

ATTENDANCE REGISTER

Operation and Maintenance of Community/Public Toilets

With support from

Greater Warangal Municipal Corporation (**GWMC**)
Mission for Elimination of Poverty in Municipal Areas, Telangana (**MEPMA, TS**)
Urban Management Center (**UMC**)



TYPE OF TOILET FACILITY

☐ Community Toilet

☐ Public Toilet

NAME OF THE FACILITY

ADDRESS/LANDMARK OF THE
FACILITY

NAME OF THE SHG/SLF

NAME OF THE CARETAKER

NAME & PHONE NO. OF THE
SHG/SLF PRESIDENT/
SECRETARY

Manual for Maintaining the Register

PURPOSE

This register is to be maintained to keep a record of the daily attendance of the caretakers and sanitation workers

HOW TO USE IT?

1. As soon as the caretaker or sanitation worker joins their duty they have to mark their presence in the attendance register.
2. Write the names of the caretakers/sanitation workers responsible for O&M of the community/public toilet.
3. Against each date mentioned in the attendance register, mark P for the number of days present and A for the number of days absent.
4. At the end of each month, the sheet should be signed by the caretaker, president of the SHG and the GWMC sanitary inspector.

HOW TO FILL IT?

Format of Register						
Sl. No	Name of the employee	Day 1	Day 2	Day 3	Day 4	No. of days present
1	Meenakshi	P	P	P	A	3

HOW TO SUBMIT?

The original copy of the register, duly filled and signed by the signatories should be submitted along with invoice as supporting document at the end of each month.

MONTHLY EXPENDITURE REGISTER

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Manual for Maintaining the Register

PURPOSE

This register is to be maintained to record daily expenses incurred at the community/public toilet. This will help the SHG to track the monthly amount spent for various purposes.

HOW TO USE IT?

1. At the end of every day, the caretaker should make a note of the expenses incurred in the specific format mentioning the description of the expenditure under respective head, date of expense, and the amount spent. The bills for the same should be kept for future reference.
2. At the end of the month, it will help in collating the monthly expenses for salary, procurement of cleaning items, any repairs or miscellaneous expenses.
3. At the end of each month, the sheet should be signed by the caretaker, and the president and secretary of the SHG.

HOW TO FILL IT?

Format of Register					
Sl. No	Date	Description	Spent By	Expenditure Head	Amount (Rs)
1	01-02-2021	Cleaning material	Meenakshi	Materials	1000
2	10-02-2021	Care taker Salary	Sonia	Salary	5000
3	21-02-2021	Tap repair	Meenakshi	Repairs & Other	500
Total					6500
Salaries (Rs)		Material (Rs)	Repairs and other (Rs)		Total (Rs)
5000		1000	500		6500

HOW TO SUBMIT?

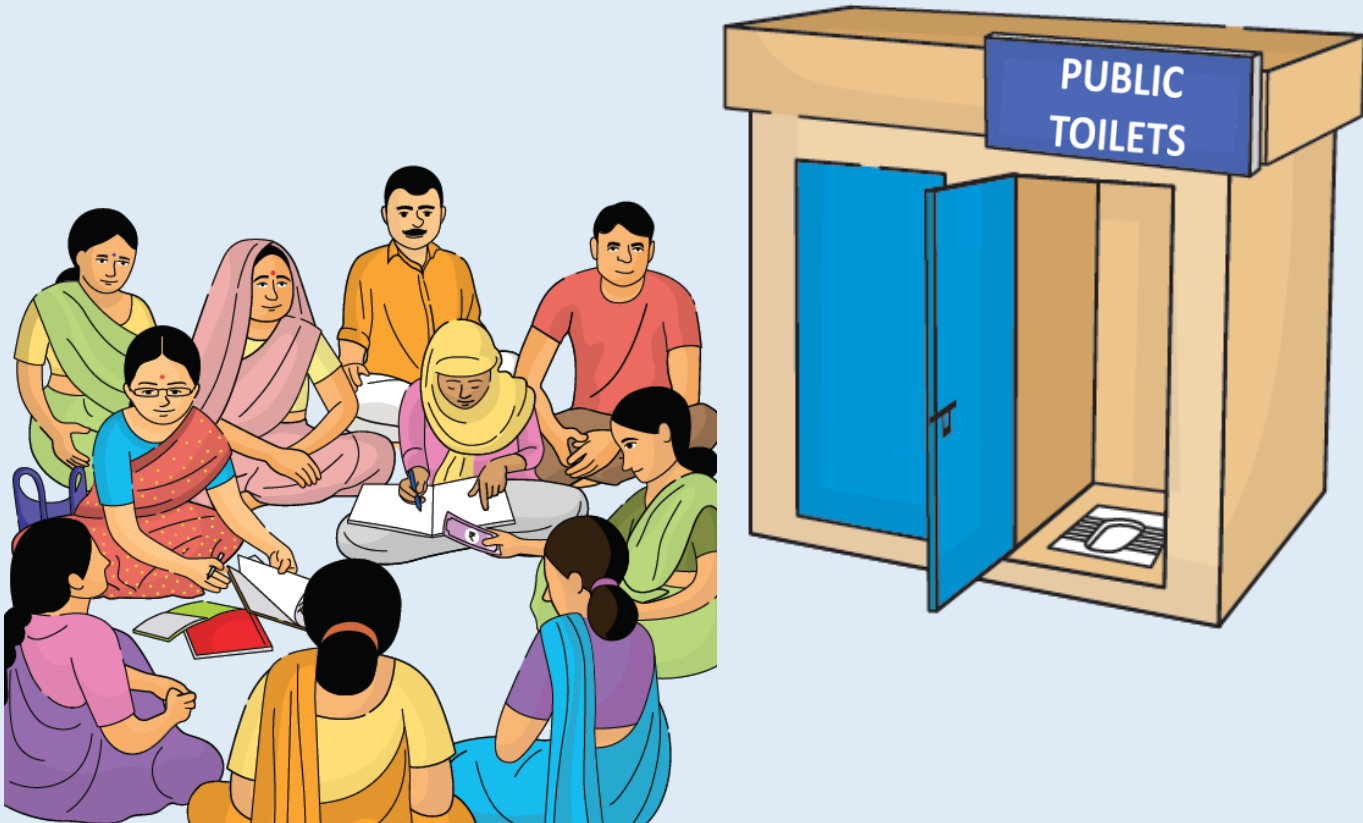
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INCOME AND EXPENSE REGISTER

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Manual for Maintaining the Register

PURPOSE

The register is to be maintained for recording the monthly income and expenses towards the operation of community/public toilets. This will help us in understanding the income, expenditure and profit done during the month.

HOW TO USE IT?

- 1. The format should be filled based on the monthly expenses incurred.
- 2. At the end of the month a total of income, expenditure and profit is recorded.
- 3. At the end of each month, the sheet should be signed by the caretaker, and the president and secretary of the SHG.

HOW TO FILL IT?

Sl. No	Income Particular	Income Amount
1	Last month closing balance	2,000
2	O&M Service Charges by Municipality	16,000
Total Income (I)		18,000
Sl. No	Expense Particular	Expense Amount
1	Salaries	5,000
2	Materials	1,000
3	Repairs and others	500
Total expenses (E)		6,500
Closing Balance (I – E)		11,500

HOW TO SUBMIT?

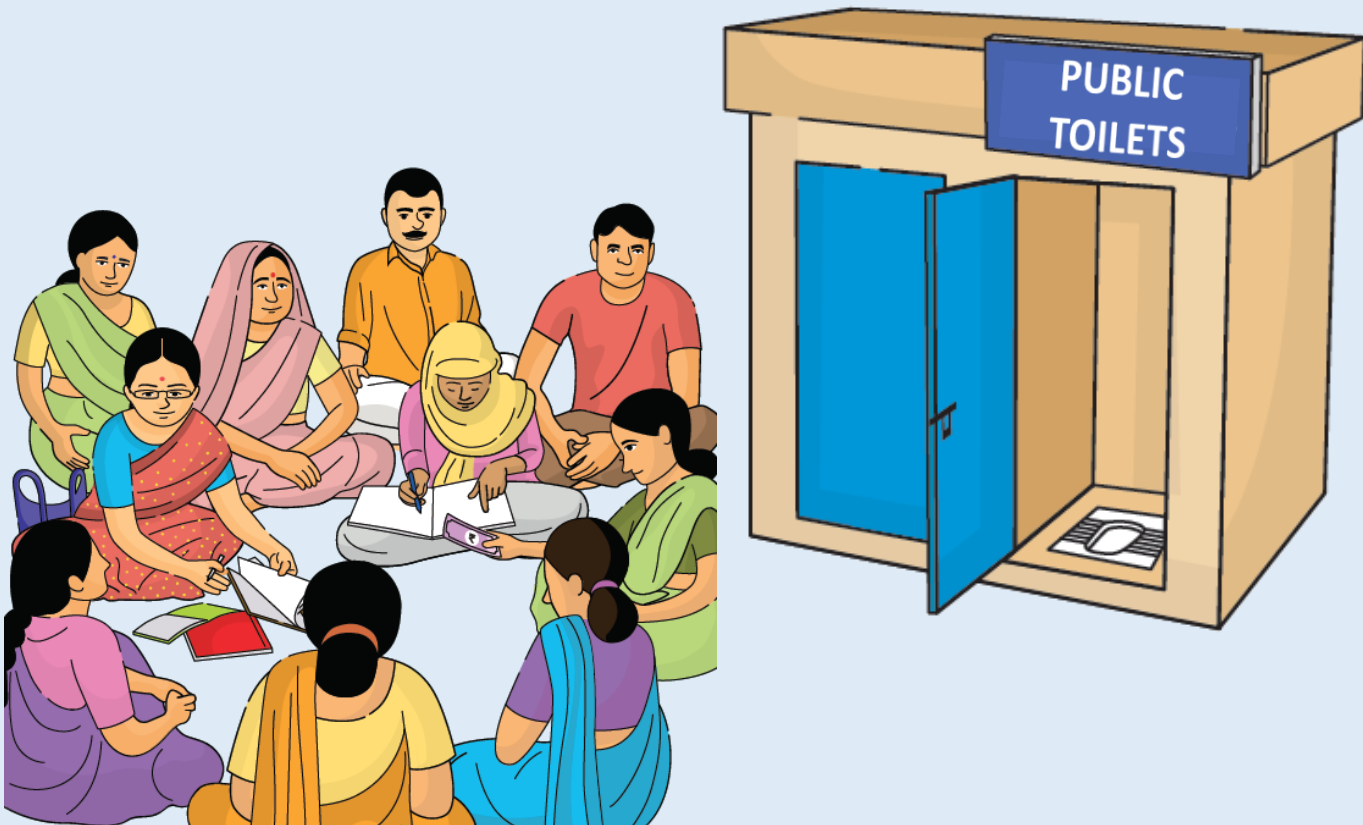
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INVOICE REGISTER

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Manual for Maintaining the Register

PURPOSE

An invoice is to be raised in order to request the monthly payment from GWMC as per the agreement.

HOW TO USE IT?

1. The Invoice format is pre-defined and approved by GWMC. The SHG needs to fill in details for each month and submit to GWMC.
2. At the end of each month, the Invoice should be signed by the president and secretary of the SHG.

HOW TO FILL IT?

Format of the Registers			
Invoice No.	CT/PothanaNagar/001/2021	Invoice Date	01/01/2021
Invoice for the month of	March 2021	Client Address	Greater Warangal Municipal Corporation, (GWMC) Beside MGM hospital, Warangal
Sl. No	Particulars		Amount (Rs)
1	Invoice generated for the Operations and Maintenance of Pothana Nagar Community toilet as per the agreement vide Record no. HO/F1/6322/2020 dated 15-01-2020 for the month of September 2020 (Including 12% GST).		16,000
Bank Details			

HOW TO SUBMIT?

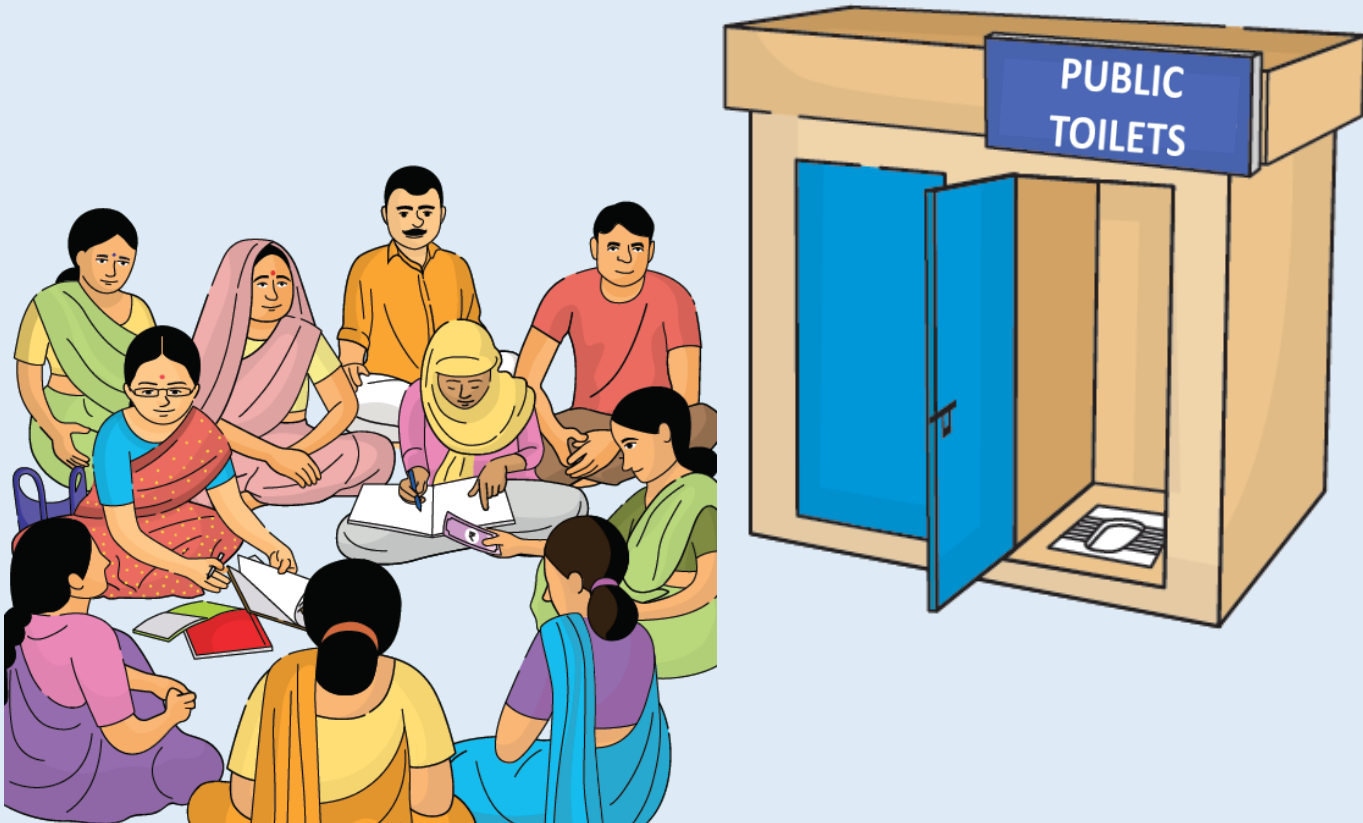
The original copy of the invoice, duly signed by the signatories should be submitted along with supporting documents at the end of each month.

USER FOOTFALL REGISTER

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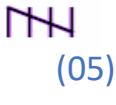
PURPOSE

This register is to be maintained to summarize the daily footfall of users attending the CT each month. This sheet can be attached to the invoice that will be submitted to the GWMC every month for payment.

HOW TO USE IT?

1. As soon as the user enters the CT/PT block, the caretaker must draw a tally mark (vertical line) in the respective column based on the gender of the user.
2. Tally marks (I,II,III..) method will be used to indicate the count of users. One tally (I) represent one user. After such four tally marks are drawn, fifth tally mark will be drawn diagonally on them, representing a group of five users.
3. At the end of each day, the tally marks in the male, female and others columns should be counted and the respective count should be written in each column. The total users should be added and noted in the Total column.
4. At the end of each month, daily counts of the all the three categories and the total should be added and put it in the summary row given at the end. Then the sheet should be signed by the caretaker, president of the SHG and the GWMC sanitary inspector.

HOW TO FILL IT?

Date	Number of users			
	Male	Female	Others	Total
01/03/2021	 (18)	 (13)	 (05)	36

HOW TO SUBMIT?

The original copy of the register, duly filled and signed by the signatories should be submitted along with invoice as supporting document at the end of each month