

## Report Writing Format for NLM

The NLMs are required to submit a district wise report; this report shall be prepared on the following pattern:

<b>Chapter 1 Introduction</b> <i>A brief introduction of the District, Socio-Economic Profile and Rural Sanitation in the District.</i> A brief introduction of the NLM Agency.
<b>Chapter 2 Approach &amp; Methodology</b> <i>Methodology including selection of households, sample size and survey tools.</i>
<b>Chapter 3 Findings</b> <i>Household level</i> <ul style="list-style-type: none"><li>• <i>Access to toilet facility</i></li><li>• <i>Usage</i></li><li>• <i>Fly-Proofing of toilet</i></li><li>• <i>Safe excreta disposal from the toilet</i></li><li>• <i>Technology used for construction of toilets (eg. Septic tanks/twin pit/single pit-observation of depth of the pits)</i></li></ul> <i>Village level</i> <ul style="list-style-type: none"><li>• <i>Visibility of faeces in the village</i></li><li>• <i>Proper usage of School toilet</i></li><li>• <i>Safe confinement of excreta in school toilet</i></li><li>• <i>Proper usage of Anganwadi toilet</i></li><li>• <i>Safe confinement of excreta in anganwadi toilet</i></li></ul>
<b>Chapter 4 Suggestion &amp; Recommendations</b> <i>The NLMs shall clearly spell out the conclusions drawn by them in attaining ODF status of the village, along with the basis and reasons leading to such conclusion(s). NLMs may also add an overview of the support and co-operation provided by the district on NLM visit.</i>
<b>Chapter 5 Success Stories/ Case Studies – If any.</b> <i>Success Stories reflecting one or two example(s) of exceptional approach of implementation or a special achievement in terms of its impact of the programme, may be presented with all the details. For any shortcoming observed, may also be reported with a clear objective to improve upon the ground situation.</i>