

Government of Andhra Pradesh
School Education Department
Director, Mid-Day Meal & School Sanitation

MEMO.No.ESE02-27021/7/2021-MDM-CSE Dt:05/02/2021

Sub:- School Education-Mid Day Meals – Engaging of Sanitary workers in the Schools / Junior colleges towards maintenance of toilets in the schools/ Junior Colleges under Toilets Maintenance Fund-Guidelines issued.

Ref:- 1.G.O.Ms.No.79 School Education (Prog.II) Department Dt:04/11/2019.
2.Memo.No.SEDN0CSE/887/Prog.I/A1/2020 Dt:30/09/2020
3.This office Progs.Even.No.Dt:30/10/2020
4.G.O.Ms.No.63 School Education (Prog.II) Department Dt:28/12/2020.
5.G.O.Ms.No.3 School Education (Prog.II) Department Dt:08/01/2021.
6.Memo.No.325/MDM-Peshi/2021 Dt:22/01/2021.
7. Instructions given in the review meeting by Hon'ble Chief Minister on 03/02/2021.
8. Telephonic instructions of the Principal Secretary to Government, School Education Department on 05/02/2021.

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In continuation of the reference cited, all the District Educational Officers/ District Vocational Educational Officers in the State are instructed to follow the following guidelines for engaging of Aayas, role of Parents Committee / College Development Committee and maintaining Joint Account for TMF (School TMF) in implementation of Maintenance of Toilets Fund in the Schools.

A. In all Govt. Schools and all Government Junior colleges, toilet care taker hereafter called as Ayah shall be positioned for the purpose of cleaning and up-keeping the toilets clean and to set standards.

1. The parents Committees/ College Development Committees (CDC) will engage Ayah for toilet cleaning based on the students strength, is as follows

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|-----|--|-----------|
| i | Upto 300 students | - I Ayah |
| ii | 301 to 600 students | - 2 Ayahs |
| iii | 601 to 900 students | - 3 Ayahs |
| iv | More than 900 | - 4 Ayahs |
| v | No Aaya shall be positioned if there are no toilets in the school / Junior Colleges once toilets are constructed, Ayah shall be positioned | |

2. Eligibility criteria for the engagement of Ayahs are as follows;

- I. The Ayah shall be woman and the resident of local habitation in rural areas and the resident within ward in case of urban areas (Municipal corporations and Municipalities). In case of toilets in boys Jr. Colleges, male sanitary worker may be engaged by CDC.
- II. She shall belong to SC/ST/BC/Minorities.
- III. She shall be preferably one of the mothers of the students studying in the school / Colleges.
- IV. She shall be in the age group of 21-50 years.
- V. Existing /working Ayahs shall continue with the approval of Parents committee/CDC, if the existing Ayah is less than 60 years age. (However, they also enter into MoU with Parents committee/ College Development Committee)

03) Further, all the District Educational Officers / District Vocational Educational Officers are also noted that, the Ayahs shall be engaged for rendering their service by the parents committee/CDC only and they are not engaged by either the Government or the Schools. The Ayahs are engaged by the parents committee/ College Development Committee for maintaining the toilets for the welfare of the students of the parents in the respective schools/ Jr Colleges. The parents committee/ College Development Committee may give the honorarium of Rs.6000/- per Ayah in both rural and urban areas. The Honorarium may be paid full for 10 months and may be paid half for two months during vacation. The Ayah shall clean the toilets once in a day during the vacation also.

4. The Parents committee/ CDC will engage the Ayahs for a period of 12 months initially and the parents committee/ CDC may extend the services of the Ayahs on mutual consent and on the basis of performance of the Ayah. The parents committee may enter an MoU with Ayah.

5. Parents Committee/ CDC can terminate the Ayah based on the reasons like non-performance, conduct Issues etc. with one month advance notice. The resolution with reasons should be recorded in the Parents Committees/ CDC minutes book. Parents committee/ CDC shall constitute the Toilet maintenance committee to select Ayahs as per the Eligibility criteria prescribed above in a transparent manner and to monitor the toilet maintenance with the following members. The Committee shall meet once in a fortnight and review the toilets maintenance.

i	Head Master / Principal	-Convenor
ii	Three PC members (Chair-person, two active members / CDC members)	- members
iii	Engg. Asst from Grama/Ward Sachivalayam	- members
iv	Educational Asst from Grama/Ward Sachivalayam	- members
v	One designated teacher/	- members

	Lecturer	
vi	One female teacher	- members
vii	One senior Girl student	- members
viii	One senior boy student	- members

The parents committee/ CDC will procure one cleaning mop and bathroom cleaner cum sanitizer concentrate locally for toilet maintenance for February and March months. The cleaning materials & Tools will be given Centrally from April 1st onwards. Separate detailed SoP for role of different functionaries and procedures will be issue shortly.

B) Regarding School TMF, the Parents committee/ CDCs shall open separate account for School Toilet Maintenance Fund (STMF), preferably in state owned banks. The Account shall be jointly operated by HM/ Principal, PC/ CDC chairperson and Sachivalayam/ward Education Asst.

If the account is already available (opened to keep Ammavodi Donations), the same account will be utilized by adding the Educational & Welfare Assistant of the concerned village & Ward. The parents Committee shall pass a resolution and record minutes along with the amount available in the account and the transactions done so far, in this regard.

Therefore, all the District Educational Officers, District Vocation Educational Officers are instructed to follow the above guidelines on engaging of Ayahs in the schools and ensure that the instructions are follow scrupulously; any deviations in this regard will be viewed seriously. Action taken report should reach within 7 days from the date of receipt of this Memo.

Top priority should be given to this item of work.

**Director,
MDM & School Sanitation**

To

All the District Educational Officers in the State,
All the District Vocational Educational Officers in the State through
Commissioner, Intermediate Education, Guntur.
Copy to Regional Joint Director School Education for School Education, in the
state for necessary action.
Copy to all the Collector & District Magistrates, in the state for necessary action
Copy to all the Joint Collectors (Development), in the state for necessary action.
Commissioner, Intermediate Education, Guntur for information.
Copy submitted for information to the Principal Secretary to Government, School
aEducation Department, 4th block, Velagapudi, Amaravati.