



3<sup>rd</sup> August 2023

Thursday

Post#22 (1/13)

## ANNOUNCEMENT

- ❑ This is to inform all the ULBs that the 'Document Upload Section' on Swachhatam Portal is now live and ready for document uploads in the Service Level Progress, Citizen Engagement, and Innovation & Best Practices sections. The templates for the same were shared through an Alert on the 11<sup>th</sup> July, 2023.
- ❑ **Steps to Upload Documents:**
  1. Visit the Swachhatam Portal at [<https://admin.sbmurban.org/>].
  2. Log in using your ULB's designated credentials.
  3. Navigate to Assessments >> Swachh Survekshan (SS) >> Document Upload: Service Level Progress, Citizen Engagement, and Innovation & Best Practices.
  4. Follow the instructions provided in below slides to upload documents.
  5. Ensure all necessary information is accurately entered before submitting.
  6. Final Submit.

Last Date for  
SLP, CE and  
Innovation  
Documentation  
Upload is  
**10<sup>th</sup> August  
2023**



3<sup>rd</sup> August 2023

Thursday

Post#22 (2/13)

# IMPORTANT

- ❑ For Service Level Progress Section 1 (Segregated Collection) Indicators (Q1.5, Q1.6 & Q1.8):
  - Filled Declaration templates (**SLP\_Section 1\_Templates**) should be uploaded in **all Three indicators**.
  
- ❑ For Service Level Progress Section 2 (Processing & Disposal) Indicators (Q2.1-Q2.5, Q2.6 Q2.7, Q2.8 & Q2.11):
  - Filled Declaration templates (**SLP\_Section 2\_Templates**) should be uploaded in **all Five indicators**.
  
- ❑ For Service Level Progress Section 3 (Sustainable Sanitation & Safaimitra Suraksha) Indicators (Q3.1, Q3.2-Q3.3, Q3.5, Q3.6, Q3.8):
  - Filled Declaration templates (**SLP\_Section 3\_Templates**) should be uploaded in **all Five indicators**.



3<sup>rd</sup> August 2023

Thursday

Post#22 (3/13)

# IMPORTANT

For Citizen Engagement Indicator (CE):

➤ Filled Declaration templates (**CE\_Templates**) should be uploaded in **CE Indicator**)

For Innovation & Best Practices: Every ULB is encouraged to have **at least 1 Innovation and Best Practices**

**Document submission.** The category for which the submission is being done can be selected from the drop down available on the portal.



3<sup>rd</sup> August 2023

Thursday

Post#22 (4/13)



Click on the below given link to download the declaration templates or click on the “Formats” button available under Service Level Progress and Citizen Engagement document upload section

<https://drive.google.com/drive/folders/1Ra0PIR75PoMzdanRlZGBC5shC724ZOEK?usp=sharing>



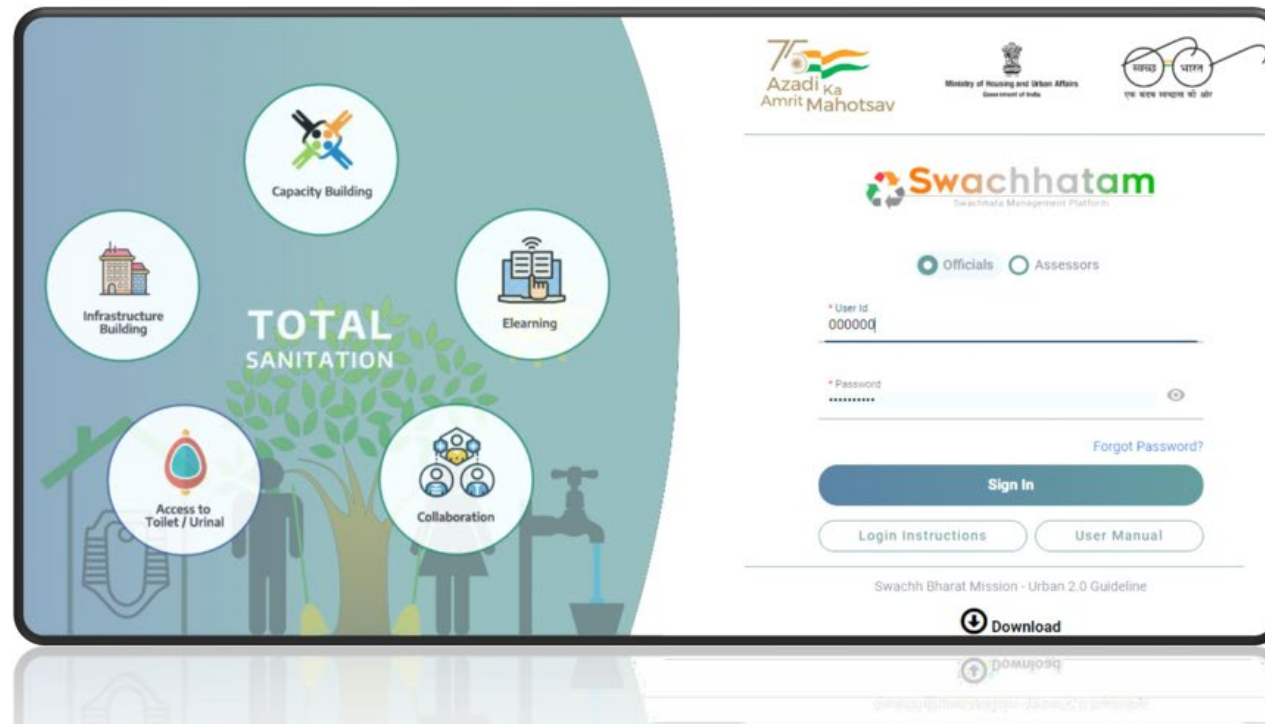
Or scan the QR code

3<sup>rd</sup> August 2023

Thursday

Post#22 (5/13)

# Login To Swachhatam Portal





3<sup>rd</sup> August 2023

Thursday

Post#22 (6/13)

**Go to Assessments >> Swachh Survekshan >> Document Home**



3<sup>rd</sup> August 2023

Thursday

Post#22 (7/13)

- Dashboard
- Analytics and Reports
- City Profile
- City Progress
- Assessments
  - Swachh Certification
  - Garbage Free Cities (GFC)
  - Swachh Survekshan(SS)
    - Pre Assessment
    - Document Home
    - Safaimitra Surakshit Shehar
  - City Action Plans

### DOCUMENT UPLOAD

[Home](#) / [Swachh Survekshan](#) / [Document Upload](#)

PROGRESS	MANUAL	FORMATS	INDICATORS
<div style="width: 30%; background-color: green;"></div> 30%			4 / 13

SERVICE LEVEL PROGRESS (* ALL ARE MANDATORY)					INDICATORS
Segregated Collection	Q1.5 <span style="color: green;">■</span>	Q1.6 <span style="color: green;">■</span>	Q1.8 <span style="color: green;">■</span>		3 / 10
Processing & Disposal	Q2.1-Q2.5 <span style="color: green;">■</span>	Q2.6 <span style="color: orange;">■</span>	Q2.7 <span style="color: orange;">■</span>	Q2.8 <span style="color: orange;">■</span> Q2.11 <span style="color: orange;">■</span>	1 / 13
Sustainable Sanitation & Safaimitra Suraksha	Q3.1 <span style="color: orange;">■</span>	Q3.2-Q3.3 <span style="color: orange;">■</span>	Q3.5 <span style="color: orange;">■</span>	Q3.6 <span style="color: orange;">■</span> Q3.8 <span style="color: orange;">■</span>	0 / 12

■ Answered   
 ■ Yet to answer   
 ■ Re Submit

[Summary Report](#)

**A total of 13 Tabs will be displayed in SLP and 1 Tab will be displayed in Citizen Engagement, and 1 Tab will be available in Innovation and Best Practices section. ULBs must upload data as required in all the given tabs.**

3<sup>rd</sup> August 2023

Thursday

Post#22 (8/13)

The screenshot shows a 'Document Details' form with the following fields:

- Document \***: A file upload field with a 'Choose File' button and 'No file chosen' text. Below it, red text indicates '(Valid file type: PDF)' and '(File Size: < 5MB)'. A close button (X) is in the top right corner of the form.
- Bookmark Pg No (PDF)**: A text input field.
- Media Links**: A text input field with red text below it stating 'Document is mandatory for medialink'.
- Remarks**: A larger text input field.

At the bottom right of the form is a green 'Submit' button. Below the form, there are navigation buttons: 'Previous' (blue), 'Back to Section' (grey), and 'Save' (green).

**ULBs must fill templates and provide supporting documents (wherever asked) as per their claims.**





3<sup>rd</sup> August 2023

Thursday

Post#22 (9/13)

Ministry of Housing and Urban Affairs  
Government of India

- Dashboard
- Analytics and Reports
- City Profile
- City Progress
- Assessments
  - Swachh Certification
  - Garbage Free Cities (GFC)
  - Swachh Survekshan(SS)
    - Pre Assessment
    - Document Home
  - Safaimitra Surakshit Shehar
- City Action Plans
- SBM GMIS

UTTARAKHAND > UTTARKASHI > GANGOTRIDHAM
Support
Raviraj Bangari  
NODAL OFFICER (ULB)

### DOCUMENT DETAILS

Home / Swachh Survekshan / Document Details

SECTION 1: SEGREGATED COLLECTION (SERVICE LEVEL PROGRESS)

Q1.5
Q1.6
Q1.8

**Question**  
Ban on Single Use Plastic

**Evidences**

Declaration templates (SLP\_Section 1\_Templates) signed by the EO/Municipal Commissioner and the Chief Finance Officer

#	BOOKMARK PG NO (PDF)	MEDIA LINKS	REMARKS	ASSESSOR REMARKS	ACTION
1					<span style="font-size: 1.2em; color: #0056b3;">👁</span> <span style="font-size: 1.2em; color: red;">🗑</span> <span style="font-size: 1.2em; color: black;">✎</span>

+ Add Document

Previous
Back to Section
Save & Next

**ULB Must provide documents for all Indicators in Service Level Progress , Citizen Engagement and Innovation and Best Practices.**

3<sup>rd</sup> August 2023

Thursday

Post#22 (10/13)

The screenshot displays the user interface of the Swachh Survekshan 2022 portal. On the left is a navigation sidebar with options like Dashboard, Analytics and Reports, City Profile, City Progress, Assessments, Swachh Certification, Garbage Free Cities (GFC), Swachh Survekshan (SS), Pre Assessment, Document Home, Safaimitra Surakshit Shehar, City Action Plans, and SBM GMIS. The main content area shows a progress bar for 'UTTARAKHAND > UTTARKASHI > GANGOTRIDHAM' with five questions (Q3.1 to Q3.5) marked as 'Answered'. A 'Summary Report' button is visible. Below this is a section titled 'DECLARATION FROM MUNICIPAL COMMISSIONER/CEO/NODAL OFFICER' with a 'DECLARATION FORMAT' button highlighted in red. The declaration text states: 'I hereby declare that the information provided above is true to the best of my knowledge. This information will become integral part of your Swachh Survekshan 2022 deliverables, these documents will be treated as official submission by the concerned authority.' There are input fields for Name, Email, and Mobile Number. A file upload section is labeled 'Signed & Stamped Declaration on letter head (Mandatory)' with a 'Choose File' button and 'No file chosen' text. Below this, it specifies '(Valid file type: PDF)' and '(File Size: < 5MB)'. A 'Final Submit' button is highlighted in red at the bottom of the form. The footer contains 'Copyright 2023 © All Rights Reserved.' and 'Designed by: Indicsoft Technologies'.

**After Uploading the necessary documents, ULBs can download the Final Declaration Template and Final Submit their data. The final submit report should have the appropriate sign and stamp.**



3<sup>rd</sup> August 2023

Thursday

Post#22 (11/13)

- Please ensure that all relevant documents are uploaded within the stipulated timeframe.
- For any technical assistance or queries regarding document uploads, please contact your respective state coordinators (List attached below).

**We wish you all the best in your efforts.**



3<sup>rd</sup> August 2023

Thursday

Post#22 (12/13)

# Ipsos State Coordinators



S.NO.	State Coordinator POC - I	State Coordinator POC - II	State Name
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2	Deepa Sahu : <a href="mailto:Deepa.Sahu@ipsos.com">Deepa.Sahu@ipsos.com</a> 8340447137	Vivek Verma - 8826060925	BIHAR CHHATTISGARH JHARKHAND
3	Ria Pal : <a href="mailto:Ria.Pal@ipsos.com">Ria.Pal@ipsos.com</a> 9718147892	Kunal Agrawal - 8445203600	PUDUCHERRY TAMIL NADU
4	Sanchita Jaiswal : <a href="mailto:sanchita0555@gmail.com">sanchita0555@gmail.com</a> 8319821336	Khushi Chhabra - 9310281787	ARUNACHAL PRADESH ASSAM LADAKH MANIPUR MEGHALAYA MIZORAM NAGALAND SIKKIM TRIPURA GUJARAT RAJASTHAN



3<sup>rd</sup> August 2023

Thursday

Post#22 (13/13)

# Ipsos State Coordinators



S.NO	State Coordinator POC - I	State Coordinator POC - II	State Name
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			Cantonment Boards
			CHANDIGARH
			DAMAN DIU AND DADRA NAGAR HAVELI
6	Shivika Garg : <a href="mailto:Shivika.Garg@ipsos.com">Shivika.Garg@ipsos.com</a> 7009001354	Saransh Gupta - 8824152209 Shubhangi Yadav - 8700678120	ANDHRA PRADESH
			TELANGANA
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7	Upasana Banarjee : <a href="mailto:upasanab1995@gmail.com">upasanab1995@gmail.com</a> 8777898616	Siya Bajaj - 8800936290	HIMACHAL PRADESH
			HARYANA
			KARNATAKA
			PUNJAB
8	Yogesh Singh : <a href="mailto:ss2022_01@sbmurban.org">ss2022_01@sbmurban.org</a> 9711911872	Kartik bhargav - 8448510984	UTTARAKHAND
			JAMMU AND KASHMIR
			WEST BENGAL
			DELHI
			GOA
			ODISHA
			UTTAR PRADESH