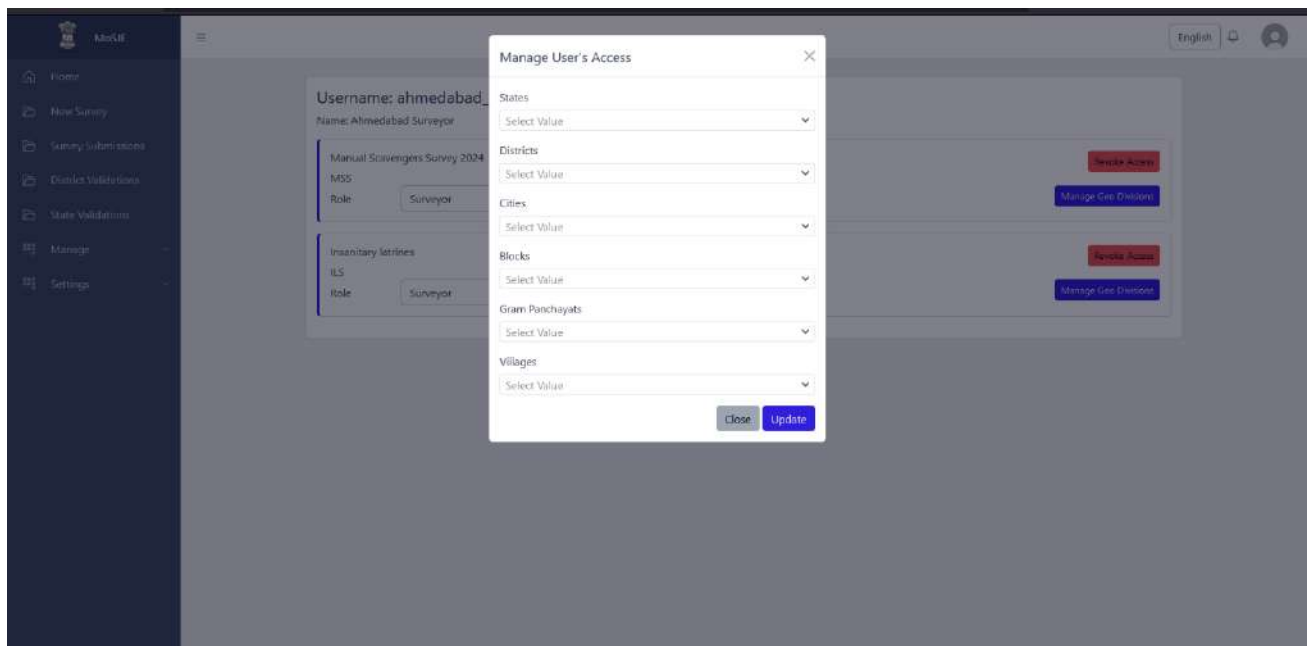
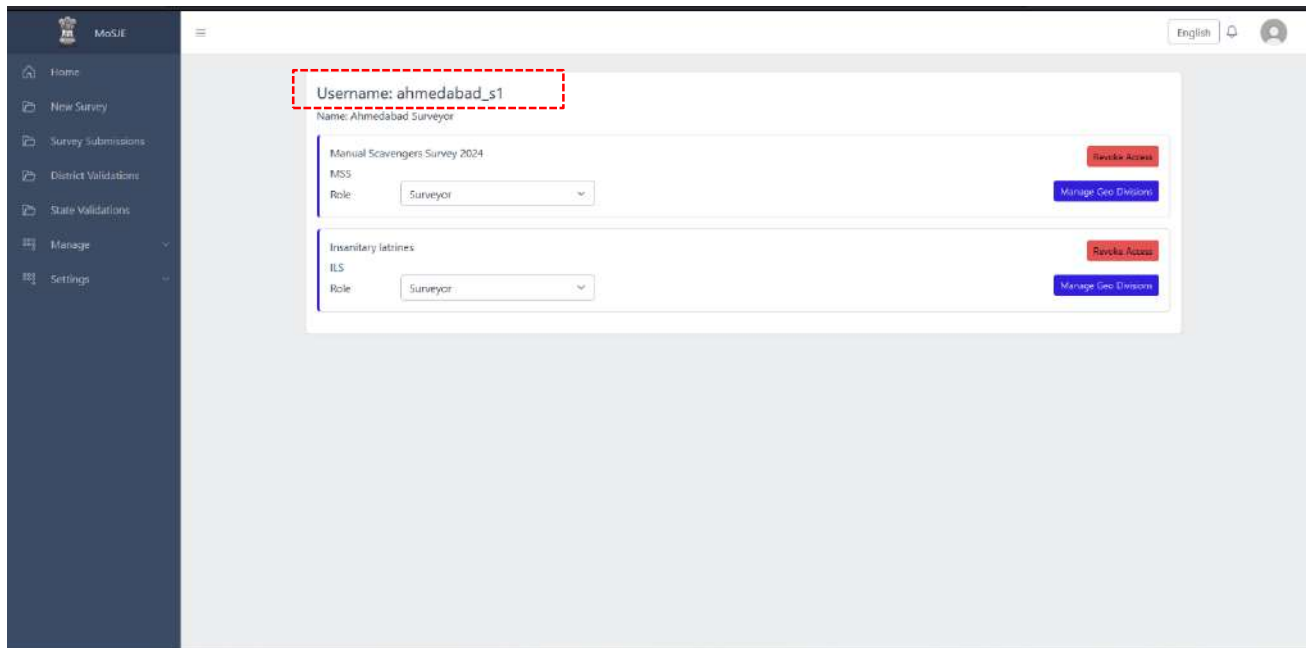
**Step 5** - After entering all the information, click on "Create." Once the user is successfully created, you will be redirected to a notification confirming "User created successfully." From there, you can click on "Assign Access."



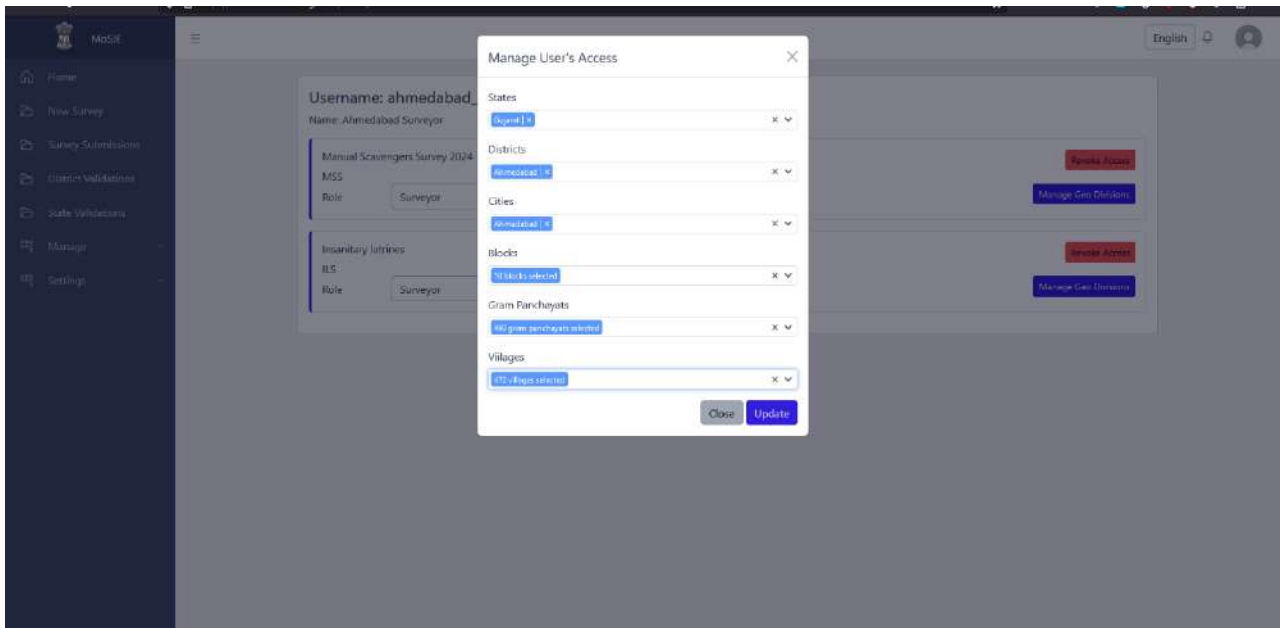
**Step 6** – To assign a role to the user created for the Manual Scavengers and Insanitary Latrine survey, click on the dropdown "Please assign a role" and choose an appropriate role. For example, if the ID is created for a surveyor, select "Surveyor" as their role.



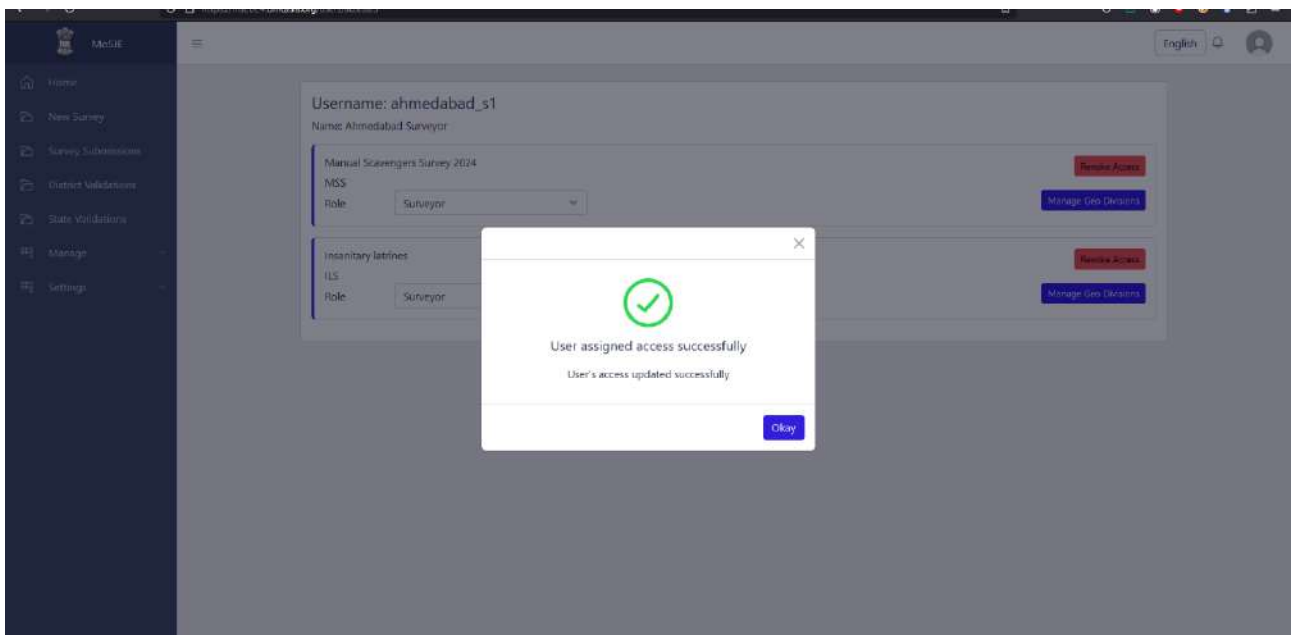
**Step 7** – After assigning the role, select the "Manage Geo Division" option to enable the user to survey specific regions. For example, Ahmedabad\_s1 can only conduct surveys in designated villages or cities within the district.



**Step 8** – After selecting the specific areas for the user to conduct the survey, click on "Update."



**Step 9** - Once the access is assigned to the user, you will receive a notification confirming "User access updated successfully". This ensures that the user ID has been created.



Once the Local Authorities have received their user IDs created by district nodal officers, they can log into the portal to create user IDs for enumerators and overseers. After these user IDs are assigned to enumerators and overseers and they can use their credentials to log into the MS Survey app and conduct surveys.

**The link to access the mobile application will be available on the NSKFDC website.**

<https://nskfdc.nic.in/>

The user IDs created by the District Nodal Officer and local authority can be viewed on the portal under the "Users" tab within the "Manage" section.

ID	Name	Username	Email	Subunit	Role	Manage Access	Delete
3	Ahmedabad Surveyor	ahmedabad_s1		Manual Scavenger Survey 2024   Surveyor	Insanitary latrine   Surveyor		
4	Ahmedabad Validator	ahmedabad_v1		Manual Scavenger Survey 2024   OC			
5	Ahmedabad URB Validator	ahmedabad_v2		Manual Scavenger Survey 2024   URB Validator			
6	Ahmedabad District Validator	ahmedabad_dv1		Manual Scavenger Survey 2024   District Validator			
7	Ahmedabad State Validator	ahmedabad_sw1		Manual Scavenger Survey 2024   State Validator			
8	Bhopal Admin	bhopaladmin		Manual Scavenger Survey 2024   Admin	Insanitary latrine   Admin		
9	Bhopal Surveyor	bhopalsurvey		Manual Scavenger Survey 2024   Surveyor	Insanitary latrine   Surveyor		
11	Bhopal qc	bhopalqc1		Manual Scavenger Survey 2024   QC	Insanitary latrine   QC		
12	Bhopal LA	bhopal_la1		Manual Scavenger Survey 2024   URB Validator			
13	Bhopal DV	bhopal_dv1		Manual Scavenger Survey 2024   District Validator			

### 7.3. Orientation on the usage of mobile for enumerators on Manual Scavenger Survey


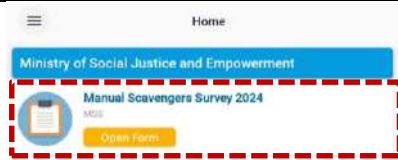
#### 7.3.1. Using the handheld device and the mobile application


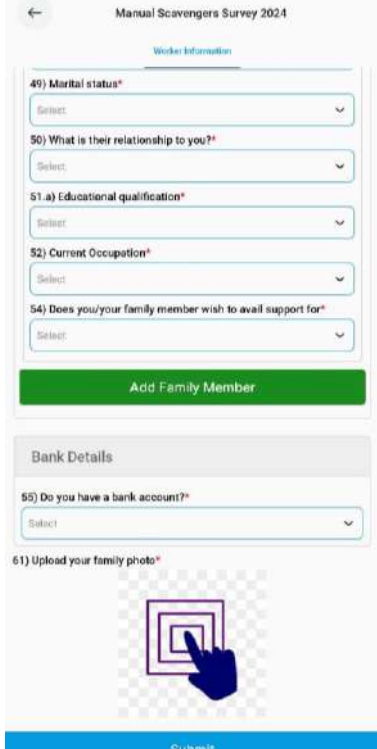
The profiling can be done through the mobile application. For ease of taking photographs, it is recommended to use the mobile application. Enumerators should use a smartphone with the latest version of the survey application available on the Google Play store. If they have already installed the app, update through notification/ pop-up for updates. Enumerators will be given a User ID and password to use the application. Press the app icon on your smartphone and log in.

All devices should be fully charged before starting the surveys. The following steps must be taken to improve the performance of the device on the field:

1. Turn off Bluetooth and Wi-Fi when not in use.
2. Do not leave apps running in the background.
3. Turn off 'vibrate' alert.
4. The battery saver should be kept/ turned off during the survey as it may cause issues in the survey app.
5. Use power saver mode on the device if the battery is low; and
6. While using the survey app, ensure that GPS location is turned on. Follow these steps to turn on GPS location follow the below mentioned steps,
  - a. Unlock your phone.
  - b. Open the notification panel on your phone.
  - c. Search for "location" option in the notification panel by scrolling down/ sideways, whichever may be applicable
  - d. Click on "location" option, this will activate the GPS location on your device

### 7.3.2. How to log in and start a survey through the mobile application for the Manual Scavengers survey

S. No	Steps	Image
<b>Login</b>		
1	<p><b>Login using user ID and password</b></p> <p>User Id and password as provided by the Local authority and tap 'LOGIN'.</p>	
<b>Start a Survey</b>		
2	<p>Click the open form option under Manual Scavengers Survey 2024</p>	

S. No	Steps	Image
3	Select the New Form option to start a new survey.	
4	Fill out the survey form and submit it.	



S. No	Steps	Image
5	<p>When back on the list of the surveyed workers, click on the sync button.</p> <p>The editing option is useful for editing forms in case the missing details are received from the workers.</p> <p>Once details are received click on the edit button to complete the survey and after completing it, click on the sync button.</p>	

**There is a provision for self-declaration through the NAMASTE portal:** The MS can also do the self-declaration with the help of the declaration link given on the homepage of the NAMASTE portal (<https://namastescheme.com/en>)

### 7.3.2.1. Understanding the survey questionnaire on MS Survey.

The survey form is broadly divided into 4 sections:

- Section A: General information and job details section
- Section B: Status of benefits
- Section C: Family Member Section
- Section D: Bank details

S. No.	Question	Explanation
<b>General Information Section</b>		
a)	<p><b>Consent</b></p> <p>This survey of Insanitary Latrines existing as on date and Manual Scavengers currently engaged with same is being conducted by the State Govts/ UTs in compliance of Hon'ble Supreme Court order dated 20.10.2023 in WP No 324/2020 filed by Dr. Balram Singh. National Safai Karmacharis Finance and</p>	<ul style="list-style-type: none"> <li>• Read out the consent statement to the manual scavenger in their native language and clarify the survey's objectives. Once that is done ask for the manual scavenger's consent.</li> <li>• If the manual scavenger agrees to participate, select "Agree"</li> <li>• However, if the manual scavenger chooses not to participate, please click on "Disagree"</li> </ul>

S. No.	Question	Explanation
	<p>Development Corporation (NSKFDC) is the implementing agency.</p> <p>Your participation in this survey is voluntary. If uncomfortable, you may refuse to answer any specific question; however, this may result in the form remaining unsubmitted.</p> <p>Your information, including your name, mobile number, Aadhaar number or ID, and information about your family or employers, will be kept confidential. By continuing with this survey, you provide your consent to the States/UTs and NSKFDC to collect and utilize your data and photo in accordance with their privacy policies.</p> <p><b>Agree/ Disagree</b> (single select)</p>	<ul style="list-style-type: none"> <li>On disagreement of the manual scavenger for the survey, inform him that his/her information will not be captured, and his/her form will not be submitted for further process.</li> <li>Ask the worker why he has not given consent to the survey process.</li> </ul>
1	Name of person engaged in Manual Scavenging* ( <i>Text entry</i> )	<ul style="list-style-type: none"> <li>Provide the full name of the manual scavenger in English, including their first name, middle name (if applicable), and last name.</li> </ul> <p>(Check that the spelling of the name matches the information on their official government identification cards such as Aadhaar, PAN Card, Voter Card, etc. except Ration Card)</p>
2	Name of Father/Mother/Spouse* ( <i>Text entry</i> )	Ask the manual scavenger for their father's/ Mother's/Spouse name
3	Date of birth* ( <i>Date Picker</i> )	<ul style="list-style-type: none"> <li>Ask the date of birth of the manual scavenger.</li> </ul> <p>(Check their Aadhaar card or any other ID proof to enter the correct age)</p> <ul style="list-style-type: none"> <li>Enter the date of birth of the manual scavenger from the date picker.</li> </ul>
4	Contact Number* (Numeric entry)	<ul style="list-style-type: none"> <li>Enter the 10-digit mobile number of the manual scavenger preferably Aadhaar Card linked Mobile Number (don't start with zero or +91)</li> </ul> <p>If the manual scavenger doesn't have their mobile number, ask for a family member's mobile number.</p>
5	Emergency Contact Number (Numeric entry)	<ul style="list-style-type: none"> <li>Enter the 10-digit mobile number of any friend/ relative who can be contacted in case of emergency.</li> </ul> <p>Alternate contact number cannot be same as mobile number asked in Q4</p>
6	Gender* (Single Select) a. Male	If the manual scavenger does not identify as male

S. No.	Question	Explanation
	b. Female c. Transgender	or female select “Transgender”
7	Do you have Aadhar card* a. Yes b. No c. Yes, but currently not available	<ul style="list-style-type: none"> <li>• Ask the manual scavenger if they have an Aadhaar card issued by the Government of India.</li> <li>• If they say that an Aadhaar card has been issued to them and they have the card with them currently, select the option “Yes”.</li> <li>• If they have been issued the card but don’t have the card with them during the survey, select “Yes, but not currently unavailable”.</li> <li>• If they have not been issued the Aadhaar card by the government, select “No”.</li> </ul>
7.1	12 digits of Aadhar Number (Numeric entry)	If they have Aadhaar card please enter the 12 digits of the Aadhaar card.
7.2	Upload image of front page of Aadhar Card*	Take a photo of the front page of the Aadhaar card Things to remember while taking photographs of the documents/ID Proof. <ul style="list-style-type: none"> <li>• Always capture a photo in good light. Switch on the lights in the room if it is evening time or in case of heavy winds.</li> <li>• It is preferable if the background is stable and dark.</li> <li>• Place the document in the background.</li> <li>• Click the photograph of only one document at a time.</li> <li>• If the document keeps on moving due to the fan or wind, ask the manual scavenger to hold down two opposite edges of the document.</li> <li>• The camera should be positioned such that all edges of the document are included in the photo frame.</li> <li>• Make sure to keep a distance of at least 1.5 feet to avoid unclear pictures.</li> <li>• Tap on the screen once to get the documents in focus.</li> <li>• Click on the shutter once without moving your hands.</li> <li>• Check if the photo is clear to read.</li> <li>• Click the picture again if it is blurred, cropped, or illegible.</li> </ul>
7.3	Upload image of back page of Aadhar Card	Take a photo of the back page of the Aadhaar card

S. No.	Question	Explanation
8	Other ID Proof	
8.1	Type of ID proof * (Single Select) a. Ration card b. Pan card c. Voter Id d. Driving licence	Ask the manual scavenger whether they have any government-issued other photo ID proof, as per the list. <ul style="list-style-type: none"> <li>If the manual scavenger has any of the mentioned ID, then select appropriate ID.</li> </ul>
8.2	ID proof Number (Numeric entry)	Please enter the number of ID Proof
8.3	Upload image of front page of ID proof * (Image upload)	Take a photo of the front page of the ID Proof Things to remember while taking photographs of the documents/ID Proof. <ul style="list-style-type: none"> <li>Always capture a photo in good light. Switch on the lights in the room if it is evening time or in case of heavy winds.</li> <li>It is preferable if the background is stable and dark.</li> <li>Place the document in the background.</li> <li>Click the photograph of only one document at a time.</li> <li>If the document keeps on moving due to the fan or wind, ask the manual scavenger to hold down two opposite edges of the document.</li> <li>The camera should be positioned such that all edges of the document are included in the photo frame.</li> <li>Make sure to keep a distance of at least 1.5 feet to avoid unclear pictures.</li> <li>Tap on the screen once to get the documents in focus.</li> <li>Click on the shutter once without moving your hands.</li> <li>Check if the photo is clear to read.</li> </ul> Click the picture again if it is blurred, cropped, or illegible.
8.4	Upload image of back page of ID proof (Image upload)	Take a photo of the back page of the ID proof
Current Address		The current Address is where the manual scavenger currently resides and can be reached at present.
9	State*	Select the state where the manual scavenger's native location is
10	District*	Select the district where the manual scavenger's native location is
11	City*	Select the city where the manual scavenger's native location is
12	Block	If the manual scavenger stays outside the city limits in a Peri-urban area fill in the block name instead of the ward number

S. No.	Question	Explanation
13	Gram Panchayat	Select the gram panchayat where the manual scavenger's native location is
14	Village	Select the village where the manual scavenger's native location is
15	Address Box (Text entry) * Please enter House no, Ward number, street name	Mention the Enter the house number, landmark, and street name of the manual scavenger's house
16	Pin code	<ul style="list-style-type: none"> <li>• Confirm the pin code with another manual scavenger from the same area/ Basti.</li> <li>• Check it once on web.</li> </ul>
17	Is your permanent address the same as the current address? * a. Yes b. No	<ul style="list-style-type: none"> <li>• Permanent Address is where the manual scavenger's original house or native location is (Check for the permanent address of the manual scavenger on any of the identity documents such as driving licenses, Aadhaar cards, electoral rolls, etc.)</li> <li>• If the permanent address is the same as the current address, select "yes".</li> <li>• If the permanent address is different from the current address of the manual scavenger, ask questions from 10.1 onwards.</li> </ul>
<b>Permanent Address</b>		
18	State*	Select the state where the manual scavenger's native location is
19	District*	Select the district where the manual scavenger native location is
20	City*	Select the city where the manual scavenger native location is
21	Block	If the manual scavenger stays outside the city limits in a Peri-urban area fill in the block name.
22	Gram Panchayat	Select the gram panchayat where the manual scavenger native location is
23	Village	Select the village where the manual scavenger native location is
24	Address Box (Text entry) * Please enter House no, Ward number, street name	Mention the <b>House Number, Landmark, Street Name</b> <ul style="list-style-type: none"> <li>• Enter the house number, landmark, and street name of the manual scavenger 's house.</li> <li>• If there is no house number, write the street name and house no. with respect to a landmark, if any</li> <li>• Example of landmark – "3rd house to the left of the water tank" o</li> </ul> <b>Settlement/ Basti Name –</b>

S. No.	Question	Explanation
		<ul style="list-style-type: none"> <li>• Check the name of the settlement on the board outside the settlement.</li> <li>• If there is no board, ask 2- 3 people to confirm the name of the settlement.</li> </ul> <p><b>Ward Number –</b></p> <ul style="list-style-type: none"> <li>• Identify the ward number of the settlement where the manual scavenger lives and enter the ward number.</li> <li>• If the manual scavenger stays within the city limits only then add the ward number.</li> </ul>
25	Pin code	<ul style="list-style-type: none"> <li>• Confirm the pin code with another manual scavenger from the same area/ Basti.</li> <li>• Check it once on web.</li> </ul>
26	Photo of person engaged in Manual Scavenging. * (Image upload)	<ul style="list-style-type: none"> <li>• Click a clear, solo image of the manual scavenger, with a clean background</li> </ul> <p>Things to remember while taking a photo of the manual scavenger.</p> <ul style="list-style-type: none"> <li>• Always capture a photo in good light. Make sure that the light is facing the manual scavenger. Switch on the lights in the room if it is evening time.</li> <li>• It is preferable if the background is not dark or messy. Look for a light, clean background.</li> <li>• Ask the manual scavenger to stand straight and look into the camera lens.</li> <li>• The distance between the camera and the manual scavenger should be at least 1 meter (3 feet).</li> <li>• The photograph frame should contain the top of the head, the ends of both shoulders and the person's waist.</li> <li>• Keep the camera/phone at eye level.</li> <li>• Click on the shutter once without moving your hands.</li> <li>• Check if the photo is clear.</li> <li>• Click a picture again if it is blurred, dark, or cropped.</li> </ul>
27.a)	Educational Status* a. Literate b. Not Literate	<p>Ask the manual scavengers whether they went to school. Ask questions about the name of the school, and the locality of the school to cross-check if the family attended school.</p> <ul style="list-style-type: none"> <li>• Select the literate option if he has gone to the school.</li> </ul>
27.b)	Educational Status* (Single selects) a. Class 1-5	Select one option as per the manual scavenger's response for the educational status.

S. No.	Question	Explanation
	b. Class 6-10 c. Class 11-12 d. Class 12 and above	<ul style="list-style-type: none"> <li>• Class 1 -5 - if the manual scavenger studied between or till 5th standard.</li> <li>• Class 6 - 10 - if the manual scavenger studied between or till 10th standard.</li> <li>• Class 11 -12 - if the manual scavenger studied between or till 12th standard.</li> <li>• Class 12 and above - if the manual scavenger studied above 12th standard.</li> </ul>
28	Religion* (Single select) a. Hindu b. Muslim c. Sikh d. Christian e. Others, specify	Ask manual scavengers which religion they follow.
29	Social Background* (Single Select) a. General b. SC c. ST d. OBC e. Other	<ul style="list-style-type: none"> <li>• If the manual scavenger belongs to the Scheduled Castes (SC) select the “SC option”.</li> <li>• If the manual scavenger belongs to the Scheduled Tribes (ST) select the “ST option”.</li> <li>• If the manual scavenger belongs to the Other Backward Classes (OBC) select the “OBC option”.</li> <li>• If the manual scavenger does not belong to any of the reserved categories, then select the “General Option”</li> </ul>
30	Caste* (Text entry)	Ask which caste they belong to
31	Subcaste (Text entry)	Ask which subcaste they belong to
32	Which of the following are you manually carrying/ disposing and cleaning human excreta from* (multi-select) a. Insanitary latrine b. Open drain c. Pit latrine d. Railway track	<ul style="list-style-type: none"> <li>• Ask the manual scavengers from where they manually carry/ dispose and clean human excreta.</li> </ul>
33	Who is your Employer? * (multi-select) a. Payroll of the government or parastatal agency b. Individual household c. Community/Group of households d. Private contractor e. Institutions (hospitals, offices, etc.) f. Others, specify	Ask the manual scavenger who has employed them. Select one option from the drop-down list <ul style="list-style-type: none"> <li>• <b>Payroll of the government/ ULB or parastatal agency (like Jal Nigam):</b> If the manual scavenger is employed by a municipal corporation/ municipality/ central government institution/ TWAD/ CMWSSB/ Cantonment board</li> <li>• <b>Individual household:</b> If the worker is employed by any individual household.</li> </ul>

S. No.	Question	Explanation
		<ul style="list-style-type: none"> <li>• <b>Community/Group of households:</b> If the worker is employed by any group of individual households.</li> <li>• <b>Private contractor:</b> If the employer is any private contractor.</li> <li>• <b>Institutions (hospitals, offices, etc.):</b> If the employer is any organization.</li> </ul>
34	What is your type of Employment* (multi-select) <ol style="list-style-type: none"> <li>Permanent</li> <li>Contractual</li> <li>Temporary</li> <li>Jajmani</li> </ol>	<ul style="list-style-type: none"> <li>• If the manual scavenger has job security and is employed directly for a long-term period, select “Permanent employee”</li> <li>• If the manual scavenger is employed for a contractual period (like 6 months, 1 year, etc.) select “Contractual”</li> <li>• If the manual scavenger 's employment is short-term or seasonal, often without long-term job security or a fixed contract duration select “Temporary”</li> <li>• If the manual scavenger is employed under the traditional jajmani system, where services are exchanged for goods or services rather than monetary compensation, often within a hereditary occupation framework select “Jajmani”</li> </ul>
<b>Status of Benefits</b>		
35	Have you received any benefit from Government rehabilitation scheme? * <ol style="list-style-type: none"> <li>Yes</li> <li>No</li> </ol>	<ul style="list-style-type: none"> <li>• This is to understand if the manual scavenger is generally connected to any government schemes.</li> </ul>
36	Have you received any benefit from the NSLRS/SRMS schemes? (Single select) * <ol style="list-style-type: none"> <li>National Scheme for liberation and rehabilitation of scavengers (NSLRS)</li> <li>Self-employment Scheme for rehabilitation for manual scavengers (SRMS)</li> <li>Not received any of the above benefits</li> </ol>	Ask if the manual scavenger has received any benefits specifically from the NSLRS or SRMS schemes.
37	What support did you receive under the NSLRS/SRMS scheme? * (multi-select) <ol style="list-style-type: none"> <li>One-time cash assistance</li> <li>Training support</li> <li>Capital Subsidy on self-employment projects</li> </ol>	Ask what kind of support they have received from the scheme. <ul style="list-style-type: none"> <li>• If they have received One-time cash assistance select the “One-time cash assistance” option.</li> <li>• If they have received any kind of training support, select the “training support” option.</li> </ul>



S. No.	Question	Explanation
		<ul style="list-style-type: none"> <li>If they have received any kind of capital subsidy on self-employment projects, select the “capital subsidy” option.</li> </ul>
37.1	Total Amount received in One-time cash assistance _____ (Numeric Entry)	If selected One-time cash assistance enter the amount received by the manual scavenger
37.2	Total Amount received for training support _____ (Numeric Entry)	If selected training support enter the amount received by the manual scavenger
37.3	Total Amount received for capital subsidy (project cost) _____ (Numeric Entry)	If selected capital subsidy enter the amount received by the manual scavenger
38	What is the type of your project? * (Single select) <ol style="list-style-type: none"> <li>Kirana Store</li> <li>animal husbandry</li> <li>Beauty salon</li> <li>Tailoring business</li> <li>Mobile/electronic shop</li> <li>Automobile sale and service shop</li> <li>Bakery</li> <li>E-rickshaw</li> <li>Others specify</li> </ol>	Ask the manual scavenger what was the project for which he has taken the support.
38.1	Others Specify (text entry)	If the project is not mentioned in the above question, then ask the manual scavenger what the other project was.
39	Is the project for which you received funding currently operational? * <ol style="list-style-type: none"> <li>Yes</li> <li>No</li> </ol>	Ask if the project he/she has received support is currently operational or not.
40	What is the monthly income that you earn from this project? (Numeric entry)	Ask what the monthly income is he/she earn from the project.
41	Please specify the name of the other scheme you have received benefit from*. <ol style="list-style-type: none"> <li>General Term Loan (GTL)</li> <li>Mahila Adhikarita Yojana (MAY)</li> <li>Mahila Samridhi Yojana (MSY)</li> <li>Micro Credit Finance (MCF)</li> <li>Education loan (EL)</li> <li>Sanitary Marts (SM)</li> <li>Green Business (GB)</li> <li>Scheme for “Pay &amp; Use” community Toilets</li> <li>Swachhta Udyami Yojana (SUY)</li> <li>Any Other, specify</li> </ol>	Ask the workers what all schemes they and/or their family members have availed, select the appropriate schemes.

S. No.	Question	Explanation
	k. None of the above	
41. a to 41. i	Amount received from the scheme - will be asked for each selected scheme individually.	Enter the amount received by the manual scavenger
41. j.1	Specify any other (text entry)	If the scheme is not mentioned in the above question, then ask the manual scavenger what the other scheme was.
41. j.2	Amount received from the scheme (Numeric Entry)	Enter the amount received by the manual scavenger
42	Are you engaged in any occupation other than scavenging? * (Single Select) a. Yes b. No	Ask if the manual scavenger is engaged in other livelihoods. If yes then ask him what is other occupation.
42.1	Specify (text entry)	If the answer to the above question is Yes, then ask what another occupation is.
43	Any other skills you possess* a. Electrician b. Cooking c. Masonry/construction d. Carpentry e. Driving f. painting g. Tailoring h. Plumbing i. Mechanic j. Welding k. Vending l. Handicraft m. Beautician n. Tanning o. Others, specify	Ask manual scavengers about their existing skills to identify potential alternative livelihoods they can engaged in.
43.1	Others specify (Text entry)	
44	Alternative occupation proposed by the Manual Scavenger (Please specify)	Ask if the manual scavenger is interested in pursuing alternative livelihoods in addition to or instead of manual scavenging. Ask what kinds of livelihood opportunities they would like to explore.
45	How long have you been working as a scavenger? * (single select) a. Less than 1 year b. 1 to 3 years c. 3 to 5 years d. 5 to 10 years e. More than 10 years	Ask the manual scavenger how long he/she is working as a manual scavenger.

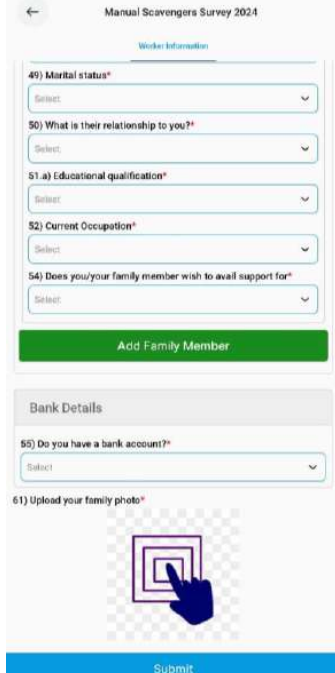
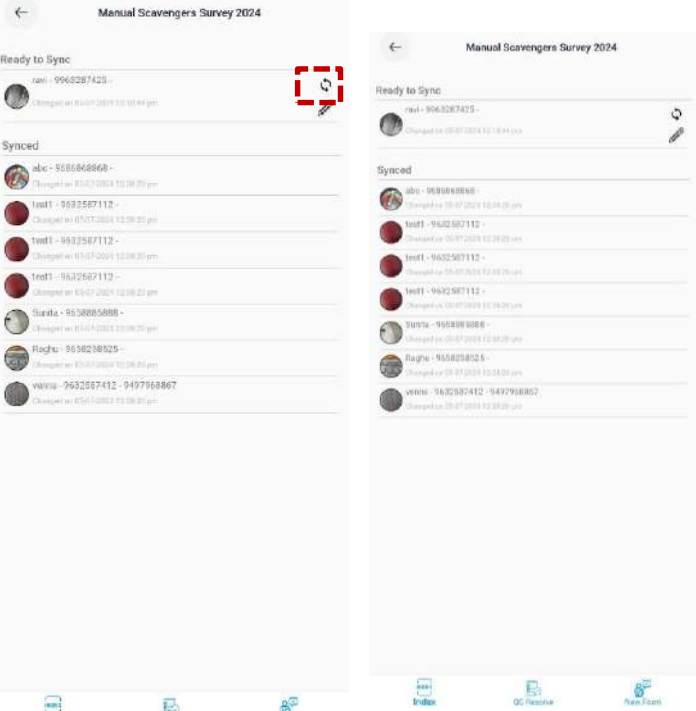
S. No.	Question	Explanation
<b>Family Members Section</b>		
In this section, the first family member information should start with the manual scavenger (person who is surveyed), followed by the other family members and questions 46, 47, 51.a, and 51.b should be auto filled.		
46	Name of Family member*(Text entry)	<ul style="list-style-type: none"> <li>Ask the name of a family member.</li> <li>Start with the manual scavenger (person who is surveyed).</li> </ul>
47	Gender* (Single Select) <ul style="list-style-type: none"> <li>a. Male</li> <li>b. Female</li> <li>c. Transgender</li> </ul>	<ul style="list-style-type: none"> <li>Ask the manual scavenger what gender does the relative identify as?</li> <li>Select the appropriate response from the dropdown.</li> </ul>
48	Age* (Numeric entry)	Write the age of the family members in Years.
49	Marital Status* (single select) <ul style="list-style-type: none"> <li>a. Unmarried</li> <li>b. Married</li> <li>c. Divorced/Widowed</li> </ul>	<ul style="list-style-type: none"> <li>If the family member of the manual scavenger is not married select "Single"</li> <li>If the family member of manual scavenger is married select "Married"</li> <li>If the family member of the manual scavenger spouse died or got separated and the manual scavenger did not remarry select "Divorced/Widowed"</li> </ul>
50	What is their relationship to you? * (single select) <ul style="list-style-type: none"> <li>a. Father</li> <li>b. Mother</li> <li>c. Son</li> <li>d. Daughter</li> <li>e. Wife</li> <li>f. Husband</li> <li>g. Brother</li> <li>h. Sister</li> <li>i. Father-in-law</li> <li>j. Mother-in-law</li> <li>k. Grandfather</li> <li>l. Grandmother</li> <li>m. Others, specify</li> <li>n. Self</li> </ul>	<ul style="list-style-type: none"> <li>The first family member should always be the manual scavenger then followed by the other family members.</li> <li>If the details are filled in for the Manual scavenger, then select the "self" option for the relationship.</li> <li>Select the relationship of the family member to the manual scavenger. E.g., they are the manual scavenger 's father, mother, son, daughter, wife or husband.</li> <li>For any other relation with the manual scavenger, select "Others, Specify". Specify the relation such as sister, in-laws, cousins, distant relatives, etc.</li> </ul>
51.a	Educational Qualification* <ul style="list-style-type: none"> <li>a. Literate</li> <li>b. Not Literate</li> </ul>	Ask the manual scavenger if family members went to school. Ask questions about the name of the school, and the locality of the school to cross-check if the family attended school. Select the literate option if he has gone to the school.
51.b	Educational qualification* (single select) <ul style="list-style-type: none"> <li>a. Class 1-5</li> <li>b. Class 6-10</li> <li>c. Class 11-12</li> </ul>	Select one option as per the manual scavenger's response for the educational status. <ul style="list-style-type: none"> <li>Class 1 -5 - if the manual scavenger studied between or till 5th standard.</li> </ul>

S. No.	Question	Explanation
	d. Class 12 and above	<ul style="list-style-type: none"> <li>Class 6 - 10 - if the manual scavenger studied between or till 10th standard.</li> <li>Class 11 -12 - if the manual scavenger studied between or till 12th standard.</li> </ul> Class 12 and above - if the manual scavenger studied above 12th standard.
52	Current Occupation* (single select) <ol style="list-style-type: none"> <li>Agricultural labourer</li> <li>Housewife</li> <li>Student</li> <li>Farmer</li> <li>Wage labourer</li> <li>Self employed</li> <li>Manual scavenger</li> <li>Permanent sanitation worker in local body/Parastatal agencies</li> <li>Contractor/Casual Sanitation worker</li> <li>Any Other, specify</li> </ol>	Ask the manual scavenger to select the current occupation of the family member from the provided options. If the occupation is not listed, they can specify it.
52.a	Specify, if they are engaged in any other occupation. * (Text entry)	If the occupation is not listed in above question, they can specify it.
53	What is your Monthly Income? * (Numeric entry)	Ask the manual scavenger about the monthly income of the family member if they are not a student or housewife.
54	Does you/your family member wish to avail support for*(multi-select) <ol style="list-style-type: none"> <li>Education</li> <li>Skill Training</li> <li>Loan for Project</li> </ol>	Ask the manual scavenger to select all types of support they or their family member wish to avail themselves.
<b>Bank Details</b>		
55	Do you have a bank account? * (single select) <ol style="list-style-type: none"> <li>Yes</li> <li>No</li> </ol>	Ask the manual scavenger if they have a bank account.
56	Name of Bank* (Text entry)	<ul style="list-style-type: none"> <li>If the manual scavenger has a bank account, ask them to provide the name of their bank.</li> <li>Check the details from the passbook.</li> </ul>
57	Branch* (Text entry)	<ul style="list-style-type: none"> <li>Ask the manual scavenger the branch name of the bank.</li> <li>Check the details from the passbook.</li> </ul>
58	IFSC Code* (Text entry) (11 Characters, first 4 characters alphabets, 5th character "0", last 6 characters are alphanumeric)	<ul style="list-style-type: none"> <li>Ask the manual scavenger for the IFSC code of the bank.</li> <li>Check the details from the passbook.</li> </ul>
59	Account Number* (Numeric entry)	Please enter the account number

S. No.	Question	Explanation
60	Upload the first page of the Bank passbook or chequebook* (image upload)	<ul style="list-style-type: none"> <li>Click the first page of the Bank passbook or chequebook.</li> </ul>
61	Upload your Family photo* (image upload)	<p>Click a clear, family image of the manual scavenger, with a clean background.</p> <p>Things to remember while taking a photo of the manual scavenger.</p> <ul style="list-style-type: none"> <li>Always capture a photo in good light. Make sure that the light is facing the manual scavenger. Switch on the lights in the room if it is evening time.</li> <li>It is preferable if the background is not dark or messy. Look for a light, clean background.</li> <li>Ask the manual scavenger to stand straight and look into the camera lens.</li> <li>The distance between the camera and the manual scavenger should be at least 1 meter (3 feet).</li> <li>The photograph frame should contain the top of the head, the ends of both shoulders and the person's waist.</li> <li>Keep the camera/phone at eye level.</li> <li>Click on the shutter once without moving your hands.</li> <li>Check if the photo is clear.</li> </ul> <p>Click a picture again if it is blurred, dark, or cropped.</p>

### 7.3.3. Submission of the survey through the mobile application for the Manual Scavengers survey

S. No	Steps	Image
	Submission of survey	


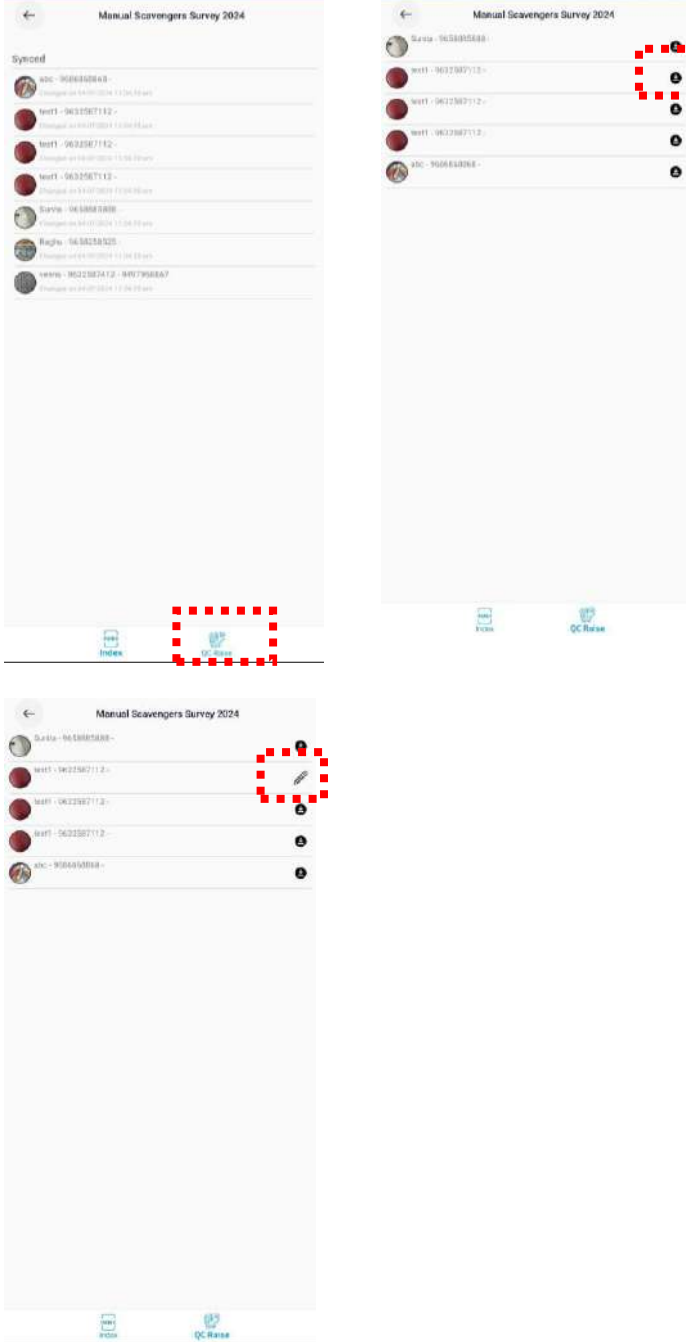
S. No	Steps	Image
1	Fill out the survey form and submit it.	
2	<p>When back on the list of the surveyed workers, click on the sync button.</p> <p>The editing option is useful for editing forms in case the missing details are received from the workers.</p> <p>Once details are received click on the edit button to complete the survey and after completing it, click on the sync button.</p>	

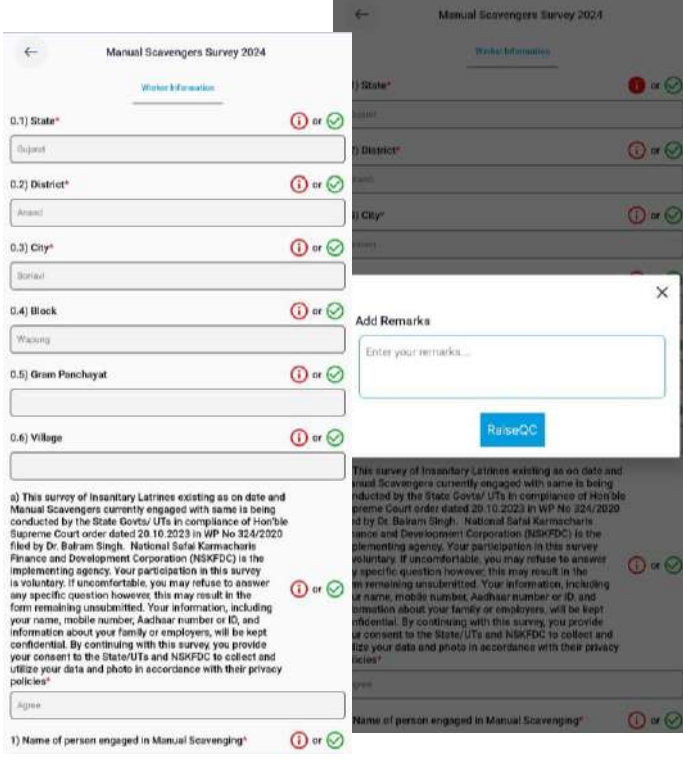
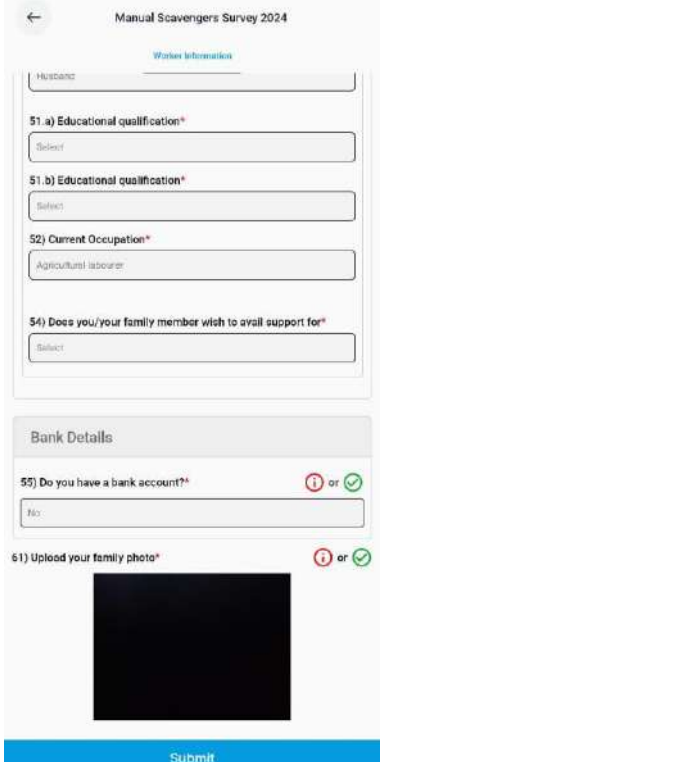
## 7.4. Error flagging and error resolving

### 7.4.1. Error flagging through mobile application

Error Flagging as per Section 11(8) of the MS Act, is the process of checking the data collected during the survey and identifying critical errors that can have an impact on the validation of survey manual scavengers or determining their eligibility to access various schemes. Check data collected by enumerators in every survey and identify all errors. It will be the responsibility of the overseer to flag the errors and the enumerators will resolve the errors.

Follow the below steps mentioned to do error flagging:

S. No	Steps	Image
1	After Login using user ID and password go to open form in the manual scavenger survey 2024	
2	<p>Step 1 - After login, click on the QC Raise option</p> <p>Step 2: Click on the download button to flag errors.</p> <p>Step 3: When the editing sign comes you will be able to flag errors.</p>	

S. No	Steps	Image
3	<p>If there is no error in the form of the enumerator, then click on “tick mark”</p> <p>If there are any errors in the survey, then click on “i” and this will open up a pop-up box to type in remarks.</p> <p>After entering the remarks, click on the “Raise QC” button and move to the next question to mark QC.</p>	
4	<p>After entering the remarks, click on the “Submit” button, by scrolling down on the pop-up page.</p>	



S. No	Steps	Image
5	After the error flagging, sync the form by clicking on the refresh symbol.	

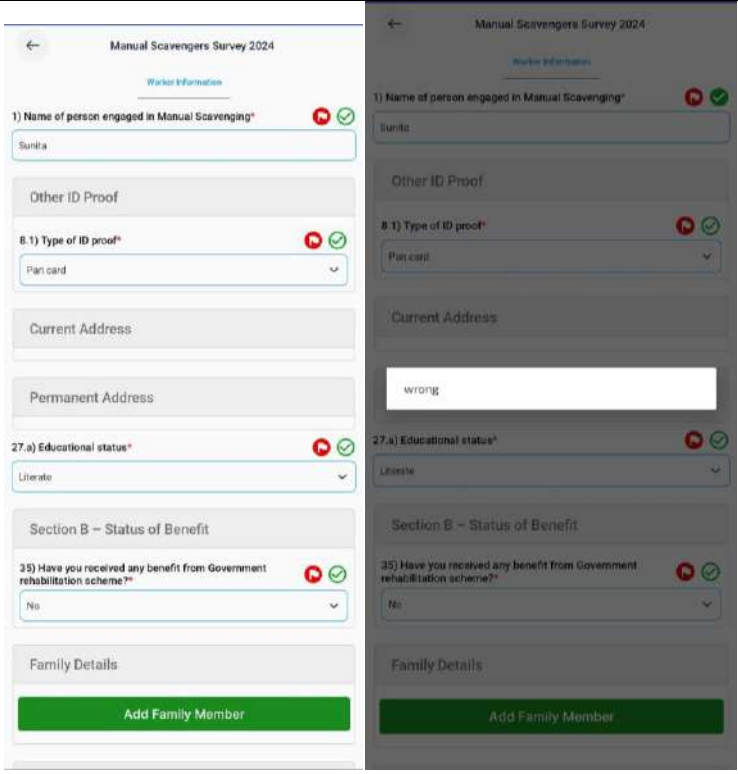
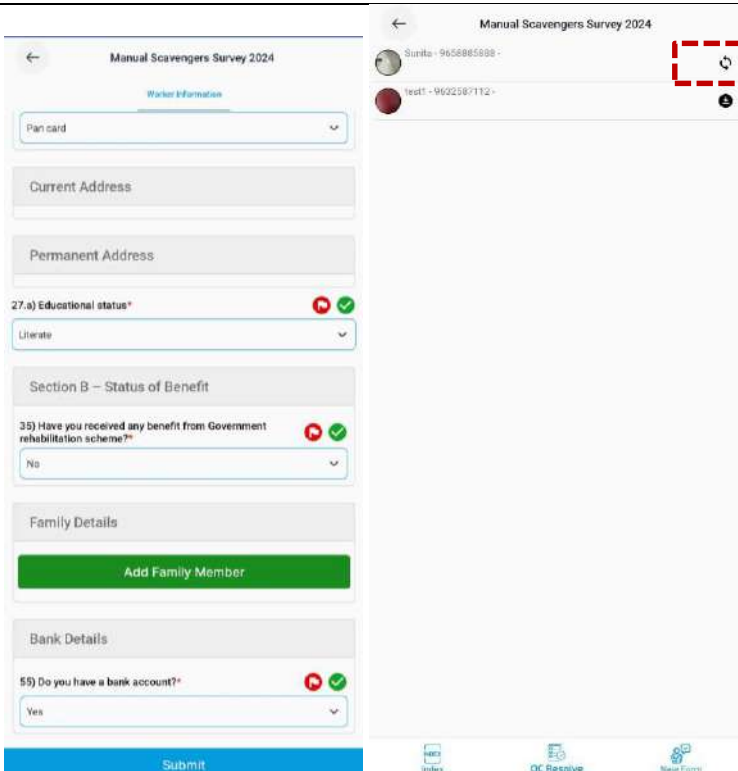
#### 7.4.2. Error resolving through mobile application

It is the responsibility of the enumerator to resolve all the errors flagged by the overseer. This process is called error resolving.

Follow the below steps for error resolving:

S. No.	Steps	Image
1	After Login using user ID and password go to open form in the manual scavenger survey 2024	

S. No.	Steps	Image
2	<p>All errors flagged in the survey need to be corrected or resolved</p> <p>Step 1: Click on the QC resolve and the QC page will display all the surveys that are error flagged.</p> <p>Step 2: Click on the download button to enable the survey to resolve the errors.</p> <p>Step 3: When the editing sign comes you will be able to edit the form.</p>	<p>The image contains three screenshots from a mobile application titled "Manual Scavengers Survey 2024".</p> <ul style="list-style-type: none"> <li><b>Top Left Screenshot:</b> Shows a list of synced surveys. The bottom navigation bar has three icons: "Index", "QC Resolve" (highlighted with a red dashed box), and "New Form".</li> <li><b>Top Right Screenshot:</b> Shows the "QC Resolve" screen with a list of surveys. A red dashed box highlights the "Download" button (represented by a download icon) next to the first survey entry.</li> <li><b>Bottom Screenshot:</b> Shows the editing screen for a survey. A red dashed box highlights the editing icon (a pencil) in the top right corner.</li> </ul>


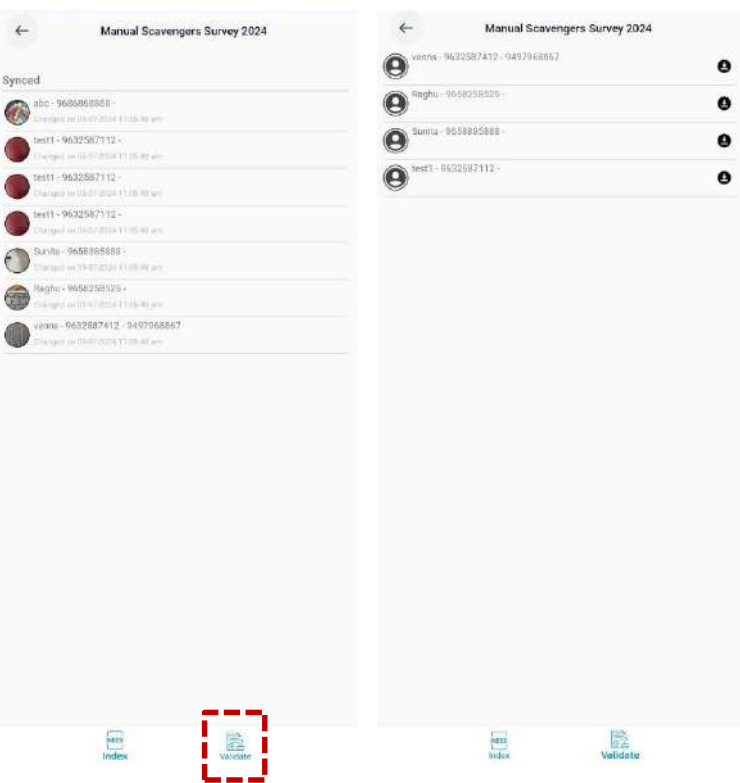
S. No.	Steps	Image
3	<p>Step 1: Click on the red flag to get a prompt to read the comment or the reason for flagging the error.</p> <p>Step 2: After reading the comment, click on “OK” to proceed to edit.</p> <p>Step 3: Click on the flagged questions to open the window to edit/ rectify the answers.</p> <p>Step 4: Edit the answers as per the comments and click on the tick mark to turn them green.</p>	
4	<p>Step 1: Once all the errors are resolved, click on the “SUBMIT” button.</p> <p>Step 2: When back on QC page, click on the sync button.</p> <p>This will result in the survey being removed from QC section</p>	


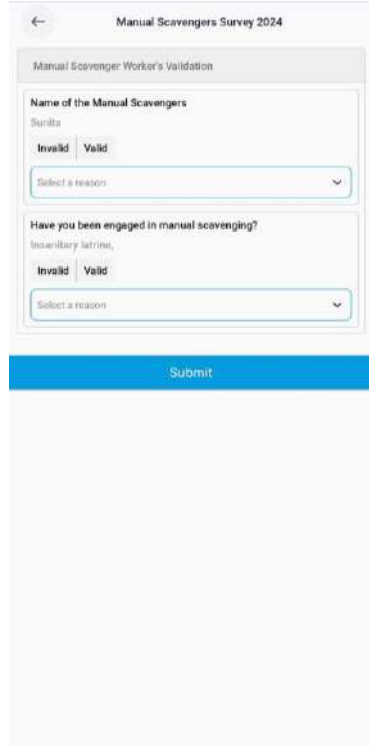
## 7.5. Validation

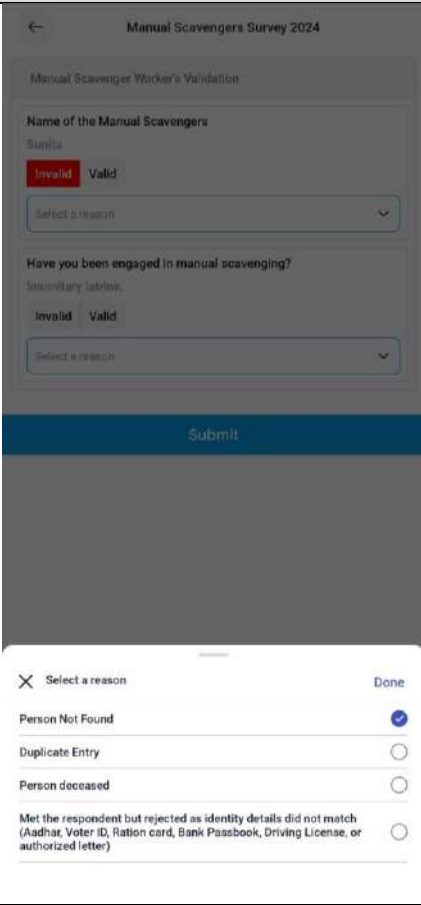
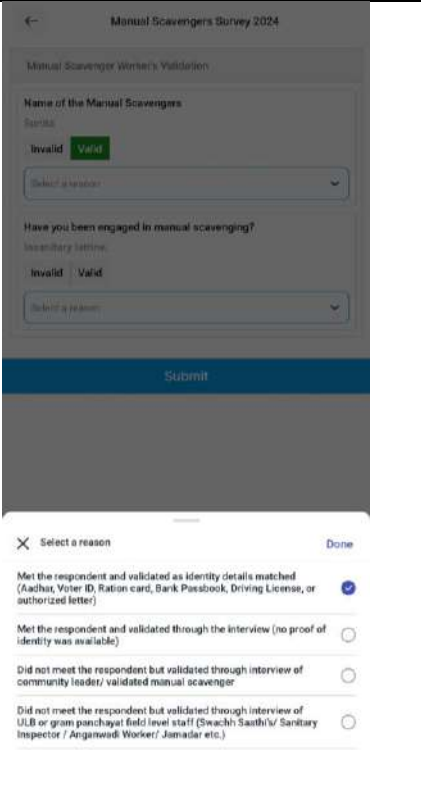
### 7.5.1. Validation through mobile application by Local Authority Validator

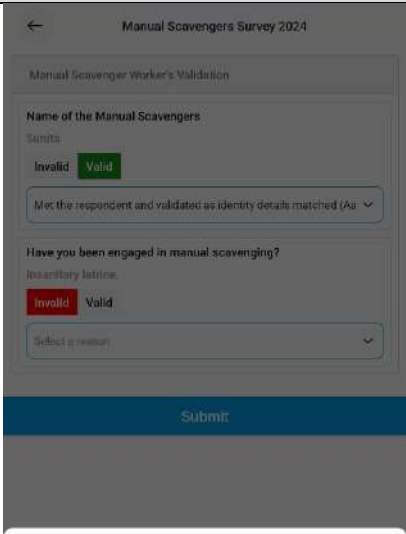
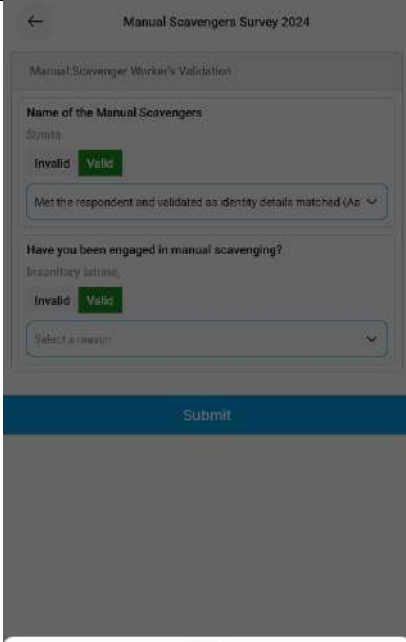
It is the responsibility of the local authority, District authority and State authority to validate the surveyed persons engaged in manual scavenging.

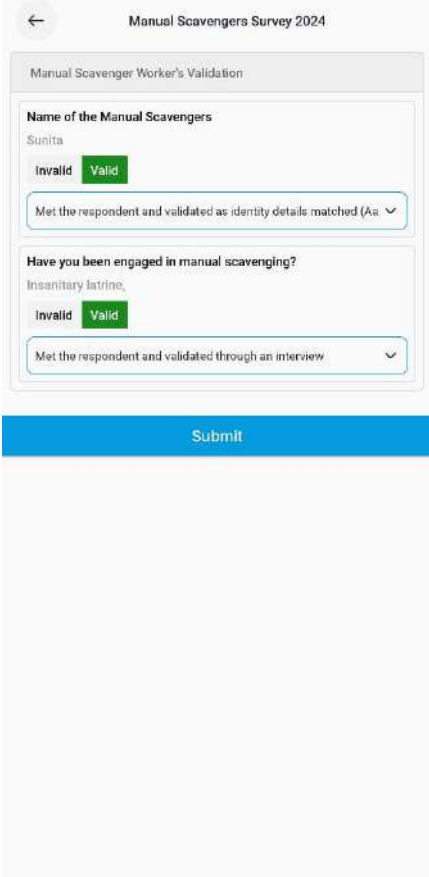
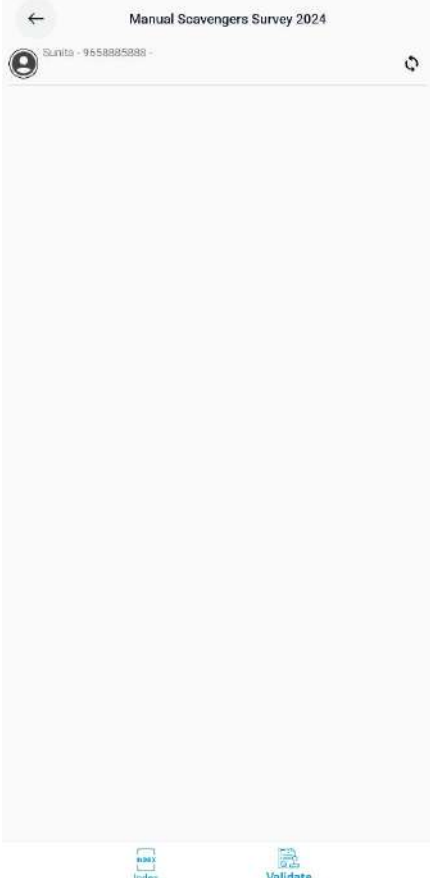
Follow the below steps to validate persons engaged in manual scavenging using the mobile app:

S. No.	Validation steps	Image
1	After Login using user ID and password go to open form in the manual scavenger survey 2024	
2	<p>All errors flagged in the survey need to be corrected or resolved</p> <p>Step 1: Click on the validate and the validation page will display all the surveys that are for validation.</p> <p>Step 2: Click on the download button to enable the survey for validation.</p> <p>Step 3: When the editing sign comes you will be able to validate the survey.</p>	

S. No.	Validation steps	Image
		
2	<p>The worker will be validated based on two categories: <b>Personal Information and Job Role</b></p> <p>Each question will have valid and invalid option with a set of reasons to select from</p>	

S. No.	Validation steps	Image
3	<p>Questions: <b>Name of manual scavenger</b></p> <p>To <b>invalidate</b> the workers, click on “Invalid”</p> <p>Select the appropriate reason from the drop-down to invalidate.</p> <p>If the worker is invalidated in the local authority validation it won't go ahead for District validation.</p>	 <p>The screenshot shows a mobile application interface for 'Manual Scavengers Survey 2024'. The main form is titled 'Manual Scavenger Worker's Validation'. It has two sections: 'Name of the Manual Scavengers' and 'Have you been engaged in manual scavenging?'. In the first section, the name 'Sunita' is entered, and the 'Invalid' button is highlighted in red. A dropdown menu is open below it, showing 'Select a reason'. In the second section, the name 'Sunitary latrine' is entered, and the 'Invalid' button is highlighted in red. A dropdown menu is also open below it, showing 'Select a reason'. At the bottom of the form is a blue 'Submit' button. Below the form, a 'Select a reason' dialog is open, showing a list of reasons: 'Person Not Found' (selected with a blue checkmark), 'Duplicate Entry', 'Person deceased', and 'Met the respondent but rejected as identity details did not match (Aadhar, Voter ID, Ration card, Bank Passbook, Driving License, or authorized letter)'. The dialog has a 'Done' button at the top right.</p>
4	<p>Questions: <b>Name of manual scavenger</b></p> <p>To validate the workers, click on “Valid”</p> <p>Select the appropriate reason from the drop down to validate</p>	 <p>The screenshot shows the same mobile application interface as above. In the 'Name of the Manual Scavengers' section, the 'Valid' button is highlighted in green. In the 'Select a reason' dialog, the first option, 'Met the respondent and validated as identity details matched (Aadhar, Voter ID, Ration card, Bank Passbook, Driving License, or authorized letter)', is selected with a blue checkmark. The other options are 'Met the respondent and validated through the interview (no proof of identity was available)', 'Did not meet the respondent but validated through interview of community leader/ validated manual scavenger', and 'Did not meet the respondent but validated through interview of ULB or gram panchayat field level staff (Swachh Saathi/ Sanitary Inspector / Anganwadi Worker/ Janadhar etc.)'.</p>


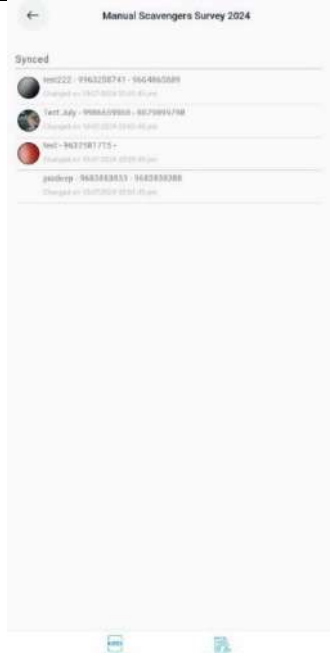
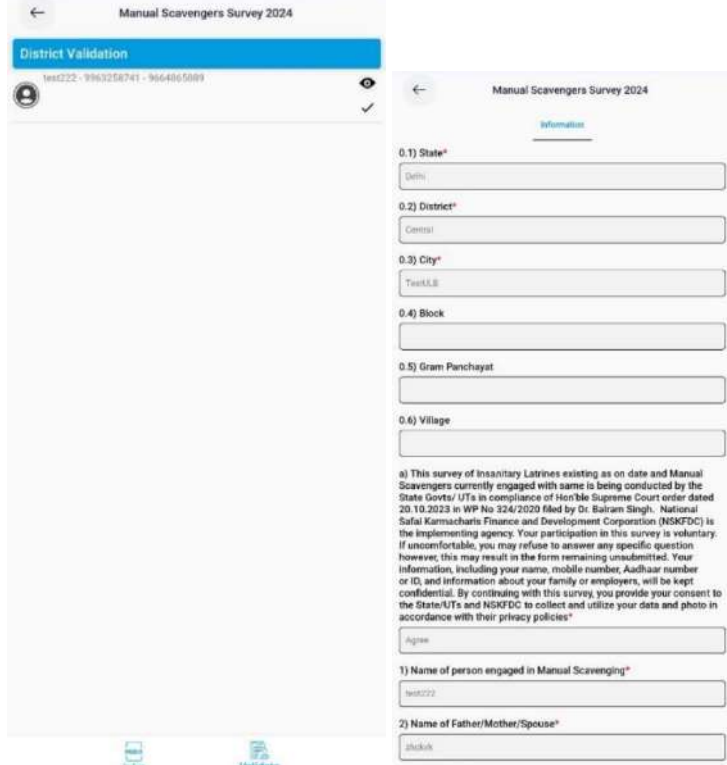
S. No.	Validation steps	Image
5	<p>Questions: <b>Have you been engaged in manual scavenging?</b></p> <p>To <b>invalidate</b> the workers, click on “Invalid”</p> <p>Select the appropriate reason from the drop-down to invalidate.</p> <p>If the worker is invalidated in the local authority validation it won't go ahead for District validation.</p>	 <p>Manual Scavengers Survey 2024</p> <p>Manual Scavenger Worker's Validation</p> <p>Name of the Manual Scavengers Sumpta Invalid Valid</p> <p>Met the respondent and validated as identity details matched (As...)</p> <p>Have you been engaged in manual scavenging? Insanitary latrine Invalid Valid</p> <p>Select a reason</p> <p>Submit</p> <p>Select a reason Done</p> <ul style="list-style-type: none"> <li>Family member of manual scavenger, not performing manual scavenging work themselves <input checked="" type="checkbox"/></li> <li>Did not meet the respondent but rejected through interview of community leader/ validated manual scavenger <input type="checkbox"/></li> <li>Did not meet the respondent but rejected through interview of ULB or gram panchayat field level staff (Swachh Saathi/ Sanitary Inspector / Anganwadi Worker/ Jamadar etc.) <input type="checkbox"/></li> <li>Person not found <input type="checkbox"/></li> <li>Duplicate entry <input type="checkbox"/></li> <li>Person deceased <input type="checkbox"/></li> </ul>
6	<p>Questions: <b>Have you been engaged in manual scavenging?</b></p> <p>To validate the workers, click on “Valid”</p> <p>Select the appropriate reason from the drop-down to validate</p>	 <p>Manual Scavengers Survey 2024</p> <p>Manual Scavenger Worker's Validation</p> <p>Name of the Manual Scavengers Sumpta Invalid Valid</p> <p>Met the respondent and validated as identity details matched (As...)</p> <p>Have you been engaged in manual scavenging? Insanitary latrine Invalid Valid</p> <p>Select a reason</p> <p>Submit</p> <p>Select a reason Done</p> <ul style="list-style-type: none"> <li>Met the respondent and validated through an interview <input checked="" type="checkbox"/></li> <li>Did not meet the respondent but validated through interview of community leader/ validated manual scavenger <input type="checkbox"/></li> <li>Did not meet the respondent but validated through interview of ULB or gram panchayat field level staff (Swachh Saathi/ Sanitary Inspector / Anganwadi Worker/ Jamadar etc.) <input type="checkbox"/></li> </ul>

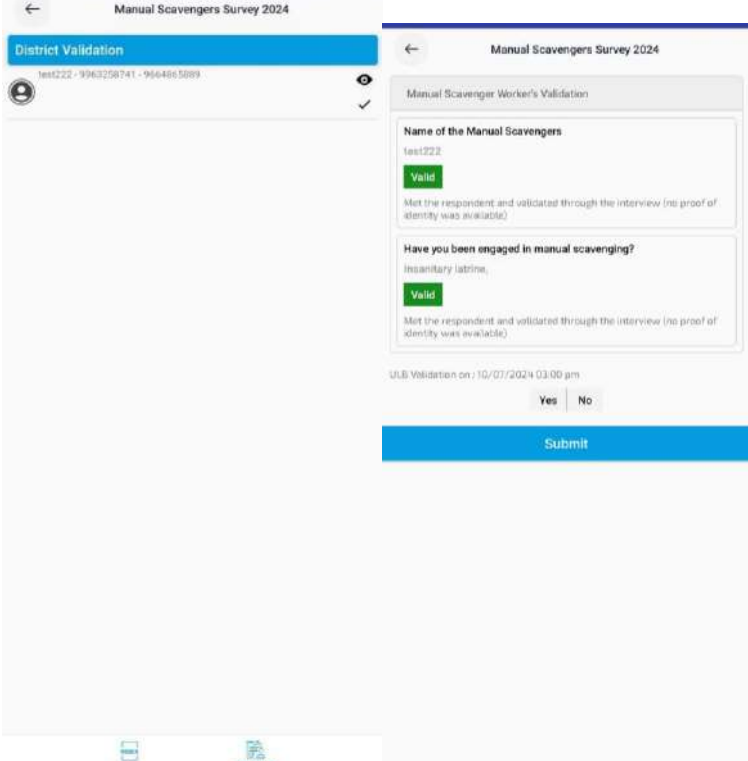
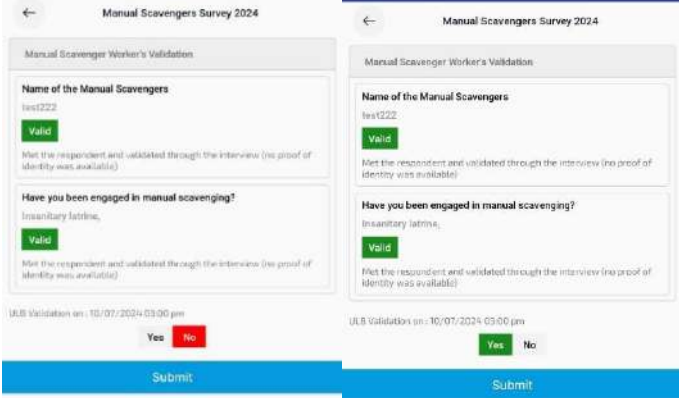
S. No.	Validation steps	Image
7	Once validated or invalidated, click on the submit button.	
8	When back on validate workers page, click on the sync button.	



### 7.5.2. Validation mobile application by District Validator


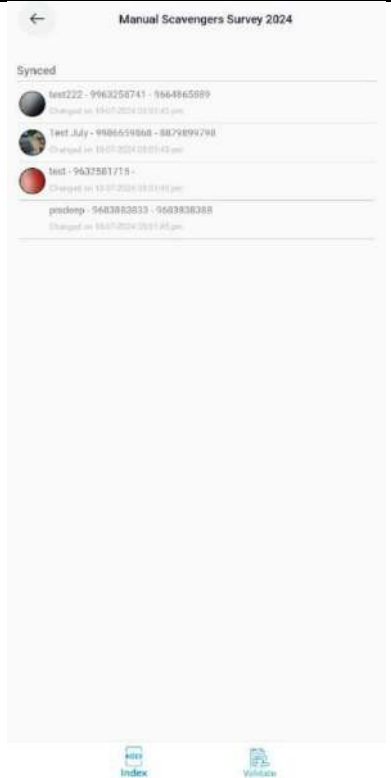
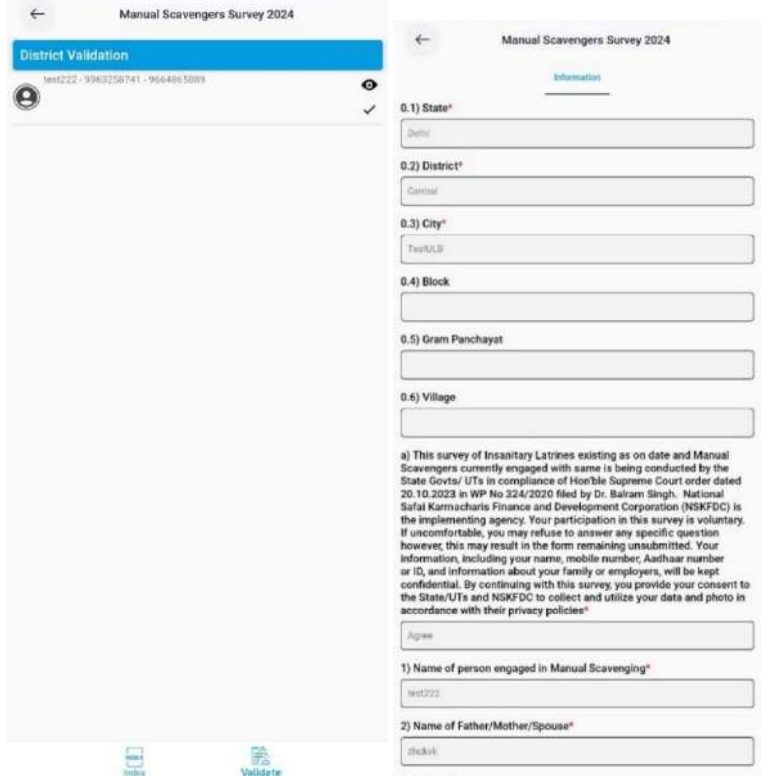
Follow the below steps to validate persons engaged in manual scavenging using the mobile app:

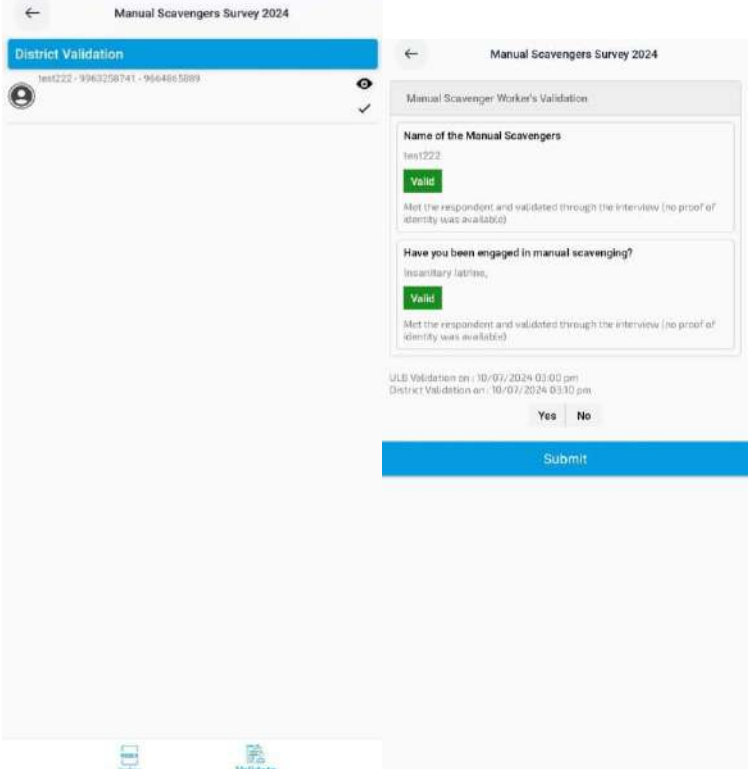
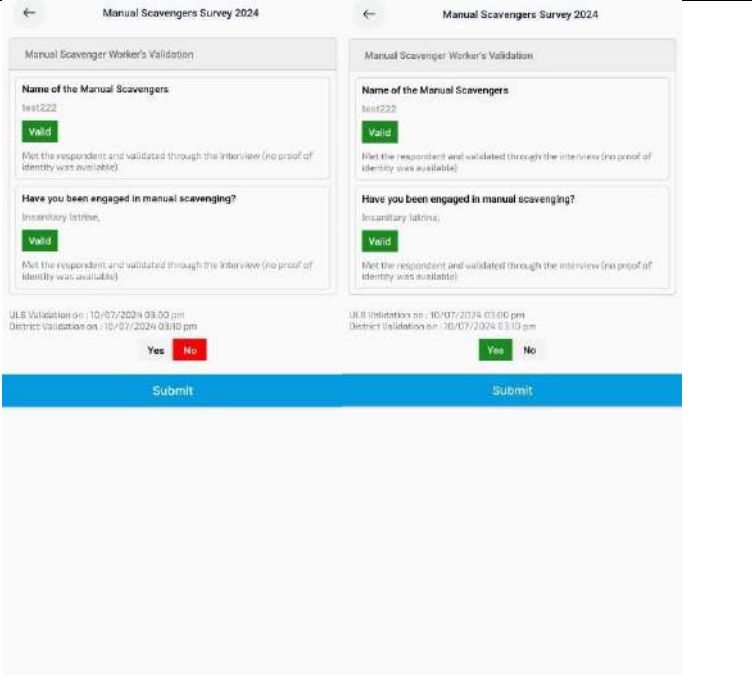
S. No	Steps	Image
1	After Login using user ID and password go to open form in the manual scavenger survey 2024	
2	Click on the validate and the validation page will display all the surveys that are for validation.	
3	To view the Survey form, click on the eye symbol.	

S. No	Steps	Image
4	<p>To mark the validation, click on the tick mark.</p> <p>The details about validation will appear like the reason for validation and the date on which the validation by the local authority has been done.</p>	
5	<p>If the validator wants to reject the survey, click on “No” and then click the submit button.</p> <p>If the validator wants to validate the surveyor, click on “Yes” and then click the submit button.</p> <p>If the worker is invalidated in the District validation it won't go ahead for state validation.</p>	

### 7.5.3. Validation mobile application by State Validator

Follow the below steps to validate persons engaged in manual scavenging using the mobile app:

S. No	Steps	Image
1	After Login using user ID and password go to open form in the manual scavenger survey 2024	
2	Click on the validate and the validation page will display all the surveys that are for validation.	
3	To view the Survey form, click on the eye symbol.	

S. No	Steps	Image
4	<p>To mark the validation, click on the tick mark.</p> <p>The details about validation will appear like the reason for validation and the date on which the validation by the local authority and District validator has been done.</p>	
5	<p>If the validator wants to reject the survey, click on “No” and then click the submit button.</p> <p>If the validator wants to validate the surveyor, click on “Yes” and then click the submit button.</p>	

This is the end of the survey for manual scavenger’s survey.

## 7.6. Orientation on usage of mobile applications for enumerators on Insanitary Latrine, open drain and railway track survey.

The profiling can be done through the mobile application. Enumerators should use a smartphone with the latest version of the survey application available on the Google Play store. If they have already installed the app, update through notification/ pop-up for updates. Enumerators will be given a User ID and password to use the application. Press the app icon on your smartphone and log in. All devices should be fully charged before starting the surveys. The steps must be taken to improve the performance of the device on the field as mentioned in the section 7.3.1.

### 7.6.1. How to login and start survey through mobile application for Insanitary Latrine, open drain and railway track survey.

S. No	Steps	Image
<b>Login</b>		
1	<p><b>Login using user ID and password</b></p> <p>User Id and password as provided by the Local authority and tap 'Submit' to log in.</p>	
<b>Start a Survey</b>		
2	<p>Click the open form option under Insanitary latrines</p>	

S. No	Steps	Image
3	Select the New Form option to start a new survey.	

#### 7.6.1.1. Understanding the survey questionnaire on Insanitary Latrine, open drain and railway track survey.

The survey should be conducted at the locations of the insanitary latrines, open drains, and railway tracks, as it requires capturing images of these areas along with their geo-locations.

S. No.	Question	Explanation
1	Type of location* (single select) a. Insanitary Latrine b. Open Drain c. Railway Track	Select the type of location the surveyor has visited.
2	What is the type of Insanitary latrine? * (single select) a. Individual b. Community	If the option insanitary latrine is selected, then ask this question. <ul style="list-style-type: none"> <li>• If the insanitary latrine is used by an individual household or person then select, the individual option.</li> <li>• If the insanitary latrine is used by a community, then select the community option.</li> </ul>
3	Name of the Owner/ Organisation/ Agency* (Text Entry)	<ul style="list-style-type: none"> <li>• If the survey location is an insanitary latrine at someone's house, please write the name of the owner.</li> </ul>


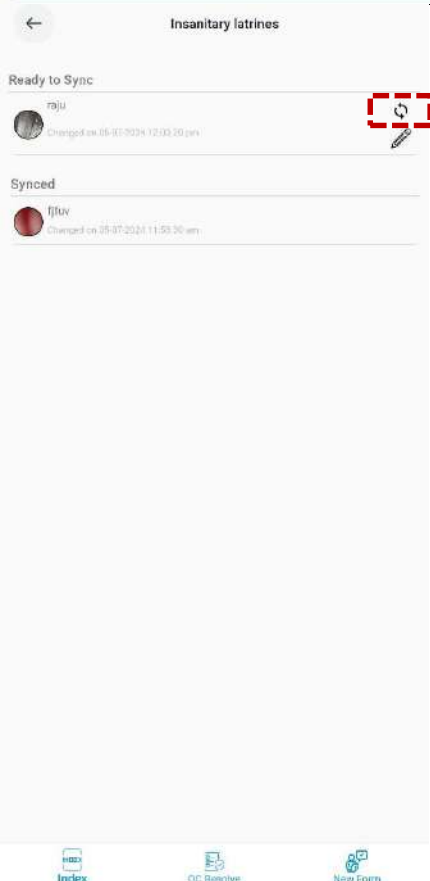
S. No.	Question	Explanation
		<ul style="list-style-type: none"> <li>If the survey location is open drain, please write the name of the organization or agency responsible.</li> <li>If the survey location is a railway track, please write the name of the organization or agency responsible for it.</li> </ul>
4	State* (single select)	Select the state of the location of the survey.
5	District* (single select)	Select the district of the location of the survey.
6	City* (single select)	Select the city of the location of the survey.
7	Block* (single select)	If the location of the survey is outside the city limits in a Peri-urban area fill in the block name.
8	Gram Panchayat * (single select)	Select the Gram Panchayat of the location of the survey.
9	Village (single select)	Select the village of the location of the survey.
10	Geolocation * (geo Location)	<ul style="list-style-type: none"> <li>Ensure that location is turned on in the smartphone being used for the survey.</li> <li>Click 'get location.'</li> <li>The survey location will be captured.</li> </ul>
11	Address *(Text Entry) Please enter Ward number, street name, Basti name	<p>Mention the</p> <p><b>Landmark, Street Name</b></p> <ul style="list-style-type: none"> <li>Enter the landmark, and street name.</li> </ul> <p><b>Settlement/ Basti Name –</b></p> <ul style="list-style-type: none"> <li>Check the name of the settlement on the board outside the settlement.</li> <li>If there is no board, ask 2- 3 people to confirm the name of the settlement.</li> </ul> <p><b>Ward Number –</b></p> <ul style="list-style-type: none"> <li>Identify the ward number of the settlement where the manual scavenger lives and enter the ward number.</li> </ul>
12	Nearby Landmark* (Text Entry)	Mention any landmark nearby for example temples, bazaar, electric poles, etc.
13	Upload an image of the location* (image upload)	Click a clear image of the location.
14	Does the insanitary latrine discharge excreta in open drains? * (Single Select) a. Yes b. No	If the survey location is an insanitary latrine, ask the people there or check if the latrine discharges excreta into an open drain.
15	Image of the Open Drain* (image upload)	Click a clear image of the location.
16	Total number of people engaged in cleaning? * (dropdown 0-10)	Ask 3 -4 people over there who come to clean the Insanitary Latrine/ Open Drain/ Railway Track

S. No.	Question	Explanation
16.1.1	Name of the manual scavenger*	Ask the name of the manual scavenger doing the cleaning work.
16.1.2	Name of the Basti/settlement where the manual scavenger resides (optional)	Ask the name of Basti/settlement where the manual scavenger resides.
16.1.3	Mobile number of the manual scavenger (optional)	Ask the mobile of the manual scavenger doing the cleaning work. <ul style="list-style-type: none"> <li>• Enter the 10-digit mobile number of the manual scavenger preferably Aadhaar Card linked Mobile Number (don't start with zero or +91)</li> <li>• If the manual scavenger doesn't have their personal mobile number, ask for a family member's mobile number</li> </ul>
17	How are the workers paid for cleaning? * (Multi-Select) <ol style="list-style-type: none"> <li>In cash</li> <li>Bank transfer</li> <li>In-Kind (for e.g. Food grains)</li> </ol>	<ul style="list-style-type: none"> <li>• If the money is credited to the manual scavenger account directly through UPI, IMPS, NEFT then select "bank transfer"</li> <li>• If the money is given in cash after the work completed, then select "in cash"</li> <li>• For doing work the worker is paid by food grains, clothes or any other things, then select "In-Kind"</li> </ul>
18	What is the total amount you pay to the workers per month for cleaning? * (Numeric entry)	<ul style="list-style-type: none"> <li>• If the worker is paid in cash or by bank transfer, then ask him how much he is paid.</li> </ul>

#### 7.6.2. Submission of the survey through mobile application for Insanitary Latrines Survey

S. No	Steps	Image
Submission of the Survey		




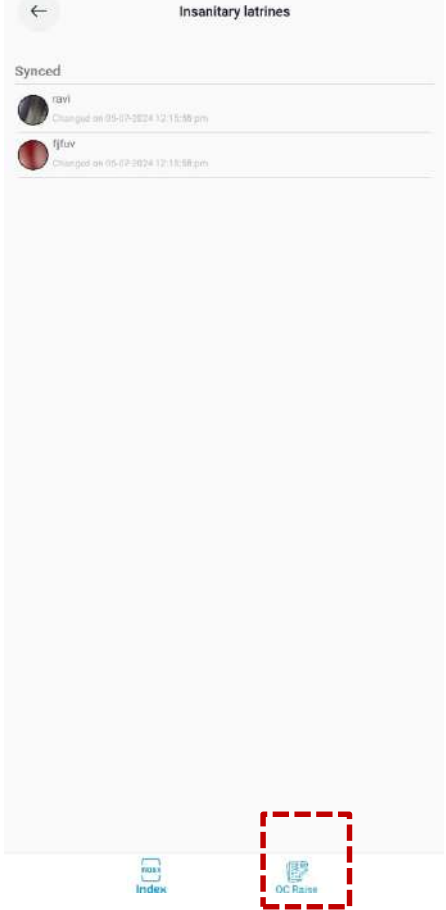
S. No	Steps	Image
1	Fill out the survey form and submit it.	
2	When back on the list of the surveyed locations, click on the sync button.	

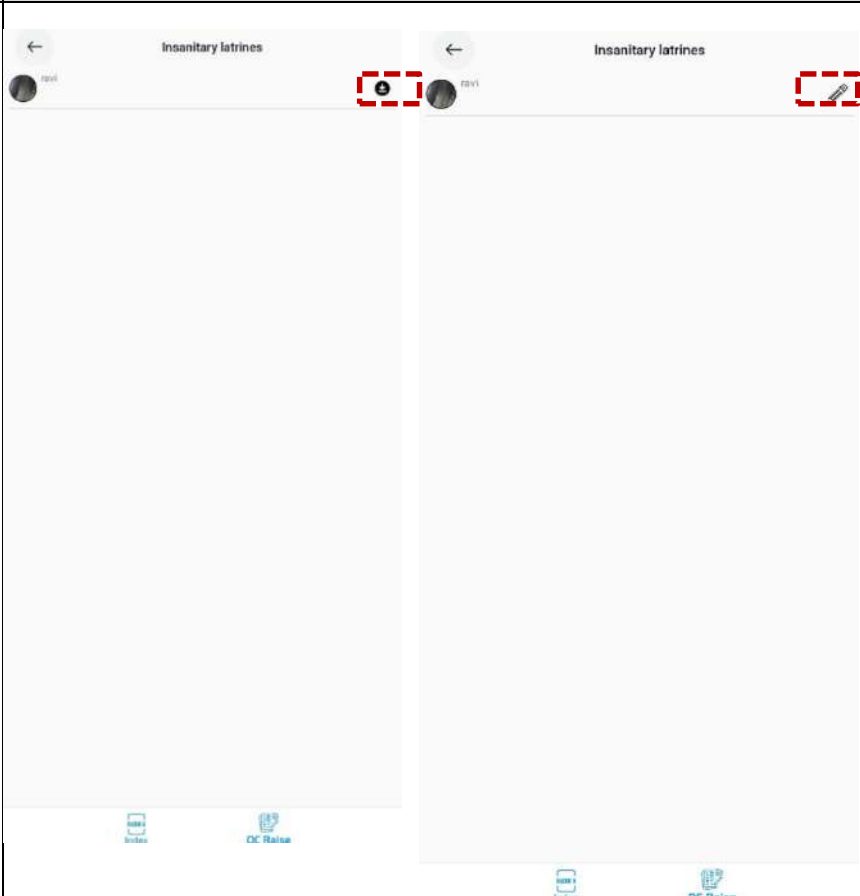
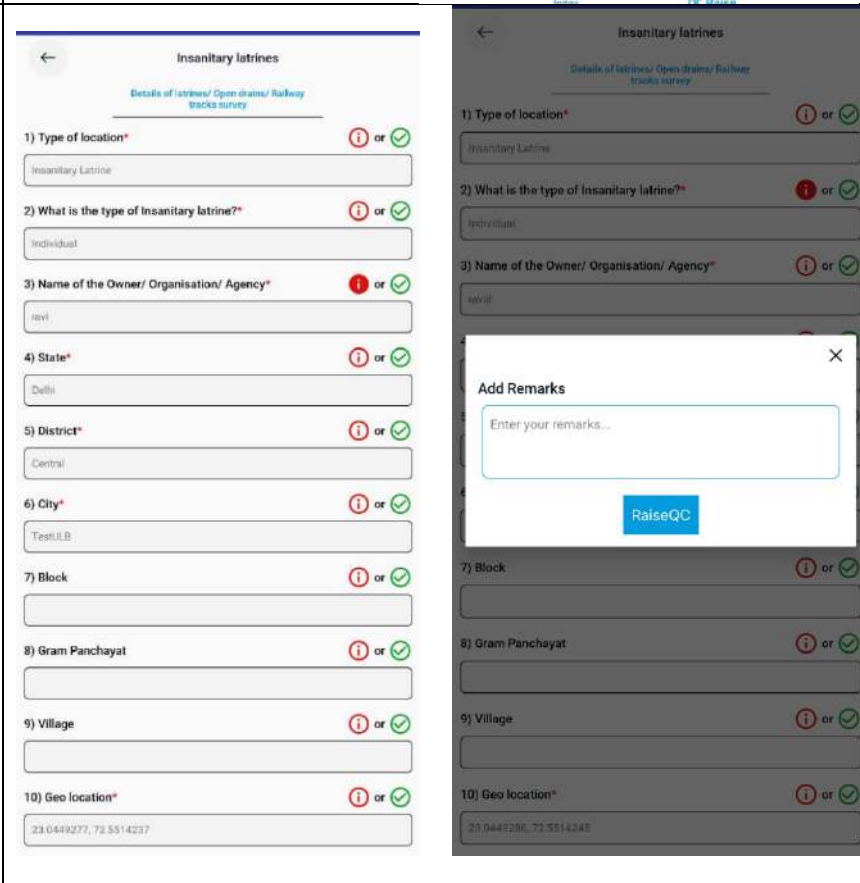
## 7.7. Error flagging and error resolving

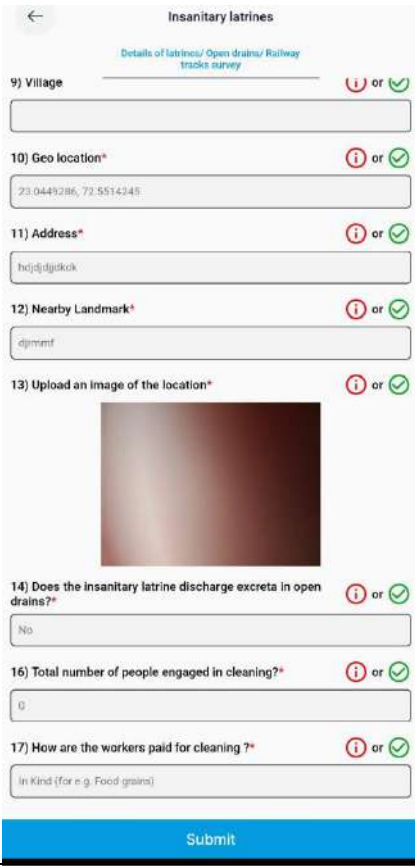
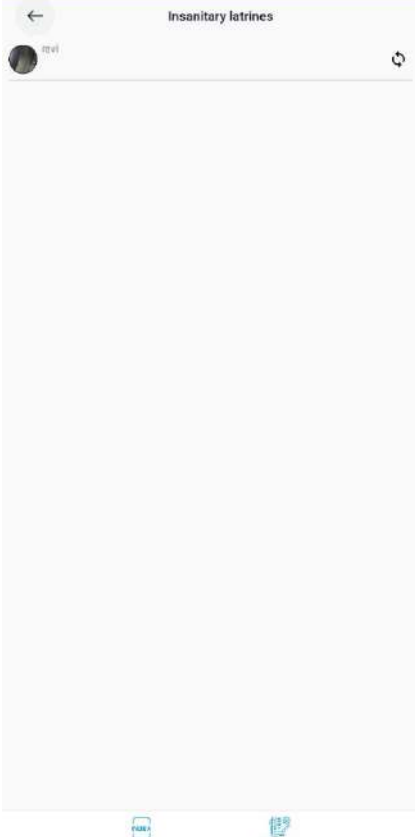
### 7.7.1. Error flagging through mobile application

Error Flagging as per Section 11(8) of the MS Act, is the process of checking the data collected during the survey and identifying critical errors. It will be the responsibility of the overseer to flag the errors and the enumerators will resolve the errors.

Follow the below steps mentioned to do error flagging:

S. No.	Steps	Image
1	Click the open form option under Insanitary latrines.	 A screenshot of the mobile application's home screen. At the top, it says 'Home' and 'Ministry of Social Justice and Empowerment'. Below that, there are two survey options: 'Manual Scavengers Survey 2024' (MSS) and 'Insanitary latrines' (ILT). The 'Insanitary latrines' option is highlighted with a red dashed box. Each option has an 'Open Form' button.
2	Click on the QC Raise option.	 A screenshot of the 'Insanitary latrines' survey screen. At the top, it says 'Insanitary latrines'. Below that, there is a 'Synced' section with two entries: 'ravi' and 'tjfv'. At the bottom of the screen, there are two icons: 'Index' and 'QC Raise'. The 'QC Raise' icon is highlighted with a red dashed box.


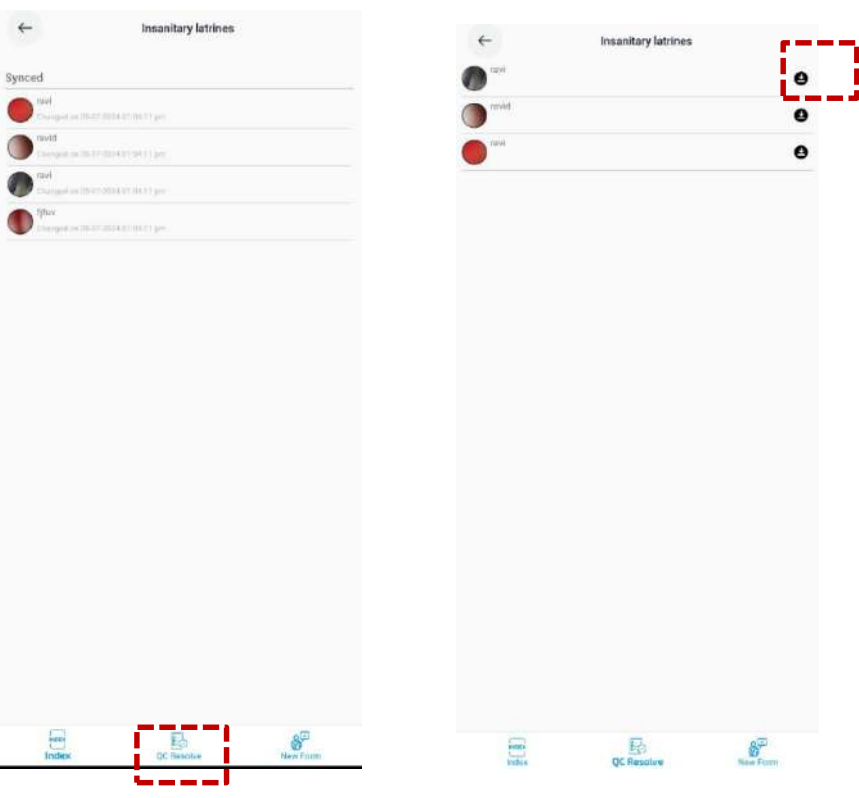
S. No.	Steps	Image
3	<p>Step 1 - Click to download the form to do the QC</p> <p>Step2 - Click the edit sign to do the QC</p>	
4	<p>If there is no error in the form of the enumerator, then click on “tick mark”</p> <p>If there are any errors in the survey, then click on “I” and this will open up a pop up box to type in remarks.</p> <p>After entering the remarks, click on “Raise QC” button and move to next question to mark QC.</p>	

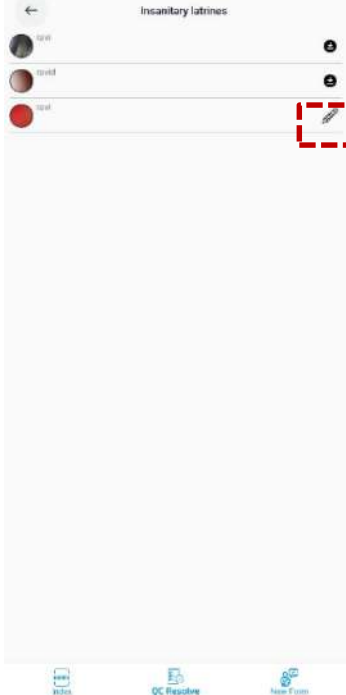
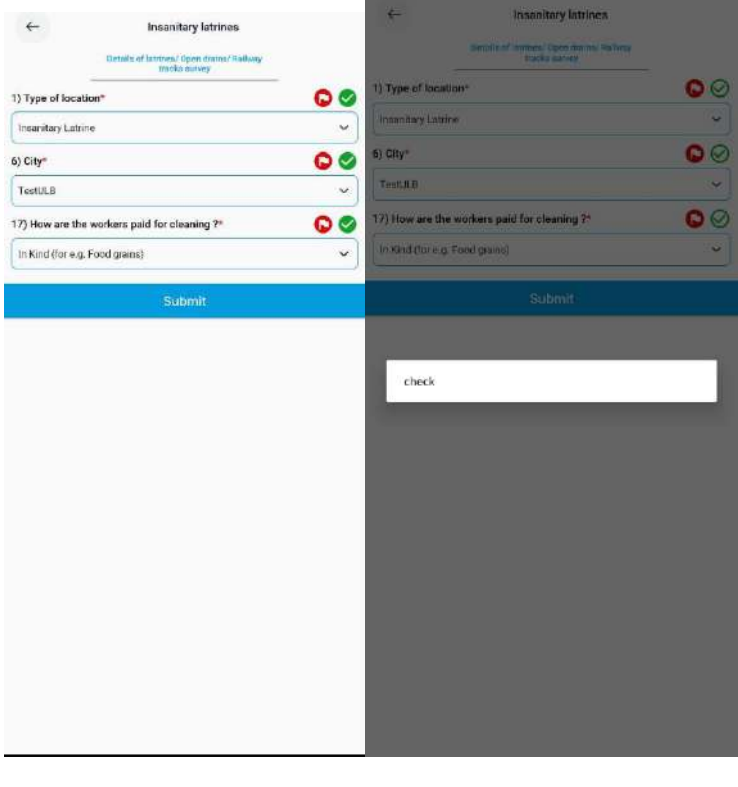
S. No.	Steps	Image
5	<p>After entering the remarks, click on the "Submit" button, by scrolling down on the pop-up page.</p>	 <p>The screenshot shows a mobile application interface for 'Insanitary latrines'. At the top, there is a back arrow and the title 'Insanitary latrines'. Below the title, there is a link: 'Details of latrines/ Open drains/ Railway tracks survey'. The form contains several fields, each with an information icon (i) and a checkmark icon (✓) to its right:</p> <ul style="list-style-type: none"> <li>9) Village: A text input field.</li> <li>10) Geo location*: A text input field containing the coordinates '23.0449286, 77.5514245'.</li> <li>11) Address*: A text input field containing 'hcjdjgdkok'.</li> <li>12) Nearby Landmark*: A text input field containing 'djmmtf'.</li> <li>13) Upload an Image of the location*: A square image placeholder.</li> <li>14) Does the insanitary latrine discharge excreta in open drains?*: A text input field containing 'No'.</li> <li>16) Total number of people engaged in cleaning?*: A text input field containing '0'.</li> <li>17) How are the workers paid for cleaning?*: A text input field containing 'In Kind (for e.g. Food grains)'.</li> </ul> <p>At the bottom of the form, there is a prominent blue button labeled 'Submit'.</p>
6	<p>After the error flagging, sync the form by clicking on the refresh symbol.</p>	 <p>The screenshot shows the same 'Insanitary latrines' form as in step 5. At the top, there is a back arrow, the title 'Insanitary latrines', a user profile icon, and a refresh symbol (a circular arrow) in the top right corner. The form fields are empty, indicating that the data has been cleared or is ready to be re-synced.</p>

### 7.7.2. Error resolving through mobile application

It is the responsibility of the enumerator to resolve all the errors flagged by the overseer by going on location as this will be the final. This process is called error resolving.

Follow the below steps for error resolving:

S. No.	Steps	Image
1	Click the open form option under Insanitary latrines.	
2	<p>All errors flagged in the survey need to be corrected or resolved</p> <p>Step 1: Click on the QC resolve and the QC page will display all the surveys that are error flagged.</p> <p>Step 2: Click on the download button to enable the survey to resolve the errors.</p> <p>Step 3: When the editing sign comes you will be able to edit the form.</p>	

S. No.	Steps	Image
		
3	<p>Step 1: Click on the red flag to get a prompt to read the comment or the reason for flagging the error.</p> <p>Step 2: After reading the comment, click on “OK” to proceed to edit.</p> <p>Step 3: Click on the flagged questions to open the window to edit/rectify the answers.</p> <p>Step 4: Edit the answers as per the comments and click on the tick mark to turn them green.</p>	

S. No.	Steps	Image
4	<p>Step 1: Once all the errors are resolved, click on the “SUBMIT” button.</p> <p>Step 2: When back on the QC page, click on the sync button.</p> <p>This will result in the survey being removed from the QC section</p>	

This is the end of the survey for Insanitary Latrine, open drain and railway track survey.

-----End of document-----

