

No. S-17011/1/2015-SBM-Part (3)
Government of India
Ministry of Jal Shakti
Department of Drinking Water and Sanitation
Swachh Bharat Mission (Grameen)

12th Floor, Pt. Deendayal 'Antyodaya Bhavan'
CGO Complex, Lodhi Road
New Delhi-110 003
Dated 08.09.2020

To
The Addl Chief Secretaries/Pr. Secretaries/Secretaries
In-charge of rural sanitation,
All States/UTs

Sub: Protocol for updation of details of households in IMIS of SBM(G)

Madam/Sir,

I am directed to state that requests for updation of details of households in IMIS of SBM(G) are being received from many States/UTs. But in most of the cases, the specific fields for which updation is required are not mentioned by the States/UTs.

2. Hence, it has been decided that any request for updation should invariably include the following details for consideration of this Department:

| Field to be updated/corrected | No. of households | Reason |
|-------------------------------------|-------------------|--------|
| Name of beneficiary | | |
| Father's name | | |
| Category | | |
| Gender | | |
| Address | | |
| Whether already having Toilet (Y/N) | | |
| Total* | | |

* If in case of some households, correction is required against more than one field, this may be clearly indicated.

3. Further, for updation of details of households in IMIS, a protocol has also been prepared by this Department for consideration of the requests of the States, which is as under:

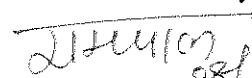
- Change in beneficiary name:** Request for change in beneficiary name will be considered by this Department on case to case basis.
- Change in Father's name:** The States are allowed to change the father's name for one time

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- c. **Change of Category:**
- (i) Change of sub-category among eligible categories will be allowed on case to case basis.
 - (ii) No change will be allowed from ineligible to eligible category.
 - (iii) Change from eligible to ineligible category will be allowed on submission of undertaking given under the signatures of Pr. Secretary/Secretary of the States, that no payment has been made to the beneficiary and no expenditure on that account has been reported in UC.
- d. **Change of Gender:** Change in gender will be allowed only in such cases where they will not result in change of category of households from eligible to ineligible and vice-versa.
- e. **Address:** Village of the households and geo-coordinates of the toilet will not be allowed to change.
- f. **Change in the field 'Whether already having Toilet':**
- (i) Change from 'Yes' to 'No' will not be allowed.
 - (ii) Change from 'No' to 'Yes' will be allowed after obtaining an undertaking under the signatures of Pr. Secretary/Secretary of the States, that no payment has been made to the beneficiary and no expenditure on that account has been reported in UC.

3. In view of above, all the States/UTs are requested to keep the above provisions in view while submitting their proposal for updation of details of households to this Department and to ensure that the same is in accordance with this protocol.

Yours faithfully,


08/9/2020
(Rampal Singh)

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Copy to: Mission Directors/State Coordinators, SBM(G), All States/UTs