

Help Book
for
Website based MIS for Swachhta Action Plan

DWSS Punjab, has been designated as Nodal Department coordinate with all departments, boards and corporations to finalise and collate their Swachhta Action Plan (SAP). A inter departmental task force comprising of Administrative Secretaries of all the departments shall prepare state Swachhta Action plan. The Task force shall also facilitate the implementation of Central ministries SAP in the state of Punjab.

To achieve the intended objective and facilitate different entities involved in the Punjab Swachhta Action Plan, A web based MIS portal has been designed by DWSS. The following steps shall guide to use Entry of Swachhta Action Plan 2017-18

Step-1: Visit DWSS website – www.pbdwss.gov.in and click on “PbSAP” link. You will be directed to SAP Portal

The screenshot shows the homepage of the Department of Water Supply and Sanitation, Government of Punjab. The browser address bar displays 'bdwss.gov.in'. The main header features the department's logo and name. A navigation menu includes links for Home, Login-MIS, PRWSS Project, SBM-(G), Punjabi, **PbSAP** (circled in white), SDPM Module, and SBM Punjab. A search bar is located on the right. Below the navigation menu is a large image of a 'WATER TREATMENT PLANT' in 'Shri Anand Pur Sahib'. The main content area is divided into three columns: 'Mandate Of Dept.', 'Introduction', and 'Objective'. The 'Mandate Of Dept.' column contains a paragraph about the department's history and responsibilities. The 'Introduction' column provides a brief overview of the department's role. The 'Objective' column lists several key goals, such as providing safe drinking water and promoting sustainable water use. On the right side, there is a 'Shikayat Nivaran Kendra' (Complaint Redressal Center) form with fields for Name, Mobile/Phone, and a description of the complaint. Below the form are sections for 'Events/News!!' and 'Whats New / Circulars!!'.

Step-2: Now Click on “SAP MIS Login” for making entry of SAP 2017-18

Punjab Swachhata Action 2017-2018

ਸਵੱਛ ਭਾਰਤ
एक कदम स्वच्छता की ओर

About SSAP Report **SAP MIS Login** Home

ਸਵੱਛ ਪੰਜਾਬ

Implementation of Swachhata Action Plan in Punjab

DWSS Punjab, has been designated as Nodal Department coordinate with all departments , boards and corporations to finalise and collate their Swachhata Action Plan (SAP). A inter departmental task force comprising of Administrative Secretaries of all the departments shall prepare state Swachhata Action plan. The Task force shall also facilitate the implementation of Central ministries SAP in the state of Punjab. EachDepartment, Board and corporation shall start implementing its SAP from 1st of July 2017

Important Links

[SAP of GoI](#)

[Ministry of Drinking Water Supply](#)

Step-3: Login Screen of SAP MIS will appear. Here Department needs to enter the provided User name & password

Government of Punjab

State Swachhta Action Plan 2017-18

[Home](#)



Login ID	<input type="text" value="dwss"/>
Password	<input type="password" value="****"/>
<input type="button" value="Login"/>	

Step-4: After Successful login , Intitail screen display section wise status of Swacchta Plan

SAP has been divided into 3 sections for easy entry:

- a) Department Particularts
- b) Section 1
- c) Section 2
- d) Section 3 (application to Local Government & Rural Panchyat & Development Department)



State Swachhta Action Plan - Mission Swachh Punjab




SSA Plan ▶ Swachhta Progress ▶ Reports ▶ Change Password

User Logged in : Jaswinder Singh

Punjab Swachhta Action Plan 2017-18

The Status of Entry on differnt screen is as depicted belwo:

 Represents Screen Entry Done
 Represents Screen Entry Not Done

Deptt Particulars  **SSAP Section 1**  **SSAP Section 2** 

Step-5: First step to follow is change your Default Password for security purpose. For this click on Change Password .
Fill the on screen field and press same

The screenshot displays the web application interface for the State Swachhta Action Plan - Mission Swachh Punjab. At the top, a teal header contains the title. Below it is a navigation menu with options: SSA Plan, Swachhta Progress, Reports, Change Password (circled in black), and Logout. The user is logged in as 'Local Government'. The main content area features a 'Change Your Password' form with three input fields for 'Password', 'New Password', and 'Confirm New Password', and two buttons: 'Change Password' and 'Cancel'.

State Swachhta Action Plan - Mission Swachh Punjab

SSA Plan ▶ Swachhta Progress ▶ Reports ▶ **Change Password** ▶ Logout

User Logged in : Local Government

Change Your Password

Password:

New Password:

Confirm New Password:

Step-6: Now Click on “Deptt Particulars” under SSA Plan, Enter Details and click Save Particulars
All field on this screen are mandatory

State Swachhta Action Plan - Mission Swachh Punjab

SSA Plan ▶Swachhta Progress ▶Reports ▶Change PasswordLogout

User Logged in : Jaswinder Singh

Department Particulars

Sr. No	Particulars	Input
1	Head office Address	<input type="text" value="Water Works Mohali, Phase-II Mohahli"/>
2	Name of Nodal office	<input type="text" value="JaswinderSingh"/>
3	Email-id Nodal Officer	<input type="text" value="IT Expert"/>
4	Phone No. Landline	<input type="text" value="01724330317"/>
5	Mobile No.	<input type="text" value="9876529127"/>

Save Particulars

Step-7: Now Click on “SSAP Section 1” under SSA Plan, Enter Details and click Save

State Swachhta Action Plan - Mission Swachh Punjab

SSA Plan	Swachhta Progress	Reports	Change Password	Logout
Deptt. Particulars	Under Singh			
SSA Plan	Plan_Entry for Year: 2017-18			
Status: Submitted	SSAP Section 1 SSAP Section 2 SSAP Section 3			

No. of Govt Establishment:

SWACHHTA ACTION PLAN PARAMETERS

Sr.No.	Swachhta Item	No. of toilets/ urinals (Male)	No. of toilets/ urinals (Female)	Budget allocated for up-gradation (in Rs.)	Budget allocated for O&M(in Rs.)
7	Adequate arrangements of clean & safe toilets for staff and the visiting public	<input style="width: 60px;" type="text" value="12"/>	<input style="width: 60px;" type="text" value="6"/>	<input style="width: 60px;" type="text" value="60000"/>	<input style="width: 60px;" type="text" value="100000"/>
8	Adequate arrangements of clean & safe toilets for physically challenged people	<input style="width: 60px;" type="text" value="23"/>	<input style="width: 60px;" type="text" value="6"/>	<input style="width: 60px;" type="text" value="50000"/>	<input style="width: 60px;" type="text" value="35000"/>

#	Swachhta Item	Budget allocated for up-gradation of drinking water facilities (In Rs.)	Budget allocated for maintenance of drinking water facilities (In Rs.)
9	Arrangement of safe and potable water in the office building	<input style="width: 100px;" type="text" value="90000"/>	<input style="width: 100px;" type="text" value="2000"/>
10	Adequate arrangements for safe handling and disposal of solid waste	<input style="width: 100px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="0"/>
11	Clean office spaces	<input style="width: 100px;" type="text" value="40000"/>	<input style="width: 100px;" type="text" value="450000"/>
12	Mosquito fly and insects free office spaces	<input style="width: 100px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="0"/>
13	Adequate facilities in offices for disposal of menstrual waste	<input style="width: 100px;" type="text" value="123400"/>	<input style="width: 100px;" type="text" value="100000"/>
14	Adequate arrangements for disposal of liquid waste	<input style="width: 100px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="0"/>

#	Swachhta Item	Select, if Applicable	Budget allocated for up-gradation	Budget allocated for O&M
15	Adequate facility for segregation and safe handling of biomedical waste in the health care establishments	<input checked="" type="checkbox"/> Tick, if applicable	<input style="width: 60px;" type="text" value="120000"/>	<input style="width: 60px;" type="text" value="450000"/>
16	Adequate arrangements for collection and safe storage of e-waste like discarded computer parts, batteries, CFL lamps etc so that these can be safely disposed of through a common facility	<input type="checkbox"/> Tick, if applicable		
17	Safe handling & disposal of hazardous waste and radioactive waste	<input type="checkbox"/> Tick, if applicable		

Step-:8 Now Click on “SSAP Section 2” under SSA Plan, Enter Details and click Save

State Swachhta Action Plan - Mission Swachh Punjab

SSA Plan	Swachhta Progress	Reports	Change Password	Logout
Deptt Particulars	Plan_Entry for Year: 2017-18			
SSA Plan	SSAP Section 2			
Status: Submitted				

Swachhta Item	Quantity (In Nos)	Target Date of disposal
18 Adequate arrangements for timely disposal of:		
7(i) Condemned vehicles:	<input type="text" value="45"/>	<input type="text" value="19-07-2017"/>
7(ii) Condemned Furniture:	<input type="text" value="0"/>	<input type="text"/>
7(iii) Empty card board boxes and paper waste	<input type="text" value="23"/>	<input type="text" value="14-07-2017"/>
19. Behaviour Change Compaigns		
No. of Govt Establishment:	<input type="text" value="121"/>	
Funds Allocated (In Rs):	<input type="text" value="230000"/>	
No. of Campaign Planned:	<input type="text" value="120000"/>	
20. Training and Capacity Building (CB) Plan		
No. of Stakeholder who require training & CB interventions for Smooth Impl. of SAP:	<input type="text" value="12"/>	
Budget allocated (In Rs):	<input type="text" value="200000"/>	
No. of Training and CB inputs required:	<input type="text" value="340"/>	

[Save Plan Part 2](#)

Step-9 “SSAP Section 3” under SSA Plan, Enter Details and click Save

Note: - Application to Local Government & Rural Panchyat & Development Department. MIS will allow only these two departments to enter detail on this section

State Swachhta Action Plan - Mission Swachh Punjab

SSA Plan ▶ Swachhta Progress ▶ Reports ▶ Change Password Logout

Deptt ParticularsLocal Government

SSA PlanSSAP Section 1SSA Plan for Year 2017-18 :

Status: Yet to be subSSAP Section 2

SSAP Section 3

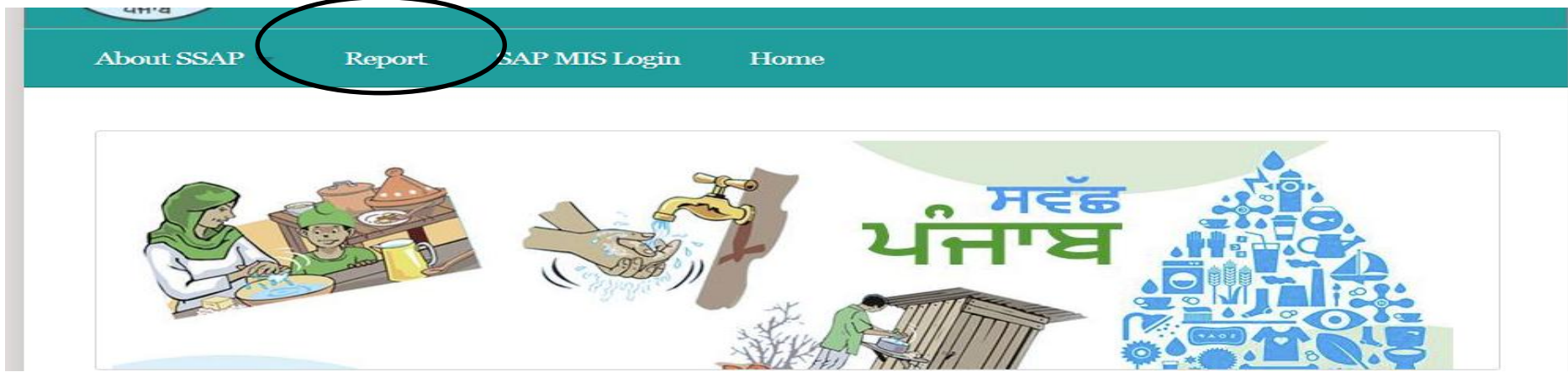
Applicable for Department of local government and Rural Development and Panchayat Department only

#	Swachhta Item	Budget allocated for up-gradation of drinking water facilities (In Rs.)	Budget allocated for maintenance of drinking water facilities (In Rs.)
(i)	Adequate arrangements for biomedical waste management facility, hazardous and radioactive waste management facility under their jurisdiction	<input type="text" value="100000"/>	<input type="text" value="50000"/>
-			
(ii)	Adequate facilities per liquid waste disposal facilities	<input type="text" value="150000"/>	<input type="text" value="50000"/>
-			
(iii)	Arrangements for awareness generation to sensitize employees and general public regarding safe sanitation & hygiene practices		
(iii)-a	No. of Campaign Planned:	<input type="text" value="220"/>	
(iii)-b	Funds Allocated (In Rs)	<input type="text" value="200000"/>	

Save Plan

Step-:09 Use Log out to come out from the MIS System

Step:-10 At any statge status of entered information can be checked from report section of SAP Website – Public section



**The Technical queries regarding MIS , its use and operation , can be sent at
sappunjab.dwss@gmail.com**