

CSP Baseline Assessment

The CSP should include baseline information related to sanitation and sanitation related services in the city. It is required that all information cited will refer to the source of information in order to assure their quality and authenticity (Source reliability). The quality of the baseline information should be preferably from (a) Official documents, (b) Reports published by research Institutions/Universities/Colleges, (c) Primary surveys (d) Individual Research (publications, etc.) and NGO reports.

The baseline information shall comprise of:

S. No	Description	Details	Data ¹	Remarks
A	GENERAL INFORMATION: Information regarding the location, physical, demographical and land use aspects of the city			
1	Location and Physical aspects			
1.a	Location	Name of the City, District, State		
		Nature and Importance of city		
1.b	Physical Aspects	Municipal Area in sq. km and Class of Town		
		Number and Name of Wards		
		Geographical description - Hilly area, river, Environmental sensitive area		
1.c	Maps	Map depicting administrative boundaries, roads and railways, water bodies, Important landmarks etc. (available / not available)		
		Topo-Sheet (ref: Survey of India, Scale - 1:50000) (available / not available)		
2	Demography and Growth pattern			
2.a	Population	Census data - 2001 and 2011 (present, projected)		
		Slum population (ward-wise) <ul style="list-style-type: none"> • Numbers • Households • Density Provide ward-wise population		
		Non slum population (ward-wise) <ul style="list-style-type: none"> • Numbers • Households • Density Provide ward-wise population		
		Floating population <ul style="list-style-type: none"> • Numbers per day 		
		Decadal Population growth rate (in %age)		
		Composition – Male, Female		
2.b	Maps	Map depicting the population density (available / not available)		

¹ Data to be provided wherever possible, if not provide the availability status (available / not available)

3 Land Use information and Development ²			
3.a	Land Use pattern	Land use classification in the city – Area under residential, commercial, Institutional, open areas, slums (available / not available)	
		Institution Information – Numbers and user information <ul style="list-style-type: none"> • Schools • Hostels • Colleges • Hospitals • Govt Institutions 	
		Commercial establishment – Numbers and user information <ul style="list-style-type: none"> • Markets • Shopping complexes, • Offices 	
		Slum information <ul style="list-style-type: none"> • Location and Name of slums • Number of Notified slums • Number of non notified slums 	
		Growth direction of the city (North/South/East/West)	
3.b	Maps	Map depicting the existing land use - residential, commercial, Institutional, slums, green cover, open land etc.(available / not available)	
4 Climate and Soil Characteristics			
4.a	Climate (ref: Guidelines by IMD)	Annual Rainfall (mm) Temperature, (min/max)	
4.b	Soil Characteristics (ref: Geological Survey of India)	Type of Soil	
4.c	Ground water	Groundwater levels (metres) <ul style="list-style-type: none"> • Pre monsoon • Post monsoon 	

² This information will be used for assessment of growth pattern / potential and related infrastructure demand

B	TECHNICAL INFORMATION: Information regarding Water and Sanitation infrastructure facilities and their current performance³			
5	Water Supply (<i>Ward-wise information to be made available</i>)			
5.a	Access to Water	Source of City water supply <ul style="list-style-type: none"> • Ground water • Surface water • Tankers 		
		Source of household water supply <ul style="list-style-type: none"> • Piped Supply • Bore wells • Stand posts • Tankers • Water Bodies 		
		Access to piped water supply connections (Numbers) <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments 		
		Coverage of piped water supply (%age) <ul style="list-style-type: none"> • Population • Area of the city 		
		Quantity of water Supply (MLD) for <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments 		
		Per capita water supply - Min, Avg, Max (lit/day) <ul style="list-style-type: none"> • Slum households • Non slum households 		
		Duration of water supply (hrs/day) <ul style="list-style-type: none"> • Slum households • Non slum households 		
5.b	Operation and maintenance	Water connection charges (Rs) – One time <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments 		
		Water user charges (Rs) – Monthly <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments 		
		Collection efficiency %age (billed and collected)		
		Complaint redressal system available If 'yes'		

³ This information will be used for assessment of demand and supply gaps in provision of sanitation related infrastructure and services

		<ul style="list-style-type: none"> • Time taken to address the complaint • %age redressal 		
5.c	Projects contemplated within the next 3 years to improve water supply	Proposed per capita water supply and coverage after Implementation of scheme (%age)		
5.d	Service Level Benchmark - Present	Percentage coverage and per capita water supply (lpcd)		
5.e	Maps	Map depicting the existing water source and distribution network (available / not available)		
6	Access to Toilet (<i>Ward-wise information to be made available</i>)			
6.a	Individual Toilet	<ul style="list-style-type: none"> • Number of Individual toilets • Type of toilets (single pit, twin pit, dry, pour flush) • Functional status⁴ • Disposal arrangements (bahao, sewer, septic tank with soak away) 		
	Shared toilet	<ul style="list-style-type: none"> • Number of households dependent • Number of shared toilet • Number of seats • Type of toilets (single pit, twin pit, dry, pour flush) • Functional status • Disposal arrangements (bahao, sewer, septic tank with soak away) 		
	Community toilet	<ul style="list-style-type: none"> • Number of households dependent • Number of toilet blocks • Number of seats per block • Type of toilets (dry, pour flush) • Location of toilet blocks • Number of seats for men and women • Design consideration for men and women (privacy) – (yes / no) • Functional status • Disposal arrangements (bahao, sewer, septic tank with soak away) 		
	Public toilet	<ul style="list-style-type: none"> • Number of floating population dependent • Number of toilet blocks • Number of toilet seats per block • Type of toilets (dry, pour flush) • Number of urinals • Location of toilet blocks • Number of seats for men and women • Design consideration for men and 		

⁴ Functional status refers to working condition - physical condition, availability of water and electricity supply, O&M etc

		<p>women (privacy) – (yes / no)</p> <ul style="list-style-type: none"> • Functional status • Disposal arrangements (bahao, sewer, septic tank with soak away) 		
	School Sanitation	<ul style="list-style-type: none"> • Number of students attending schools/ colleges (boys, girls) • Number of toilet blocks • Type of toilets (dry, pour flush) • Number of seats – (boys, girls) • Design consideration for boys and girls (privacy) – (yes / no) • Number of urinals • Functional status • Disposal mechanism (bahao, sewer, septic tank with soak away) 		
	Open defecation	<ul style="list-style-type: none"> • Location • Number of households • Reasons 		
6.b	Operation and maintenance	<p>User charges (Rs)</p> <ul style="list-style-type: none"> • For community toilets • For public toilets • Willingness to pay <p>If 'yes'</p> <ul style="list-style-type: none"> • how much are they willing to pay (Rs) 		
		<p>Responsible agency for O&M</p> <ul style="list-style-type: none"> • Community managed (NGO, CBO, SHG, etc) • Private operator managed • Municipality managed 		
		<p>Present conditions (Good, Average, Poor)</p> <ul style="list-style-type: none"> • Shared toilets • Community toilets • Public toilets <p>If not managed well reasons for the same</p>		
		<p>Facility provided by the Municipality for community/ public toilets (yes / no)</p> <ul style="list-style-type: none"> • Water • Electricity • Desludging of septic tank • Major repairs • Consumable • Manpower <p>If 'no' please provide reasons and cost</p>		
		<p>Complaint redressal system available</p> <p>If 'yes'</p> <ul style="list-style-type: none"> • Time taken to address the complaint • %age redressal 		
6.c	Projects contemplated to improve Toilet access	Proposed number of seats and coverage after Implementation of scheme (%age)		

6.d	Service Level Benchmark – Present	Access to toilet (%age coverage)		
6.e	Maps	Map depicting the Location of shared, public and community toilets (available / not available)		
		Map depicting the location of open defecation and urination (available / not available)		
7	Wastewater Treatment (<i>Ward-wise information to be made available</i>) ⁵			
7.a	Sewage Generation	Wastewater generation (MLD) <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments 		
7.b	Collection and Conveyance	Wastewater discharged into open drains (Numbers) <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments • Shared toilets • Community toilet blocks • Public toilet blocks – Reasons for discharging into open drain		
		Wastewater conveyed into the septic tanks and discharging into open drains (Numbers) <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments • Shared toilets • Community toilet blocks • Public toilet blocks – Reasons for discharging into open drain – Physical condition and functional status – Desludging frequency (Number of septic tank cleaned per year) – Design capacity and conformance		
		Wastewater conveyed into the septic tanks and soak pits (Numbers) <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments • Shared toilets • Community toilet blocks • Public toilet blocks – Physical condition and functional status		

⁵ This information and water supply data will be used for calculation of total wastewater and septage generated

		<ul style="list-style-type: none"> - Desludging frequency (Number of septic tank cleaned per year) - Design capacity and conformance 		
		<p>Wastewater conveyed into the decentralised wastewater treatment system (Numbers)</p> <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments • Shared toilets • Community toilet blocks • Public toilet blocks <ul style="list-style-type: none"> - Type of conveyance (gravity, pumping), If Pumping <ul style="list-style-type: none"> • Number of pump sumps • Capacity of pump sumps • Functional status • Electricity consumption - Physical condition and functional status - Design capacity and present utilisation (under / over) 		
		<p>Wastewater conveyed into the sewerage system (Numbers)</p> <ul style="list-style-type: none"> • Slum households • Non slum households • Institutions • Commercial establishments • Shared toilets • Community toilet blocks • Public toilet blocks <ul style="list-style-type: none"> - Type of conveyance (gravity, pumping), If Pumping <ul style="list-style-type: none"> • Number of pump sumps • Capacity of pump sumps (MLD) • Functional status • Electricity consumption - Physical condition and functional status - Design capacity and present utilisation (under / over) 		
7.c	Treatment (Septage, Wastewater)	<p>Septage treatment</p> <p>Are the septage treatment facility available – If 'yes'</p> <ul style="list-style-type: none"> • Treatment technology and Capacity (MLD) • Quantity of septage to be treated(MLD) • Current utilisation - under/over (MLD) • Functional status • Treatment level (secondary, tertiary) and conformance as per MoUD advisory on septage management (yes / no) 		

		<p>If 'no'</p> <ul style="list-style-type: none"> • Reasons • Disposal method and Quantity disposed per day (MLD) • Location of disposal 		
		<p>Wastewater treatment – Centralised Are the Centralised wastewater treatment facility available If 'yes'</p> <ul style="list-style-type: none"> • Treatment technology and Capacity (MLD) • Current utilisation – under / over (MLD) • Quantity of wastewater treated (MLD) • Functional status • Treatment level (secondary, tertiary) and conformance to the statutory standards (yes / no) • Reuse (treated wastewater, sludge, biogas) Information <p>If 'no'</p> <ul style="list-style-type: none"> • Reasons • Disposal method and Quantity disposed per day (MLD) • Location of disposal 		
		<p>Wastewater Treatment – Decentralised Are the Decentralised Wastewater Treatment Facility available If 'yes'</p> <ul style="list-style-type: none"> • Treatment technology and Capacity (MLD) • Current utilisation – under / over (MLD) • Quantity of wastewater treated (MLD) • Functional status • Treatment level (secondary, tertiary) and Conformance to the statutory standards (yes / no) • Reuse (treated wastewater, sludge, biogas) Information 		
7.d	Operation and Maintenance	<p>For existing septage collection, conveyance and treatment facility</p> <ul style="list-style-type: none"> • Responsible agency • Method of desludging and Conveyance (Manual collection, Suction wagons) • User charges for desludging, conveyance and disposal per household (Rs) • O&M cost for the treatment facility (Rs) • Safety for sanitary staff (yes / no) 		
		<p>For existing wastewater collection, conveyance and treatment facility (centralised and decentralised systems)</p>		

		<ul style="list-style-type: none"> Household sewer connection charges - One time (Rs.) Household sanitation cess – Monthly (Rs) Willingness to pay (yes / no) Responsible agency O&M cost for the conveyance and treatment facility (Rs) Cost recovery (%age) 		
		Complaint redressal system available If 'yes' <ul style="list-style-type: none"> Time taken to address the complaint %age redressal 		
7.e	Projects contemplated to improve the Sewerage System	Proposed coverage with UGD, with on site and decentralised facility		
7.f	Service Level Benchmark - Present	Collection and treatment efficiency (wastewater and septage) (%age)		
7.g	Maps	Map depicting the coverage of existing sewer network coverage, onsite system and area do not have any system (available / not available)		
8	Solid Waste Management (<i>Ward-wise information to be made available</i>)			
8.a	Solid waste Generation	Total waste generated (MT/day) <ul style="list-style-type: none"> Slum households Non slum households Institutions Commercial establishments Physical Analysis report (yes / no) (Physical characteristics of waste) 		
8.b	Primary Collection	Are there household (including urban poor settlements) Door to Door collection system available If 'yes' <ul style="list-style-type: none"> Number of households covered Quantity of waste collected (MT/day) Segregation at source (yes / no) Existing manpower (numbers) Equipment used and numbers Waste collection frequency Waste collection charges and willingness to pay (Rs) 		
		If 'no' <ul style="list-style-type: none"> Method of disposal Quantity of waste disposed (MT/day) Location of disposal 		
		Are there Door to Door collection system available at different Institutions If 'yes'		

		<ul style="list-style-type: none"> • Number of Institutions • Quantity of waste collected (MT/day) • Segregation at source (yes / no) • Existing manpower (numbers) • Equipment used and numbers • Waste collection frequency • Waste collection charges and willingness to pay (Rs) <p>If 'no'</p> <ul style="list-style-type: none"> • Method of disposal • Quantity of waste disposed (MT/day) • Location of disposal 		
		<p>Are there Door to Door collection system available for Commercial establishments</p> <p>If 'yes'</p> <ul style="list-style-type: none"> • Number of commercial establishment • Quantity of waste collected (MT/day) • Segregation at source (yes / no) • Existing manpower (numbers) • Equipment used and numbers • Waste collection frequency • Waste collection charges and willingness to pay (Rs) <p>If 'no'</p> <ul style="list-style-type: none"> • Method of disposal • Quantity of waste disposed (MT/day) • Location of disposal 		
		<p>Unserved areas</p> <ul style="list-style-type: none"> • Reasons • Number of households not covered • Percentage area not covered 		
		<p>Street sweeping</p> <ul style="list-style-type: none"> • Total road length (kms) • Length of road swept per day (kms) • Frequency • Method and Location of disposal 		
8.c	Secondary Collection	<p>Are there community bins available for secondary collection</p> <p>If 'yes'</p> <ul style="list-style-type: none"> • Number of bins • Locations of bins • Capacity of bins (MT) • Collection frequency • System of collection (type and number of vehicle used) • Number of Transfer stations, its locations and capacity to handle <p>If 'no'</p> <ul style="list-style-type: none"> • Reasons • Disposal arrangements • Location of disposal 		

		<ul style="list-style-type: none"> • Location of burning 		
8.d	Conveyance to Treatment facility(Transportation)	Transport facility <ul style="list-style-type: none"> • Number and Type of vehicles deployed • Capacity of vehicles (MT) • Travel distance (kms) 		
8.e	Treatment	Are the solid waste treatment facility available If 'yes' <ul style="list-style-type: none"> • Treatment technology and Capacity (MT) • Current utilisation (MT) • Quantity of waste treated (MT) • Functional status If 'no' <ul style="list-style-type: none"> • Quantity disposed (MT/day) • Disposal method • Location of disposal 		
8.f	Disposal	Are there scientific landfill facility available If 'yes' <ul style="list-style-type: none"> • Location • Land area allocated (Hectares) • Quantity of Waste disposed at the facility (MT/day) • Distance from the city (kms) • Operator of facility If 'no' <ul style="list-style-type: none"> • Location of disposal or open dump • Land area available (Hectares) • Quantity disposed (MT/day) • Distance from the city (kms) • Operator of facility 		
8.g	Operation and Maintenance	For existing facility of collection and conveyance <ul style="list-style-type: none"> • Responsible agency • User charges for household collection (Rs) and willingness to pay (yes / no) • O&M cost transportation (Rs) • Safety for operating staff (yes / no) 		
		For existing treatment and disposal facility <ul style="list-style-type: none"> • Responsible agency • O&M cost (Rs) • Safety for operating staff (yes/no) • Cost recovery (%age) 		
		Complaint redressal system available If 'yes' <ul style="list-style-type: none"> • Time taken to address the complaint • %age redressal 		
8.h	Projects contemplated to improve the Solid waste management	Proposed collection quantity/day, treatment capacity/day and disposal quantity/day		

	system			
8.i	Service Level Benchmark - Present	Collection, treatment and safe disposal efficiency as per SLB		
8.j	Maps	Map with wards depicting the door to door collection, unserved areas, community bins and transfer station and also indicate areas of open dumping, burning of solids (available / not available)		
9	Storm Water Management			
9.a	Collection and Conveyance	Constructed Drain <ul style="list-style-type: none"> • Length of road (kms) • Length of drain (kms) • Percentage coverage • Functional status 		
		Natural Drain <ul style="list-style-type: none"> • Length of the road (kms) • Length of drain (kms) • Percentage coverage • Functional status 		
		Are there Storm water pumping station available If 'yes' <ul style="list-style-type: none"> • Numbers • Capacity • Electricity consumption • Electricity cost (Rs) 		
		Water logging or Flooding <ul style="list-style-type: none"> • Reasons • Locations • Frequency 		
9.b	Disposal	Disposal arrangements <ul style="list-style-type: none"> • Connected to retention zone (yes / no) • Discharged into the river / water bodies (yes / no) 		
9.c	Operation and Maintenance	For existing facility of Collection, conveyance and disposal of storm water <ul style="list-style-type: none"> • Responsible agency • O&M cost (Rs) 		
		Complaint redressal system available If 'yes' <ul style="list-style-type: none"> • Time taken to address the complaint • %age redressal 		
9.d	Projects contemplated to improve the Storm water management system	Proposed coverage of storm water drainage		
9.e	Service Level Benchmark -	Percentage of coverage		

	Present			
9.f	Maps	Maps depicting the constructed and natural drain network (available / not available)		
		Map depicting the location of flooding and water logging areas (available / not available)		
10	Receiving Water Bodies Management			
10.a	Water bodies	Number of water bodies		
		Catchment area		
		Quality status (according to CPCB standards) for various uses		
		Discharge of untreated wastewater into Lakes, River, Ponds <ul style="list-style-type: none"> • Locations • Approximate quantity (MLD) 		
10.b	Projects contemplated to improve the Quality of water bodies	Improving (rehabilitation or augmentation) the existing water bodies		
10.c	Maps	Map depicting the water bodies in the city and location of wastewater and solid waste disposed (available / not available)		

C		INSTITUTIONAL AND GOVERNANCE: Information regarding the existing legislative framework, roles and responsibilities for urban infrastructure services ⁶		
11		Institutional framework		
11.a	Legislative Framework	Legislative framework for municipal functions - Municipal act, Service rules, Building bye laws, Municipal Bye Laws (available / not available)		
		Degree of implementation of 74 th Amendment; Timelines for transfer of sanitation functions to the ULB (available / not available)		
		Delegation of funds, Functions and functionaries to the zonal level (available / not available)		
		Sanitation supporting bye laws and its enforcement (available / not available)		
		State Sanitation Strategy (available / not available)		
11.b	Institutional Arrangement	Organisation structure of ULB - Department wise staff in-position and Sanctioned posts for each category (available / not available)		
		Department wise Roles and Responsibilities pertaining to sanitation (available / not available)		
		Information Parastatal agencies, Role, Institutional strength (available / not available)		
		Stakeholders for sanitation and their role – ULB, CTF, Pollution Control board, PHED, NGO (available / not available)		
		Institution responsible for planning and implementation - Water supply, SWM, WWM, Public sanitation, Storm water drainage, Water bodies, Septage management (available / not available)		
		Institution responsible for O&M - Water supply, SWM, WWM, Public sanitation, Storm water drainage, Water bodies, Septage management (available / not available)		
		Institution responsible for M&E - Water supply, SWM, WWM, Public sanitation, Storm water drainage, Water bodies, Septage management (available / not available)		
		Inter Institutional coordination mechanism, Reporting (available/not available)		
11.c	Governance and Reforms - Measures to improve transparency, Enhance efficiency and	Implementation of Community Participation Law and Public Disclosure Law (available / not available)		
		Citizen grievance redressal - Time to respond, Responsibility, Follow-up mechanism (available / not available)		
		Projects undertaken on PPP – Contractual		

⁶ This information is used for assessment of gaps in institutional and governance framework

	ensure financial sustainability	arrangement for the services, Responsibility for monitoring of the outsourced work (available / not available)		
		Implementation of e-governance in ULBs (available / not available)		

D	FINANCIAL: Information regarding the municipal finances on urban infrastructure services 7			
12	Municipal Finance			
12.a	Revenue Receipts	Municipal Budget (last 5 years) (available / not available)		
		Revenue break ups - Through water charges, Property charges, Sewerage connection charges (available / not available)		
		Existing Efficiency in collection of User Charges for Water Supply, Sewerage and Solid waste Management (available / not available)		
		Existing Cost recovery efficiency for - Water Supply, Sewerage and Solid Waste Management (available / not available)		
12.b	Grants and Loans	Details of grants or loans for sanitation services - State, Central Govt., Local (available / not available)		
		Details of externally aided projects - WB, ADB, other International Agencies, Institutions (available / not available)		
		Funds availed under 13th Finance Commission (available / not available)		
		Borrowing Capacity of ULB (available / not available)		
		Physical and Financial reports of sanitation and SWM projects (available / not available)		
		Existing Assets of Municipality (available / not available)		
12.c	Expenditure, Financial implication	Citywide access to Sanitation, SWM – Capital and O&M expenditures (available / not available)		
		Improvement of existing infrastructure water supply, Sanitation, SWM – Capital and O&M (available / not available)		
12.d	Financial sustainability measures	Existing Financial reforms, Transparency and Monitoring mechanism (available / not available)		
		Project on Public Private partnership, Participatory Budget Allocation (available / not available)		
		Existing Incentives / Punitives mechanisms		

⁷ This information is used for assessment of financial status of the ULB, its capabilities for sanitation infrastructure investments (Capital, O&M)

	(available / not available)		
--	-----------------------------	--	--

E CAPACITY ENHANCEMENT: Information regarding the current capacities of the ULB and on-going initiatives for capacity enhancement⁸			
13 Capacity Management			
13.a	Human Resource Development	Department dealing with Water supply, Sewerage, Sanitation, SWM, Storm water, Water body (available / not available)	
		Training and Capacity enhancement strategy (available / not available)	
		Staff strength, Qualification of staff (available / not available)	
		Performance Evaluation of staff (available / not available)	
13.b	Capacity Management	Outsourcing of staff and services (available / not available)	
		Synergies with other stakeholder (available / not available)	
13.c	Awareness Strategy	Strategy and its Implementation (available / not available)	
13.d	Knowledge Management	Existing Knowledge Management Platforms (available / not available)	
		Case studies and Best Practices (available / not available)	

F HEALTH AND HYGIENE RELATED: Information regarding the previous health hazards/epidemics related to sanitation and current health and hygiene practices			
14 Health and Hygiene practice			
14.a	Vulnerability to water borne diseases	Diseases prevailing- 5 years data (at-least) - Ward wise; Previous epidemic details (available / not available)	
		Health and hygiene in low income groups - Awareness level (Reports if any) (available / not available)	
14.b	Role of NGO's/CBO's	Existing SHGs , NGOs and their current role (available / not available)	
		Ongoing campaigns on Health & Hygiene (available / not available)	

⁸ This information will be used for identification of knowledge / skills gaps for efficient service delivery