

## EVALUATION CRITERIA

**Please note that this document is for reference for filling the online self- assessment. The online form will ask the following questions and require photo uploads. Please be sure to have all the answers and photographs ready before filling the online application.**

**DO NOT send hard copy of the form to any MCGM ward office. Only self-assessment forms duly filled and submitted online at the link mentioned below will be considered for evaluation. Any self- assessment forms submitted in other form will be not considered for evaluation.**

Find the survey - <https://www.unitedwaymumbai.org/mcgmsurvekshan>

### Step 1.

Participants of the respective categories, qualifying as per the criteria mentioned hereinabove are invited to submit a self-nomination for the ranking exercise. For this, they must fill up the separate online forms available for each of the categories on this website, along with suitable supporting documents as mentioned in the form, in relevant places. **(Last date for online form submission: 27th November, 2020)**

*Note:* Applications with incomplete information will be rejected without intimation to the participant. Also, any false information and claim made in the application form will lead to disqualification.

*Note:* The self-nomination forms for some of the categories are long and require the upload of relevant supporting documents / photographs to substantiate the filled responses Therefore, we recommend that the participants first download and print the PDF form **(The form is available on the next page of this document)**, fill it up by hand, while gathering all the relevant supporting documents/ photographs. Once ready with complete information, the participants are recommended to return to this webpage and fill in the relevant online application form, to submit their self-nomination.

## Step 2.

The applications will be shortlisted basis the scores earned through the self-nomination. These shortlisted nominations will be further assessed by a team of field investigators appointed by United Way Mumbai. The shortlisted participants may be intimated by the United Way Mumbai team on the day of the assessment itself.

## Step 3.

The MCGM will announce the final rankings based on the on-field evaluation and validation of the self-nominations. The rewards for the category is as given below;

Swachh Gov. Office

A certificate of appreciation

1. Name of the applicant:
2. Name of the Ward:
3. Type of Gov. service: (Dropdown list)

#### 4. Complete postal Address:

Name of the building:

Complete address:

Street name:

locality/area:

Landmark:

Pincode:

<b>1. Name of Municipal Ward:</b>				
<b>2. Total employees in the office</b>				
<b>3. Area of the ward in Sq. ft:</b>				
<b>4. Number of floors, including ground floor:</b>				
<b>5. Name of the Supervisor/ Manager/ Ward Officer/ In-charge of Cleanliness in your Office:</b>		<b>Name:</b> _____		
		<b>Designation:</b> _____		
		<b>Contact Number:</b> _____		
		<b>Name:</b> _____		
		<b>Designation:</b> _____		
		<b>Contact Number:</b> _____		
10	<b>Boundary Wall around the building</b>			
10a	Is there a boundary wall surrounding the residential area/ complex	Yes	No	
10b	Is the boundary wall painted inside and outside?	yes	No	Painted only on one side
10c	Condition of the boundary/ compound wall?	Very good condition	Partly broken	Dilapidated condition

10d	The area near the boundary wall is clean	Yes	No		
10e	The area near the boundary wall is cleaned	Once everyday	Twice a week	Once a week	
11	<b>Entrance / Exit Gate</b>				
11b	The entrance and exit gate is cleaned	Once everyday	More than once a week	Once a week	Not cleaned on weekly basis/or no fixed frequency
<b>13.</b>	<b>Lift facility at the building</b>				
13a	Is there a lift facility in the building?	No	One lift	Two lifts	More than two lifts
13a	Status of the lift facility	All the lifts are fully functional	one or some of the lifts are not functional	All the lifts are not functional	
	Servicing of the lift	The building has opted for Annual Maintenance Contract for servicing	The building has not opted for Annual Maintenance Contract for servicing	The lift is serviced only when it breaks down	
13b	Cleanliness in the lift	Visible stains of spit or litter in the lift	No stains or litter can be found in the lift		
<b>14.</b>	<b>Garden</b>				
14a	Is there a garden in office building?	Yes		No	

14c	How often the garden is cleaned/ swept	Everyday			More than once in a week	No fixed frequency
<b>15</b>	<b>Building complex Cleaning</b>					
15b	Each floor is cleaned (swept and mopped) by the recruited housekeeping staff	Once in a day	Once in a week	Once in a month	Not cleaned at all	
<b>16</b>	<b>Infrastructure and other maintenance</b>					
16a	Infrastructure development, repairing, reconstruction and refurbishment of the structures in the common areas takes place	As and when required	Every month	Every 6 months	Yearly	
<b>17</b>	<b>Waste Management</b>					
17a	There are separate labelled dustbins available for dry and wet waste at strategic places in the common areas		Yes	No		
17b	Does your building have a policy for waste management?	Yes we have a written policy	No, we don't have a waste management policy	We have a waste management plan but don't have a policy written down		
17c	Does your building give dry and wet waste separately to the municipal garbage truck?	Yes, we dispose dry and wet waste separately.	No. We dispose the waste without segregation	None of the employees carry out waste segregation		Employees carry out waste segregation but the person who comes to collect the waste

						mixes dry and wet waste
17d	Waste segregation at source	100% segregate their waste before disposal	More than 50% employees segregate their waste before disposal	Less than 50% employees segregate their waste before disposal		Nobody segregates their waste before disposal
17e	There are awareness sessions/ activities organized for staff/employees on waste segregation and maintaining cleanliness		On monthly basis	Once in 6 months		There are no awareness sessions/ activities organized
17f	There are waste segregation awareness notices/posters put up in common places		Yes	No		
17g	The person who comes to collect waste	Collects the waste in Coloured / labelled trolley dustbins (separate for dry and wet waste)	Collects the waste in single hand cart/ hand truck / trolley dustbin	Collects the waste in separate trolley bins (as per dry and wet waste) but dumps the waste in one tempo/ truck		
<b>18</b>	<b>Composting wet waste</b>					
18b	Composting wet waste	The office has the mechanism in place for composting within the premise	The office outsources wet waste for composting	does not have any mechanism in place for composting		
18c	The office has the equipment and place for carrying out composting			Yes	No	

18d	Type of composting system used at office	Drum Composting	Vermicomposting	Others Please specify	
18e	Shredder machine	Required and Available	Required but not Available	Not Required	
18f	Composting is carried out by	The employees volunteer for composting	Housekeeping staff only	Employee volunteers with the help of housekeeping staff	
<b>19</b>	<b>Toilet facility for staff</b>				
19a	Is there a common toilet facility for visitors/cleaning staff?		Yes	No	
19b	Is the common toilet facility cleaned everyday?		Yes	No	
19c	Number of toilets seats available				
19d	Number of standalone urinals available				
19e	Is there a separate toilet facility for male and female staff, and for persons with disability?	There is only one common toilet for all	There are separate toilets for male and female but it is not disabled friendly	There are separate toilets for male and female and they are disabled friendly	
<b>15</b>	<b>Cleaning equipment</b>				
15a	Do you have adequate cleaning equipment?		Yes	No	
15b	Tick on the cleaning tools which is available with the office 1. Broom 2. Dustpan 3. Bucket 4. Floor Mop with handle				

	5. Floor Scrubbers 6. Disinfectants 7. Glass Cleaner 8. Furniture Cleaner 9. Rubber Gloves 10. Toilet Brush 11. Others, please specify _____			
<b>Hand washing facility:</b>				
Is there a separate hand washing station for the staff? (other than facility in the toilets)	Yes	No		
Is there running water supply available?	Yes	No.		
Is there soap/ liquid soap available?	Yes	No		
<b>Drinking Water facility</b>				
Do you have a drinking water facility with filtration?	Yes	No		
How many water coolers/water filters/taps do you have?				
How often cleaning of the water tank is carried out?	Once in a month	Once in a quarter	Once in 6 months	Once in a year
Does the office have an Annual Maintenance Contract signed up for these filters?	Yes	No		



**Please upload 4 pictures of your building:**

1. Building premises
2. Lift lobby / Staircases
3. Composting facility within the premise
4. Common areas in the building