

Dated: 18-06-2025

Sub:	PH & PM – IHIP-IDSP – Launch of SimpleGov Initiative – Online Self-Declared Sanitation Certificate through TN e-Sevai Portal - Communicated - Regarding.
Ref:	Lr.No.06/SimpleGov-Sanitation Certificate/2025 of Advisor, Digital & Simplified Governance, Tamil Nadu e-Governance Agency Information Technology & Digital Services Department, Government of Tamil Nadu enclosing G.O.(Ms) No.276, Health and Family Welfare (AB2) Department, dated 23.09.2024.

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It is informed that, during 2023–24, the Directorate of Public Health and Preventive Medicine (DPH & PM), in collaboration with the Tamil Nadu e-Governance Agency (TNeGA), began developing an online application for issuing Sanitation Certificates, particularly targeting educational institutions such as Schools and Colleges as per the Announcement 97 of 2023-2024. This initiative aimed to digitize the process and address delays and administrative burdens associated with the existing manual system. However, in November 2023, the Government of Tamil Nadu issued G.O.(Ms) No.105, Human Resources Management (AR-1) Department, dated 28.11.2023 constituting a Screening Committee and an Empowered Committee to evaluate and approve service simplification proposals under the SimpleGov initiative. Recognizing multiple challenges—such as the high volume of sanitary certificates needed annually, the unsustainable load on field health officers, inconsistencies in certificate formats, and frequent renewal requirements—the Advisor to SimpleGov submitted a proposal to simplify the process. The Screening Committee reviewed this proposal in December 2023 and forwarded it to the Empowered Committee, which in June 2024 approved a significant reform. The existing system of manual inspection and physical certificate issuance was to be discontinued and replaced with a self-certification model facilitated through the e-Sevai portal.

As per G.O.(Ms) No.276, Health and Family Welfare (AB2) Department, dated 23.09.2024, the types of institutions required to obtain Sanitation Certificates include schools, colleges, shopping malls, marriage halls,

factories (including MSME units), old age homes, children's homes, working women's hostels, and similar establishments. These entities are considered critical due to their high footfall and the essential need for hygienic conditions to prevent public health risks. Following this order, in November 2024, the Advisor to TNeGA formally communicated to the Director of Public Health and Preventive Medicine that the earlier application under development would be discontinued in alignment with the Government Directive, and Development of the revised e-Sevai-based process was nearing completion. On 29th May 2025, the Hon'ble Chief Minister of Tamil Nadu officially launched the SimpleGov initiative, marking the full transition to an online Sanitation Certificate system. From this point forward, all institutions are required to apply or renew certificates exclusively through the e-Sevai portal, ensuring a uniform, efficient, and transparent mechanism for sanitation compliance across the state.

It is informed that, the "Issue of Sanitary Certificate" service is now live on the Tamil Nadu e-Sevai portal (<https://www.tnesevai.tn.gov.in>). Applicants are required to visit the portal and complete or update their registration, upload all necessary supporting documents including the Sanitation Protocol, and submit a self-affidavit signed by the authorised person. Upon successful submission, the Sanitation Certificate will be auto-generated with a validity of one year and made available for download. The certificate must be prominently displayed at the premises, along with the sanitation protocol being followed. The institution shall be inspected by the competent authorities of Directorate of Public Health and Preventive Medicine (staff/officials) and necessary action taken, whenever required. The MIS credentials for Health Officials will be shared as soon as they are made available by the Simple Governance team.

As per the revised procedure, the existing manual process for issuing Sanitation Certificates has been discontinued with immediate effect. No physical copies of applications or documents shall be accepted. All applications, document submissions, and processing shall be carried out exclusively through the TN e-Sevai portal.

In this regard, all District Health Officers are requested to ensure that this revised procedure is widely disseminated to all concerned stakeholders in their respective districts, including establishments, and field staff, and that the implementation of the revised system is carried out without deviation.

Enclosure:

- 1) User Manual for Online Sanitary Certification through TN e-Sevai Portal.
- 2) Video demonstration of TN e-Sevai Portal
<https://youtu.be/EDwDxzPyqXI?si=Z1QLRuW91oCa8OmW>
- 3) Copy of G.O.(Ms) No.276, Health and Family Welfare (AB2) Department, dated 23.09.2024.
- 4) Press release on Online Sanitary Certification in Tamil.

Approved by
Dr.T.S.Selvavinayagam
Director of Public Health and
Preventive Medicine, Chennai-6

To:

1. All the District Health Officers/ All the CHOs & MHOs
2. The CHO, Greater Chennai Corporation

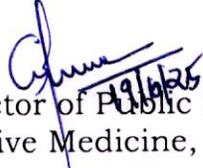
Copy to

1. The Director of Municipal Administration, MRC Nagar, Raja Annamalaipuram, Chennai-28
2. The Director of Rural development and Panchayat Raj Department, Fort St George, Chennai-9
3. The Director of Town Panchayat, Urban Administrative Building, Chennai-28
4. The Secretary/Commissioner, Greater Chennai Corporation, Chennai

Copy Submitted To

The Principal Secretary to Government, Health and Family Welfare Department, Secretariat, Chennai-9

/ True Copy Forwarded /


for Director of Public Health and
Preventive Medicine, Chennai-6.
By
19/06/25

USER MANUAL

DPH-403 Sanitation Certificate

(G.O.(Ms)No.276, Health and Family Welfare (AB2) Department, dated 23.09.2024)

Sanitation Certificate is required for all public and private buildings, institutions and other public places where people gather in larger number to ensure public health.

Steps to be followed by the user or the institution who is applying for the Sanitation certificate:

1. **Visit the e-Sevai Portal** either online or through e-Sevai Portal: <https://www.tnesevai.tn.gov.in/>
2. **Log In:** Enter your login credentials (Username and Password), complete the captcha, and click **Login**.
3. **New User Registration:** If you are new to the portal, create an e-Sevai account by clicking "**New User? Sign Up here**", located below the login section.
4. **Search for the Service:** Once logged in, go to the **Search** section, type "**Sanitation**", and select **DPH-403 Sanitation Certificate**.
5. **Review Requirements:** A new window will appear. Read the service description and the list of supporting documents. Keep the necessary documents ready, then click the **Proceed** button.
6. **Fill Out the Application:** Complete the application form with your details and click the **Submit** button.
7. **Upload Documents:** Upload the required documents.
8. **Payment of fees and Acknowledgment:** After payment, you will receive a receipt containing your application number.
9. **Check Application Status:** Go to the **Check Status** page, enter your application number, and click **Fetch**.
10. **Download Certificate:** Once the details are fetched, you will see a link to download your certificate.

The applicants should display the downloaded certificate along with the protocol on their premises.

Supporting Documents:

1. PAN
2. Signature of owner/manager
3. Self attested Sanitation Protocol being followed on the premises

For suggestions or feedback, kindly get in touch with us via simplify@simplegovtn.in



ABSTRACT



Public Health and Preventive Medicine Department – Simplification of the existing procedures in issuing “Sanitation Certificate under SimpleGov” – Recommendation of the Empowered Committee – Orders – Issued.

HEALTH AND FAMILY WELFARE (AB2) DEPARTMENT

G.O.(Ms)No.276

Dated: 23.09.2024

**திருவள்ளூர் ஆண்டு 2055
குரோதி, புரட்டாசி-07**

Read:

1. G.O.(Ms)No.105, Human Resources Management (AR-1) Department, Dated: 28.11.2023.
2. Minutes of the Empower Committee, Dated: 03.06.2024.

ORDER:

In G.O. (Ms) No.105, Human Resources Management (AR-1) Department, dated 28.11.2023, a Screening Committee and an Empowered Committee have been constituted for scrutinizing and approving the SimpleGov proposals to ensure a comprehensive evaluation and approval of proposed modification under the category of Government-to-Citizen (G2C), Government-to-Business (G2B) and other services that are being accessed from Government of Tamil Nadu.

2. In the existing procedure to obtain a Sanitation Certificate, the applicants need to approach the respective Municipal Corporations, Municipalities, Local bodies concerned or the Jurisdictional Deputy Director of Health Services by submitting a physical application form with necessary documents. The issuing authority (City Health Officer / Municipal Health Officer / Deputy Director of Health Services) issues the Sanitation Certificate after inspection by the Sanitary Inspector / Block Health Supervisor of the region. The certificate is normally valid for one year and in rare categories, may stretch to two or three years from the date of issue.

3. The Advisor, SimpleGov and his team has compiled the proposal for simplification in issuing the Sanitation Certificate.

4. The following are the challenges being faced in the existing procedure in issuing the Sanitation Certificate:-

a) The State has large number of schools, colleges, shopping malls, marriage halls, highest number of factories and MSME Units. Each of these institutions and businesses have several buildings that require a Sanitation certificate each year. The sheer volume of certificates to be issued is humanly impossible to inspect considering the other responsibilities that they are held accountable for. Sanitary / Public Health officers find it extremely difficult to cope with the workload. This could lead to delays in being processed without adequate inspections.

Handwritten signature

b) Inspections of all the premises are not possible, the process itself is vitiated by its form and delivery.

c) The current process of obtaining a sanitation certificate is time consuming.

d) There is no standardized format for Sanitation Certificates that are issued in the State, and different public authorities in Tamil Nadu currently issue Sanitation Certificates in different formats.

e) The extremely short period of validity of the sanitation certificate of just one year and in rare cases upto three years has led to a time-consuming situation of any premise owner having to run around to secure a certificate at very quick intervals.

f) The Sanitation Certificate is an essential document for other certificates and delays leading to a cascading negative effect on businesses, not-for-profit initiatives that can range from Old Age Homes, Children Homes to Working Women's Hostels and the like that leads to anxiety that often lasts all year round.

5. The Screening Committee in its meeting held on 15.12.2023, examined the proposal of the Advisor, SimpleGov and recommended to the Empowered Committee for taking decision on the simplification of the procedure in issuing Sanitation Certificate.

6. The Empowered Committee in its meeting on 03.06.2024 perused and considered the minutes of Screening Committee on the possibilities of simplification of procedures in issuing Sanitation Certificate and the following decisions were made:-

i. That the existing process for issue of Sanitation/sanitary certificate be discontinued.

ii. A self-affidavit of the sanitation protocol being followed on respective premises shall be uploaded on the e-sevai portal. The self-certification statement shall be auto generated upon submission of required particulars.

iii. The sanitation protocol that includes practices being regularly followed on the premises, shall include the frequency of cleaning of the premises; the frequency of toilets being cleaned; the efforts being taken to prevent mosquito breeding and the overall efforts to keep the premises clean.

iv. The details of the type of sanitation infrastructure shall also be uploaded on the e-sevai application and this shall range from, toilets; wash basins; Urinals and drinking water fountains.

v. The affidavit shall affirm (a) that the Solid Waste Management Rules, 2016 are being followed (b) the sanitary infrastructure requirements are made available on the premises; (c) that the management recognizes that the Public Health authorities have the right to inspect the premises to verify that the self-certified protocols are being adhered to and recommend corrective measures where necessary.

vi. The auto-generated self-certificate shall be displayed at a prominent place in the premises. A QR code shall be affixed to the self-certificate by which any visitor to the premises shall be able to access the sanitation protocol being followed.

vii. The self-certification shall be done each year and any changes in protocols and additional infrastructure shall also be updated. That TNEGA shall provide the auto-generated self-certification as a service on the e-sevai portal, and the information gathered shall be made available on a regular basis to the public health authorities.

7. The Government have examined the decision of the Empowered Committee considering the challenges faced in the existing procedure. After examination, the Government have decided to accept the decision of the Empowered Committee and issue orders accordingly.

8. The Tamil Nadu e-Governance Agency (TNeGA) is requested to take action for the online processes for the revised procedure through the e-Sevai or similar alternatives so that the revised process is available immediately to the public.

(BY ORDER OF THE GOVERNOR)

SUPRIYA SAHU,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To

✓ The Director of Public Health and Preventive Medicine, Chennai – 600 006.

The Director of Medical and Rural Health Services, Chennai – 600 006.

The Director of Medical and Education and Research, Chennai – 600 010.

The Commissioner of Municipal Administration, Chennai – 600 005.

The Director of Rural Development, Saidapet, Chennai – 600 015.

All Departments of Secretariat, Chennai – 600 009.

The Chief Executive Officer, Tamil Nadu e-Governance Agency (TNeGA),

Anna Salai, Chennai – 600 002.

The Advisor, SimpleGov., Chennai – 600 002.

Copy to:

O/o of the Hon'ble Chief Minister, Chennai – 600 009.

The Special Personal Assistant to Hon'ble Minister for Health and Family,
Chennai – 600 009.

O/o the Chief Secretary to Government, Chennai – 600 009.

The Human Resource Management (AR) Department, Chennai – 600 009.

The Health and Family Welfare (Data Cell) Department, Chennai – 600 009.

// FORWARDED BY ORDER //

Supriya Sahu
28/9/24
SECTION OFFICER.

92.8m
23/9/2024

பத்திரிக்கை செய்தி

பொது சுகாதாரம் மற்றும் நோய் தடுப்பு மருத்துவ துறை

இணையவழி மூலம் வழங்கப்படும் சுகாதாரச் சான்றிதழ்

பொது மக்கள் அதிகம் கூடும் வாய்ப்புள்ள அரசு மற்றும் தனியார் நிறுவனங்களில் - கல்வி நிறுவனங்கள், ஷாப்பிங் மால்கள், திருமண மண்டபங்கள், முதியோர் மற்றும் குழந்தைகள் காப்பகங்கள், பெண்கள் விடுதிகள், தொழிற்சாலைகள் மற்றும் சிறு, நடுத்தர மற்றும் மிகச் சிறிய தொழில்கள் மற்றும் பிற வணிகக் கட்டிடங்கள் ஏற்படும் சுகாதாரச் சீர்கேடுகளைத் தவிர்க்கவும், வளாகங்களில் தூய்மை மற்றும் சுகாதார தரத்தை உறுதிப்படுத்துவதற்கும், மேம்படுத்துவதற்கும் சுகாதாரச் சான்றிதழ் அவசியம். மருத்துவம் மற்றும் மக்கள் நல்வாழ்வுத் (AB2) துறையின் G.O.(Ms) எண்.276, தேதியிட்ட 23.09.2024 இன்படி, எளிமை ஆளுமை (Simple Governance) திட்டத்தின் வாயிலாக, சுகாதாரச் சான்றிதழ் வழங்கும் செயல்முறை இப்போது எளிமைப்படுத்தப்பட்டு இ-சேவை தளம் மூலம் நடைமுறைக்கு கொண்டு வரப்பட்டுள்ளது.

தமிழ்நாடு இ-சேவை தளம் (<https://www.tnesevai.tn.gov.in/>) மூலம் பின்வரும் சேவை இப்போது இணையவழியில் செயல்பாட்டில் உள்ளது.

இதில் மருத்துவம் மற்றும் மக்கள் நல்வாழ்வுத் துறையால் வரையறுக்கப்பட்ட சுகாதாரச் சான்றிதழ்களுக்கான ஆவணங்களை சமர்ப்பித்து விண்ணப்பிக்கும் விண்ணப்பதாரர்கள் சுய உறுதிமொழி சான்றிதழை பதிவேற்றம் செய்தவுடன், சுகாதாரச் சான்றிதழ் தானாக தளத்தில் உருவாக்கம் செய்யப்படுகிறது.

சுகாதாரச் சான்றிதழுக்கு விண்ணப்பிக்க விரும்பும் அனைத்து விண்ணப்பதாரர்களும் கடைப்பிடிக்க வேண்டிய செயல்முறை:-

- <https://www.tnesevai.tn.gov.in/> என்ற இணையதளத்தின் வாயிலாக TN e-Sevai தளத்தை அணுகவும்.
- விண்ணப்பதாரர்களின் விவரங்களை உள்ளீடு செய்யவும்

- தேவையான ஆவணங்களை பதிவேற்றம் செய்யவும்
- சுகாதார ஆவணங்கள் வெற்றிகரமாக பதிவேற்றப்பட்டு, அங்கீகரிக்கப்பட்ட நபரால் சுய உறுதிமொழிப் பத்திரம் சமர்ப்பிக்கப்பட்டவுடன், சுகாதாரச் சான்றிதழ் ஒரு வருட செல்லுபடியாகும் காலவரையறையுடன் தானாகவே உருவாக்கப்பட்டு பதிவிறக்கம் செய்ய இயலும்.

இந்த சுகாதாரச் சான்றிதழ் வாளாகத்தில் காட்சிப்படுத்தப்பட வேண்டும், மேலும் சுகாதாரச் சான்றிதழ்களில் வெளியிடப்பட்டுள்ள நெறிமுறைகளை கடைபிடிக்கப்பட வேண்டும். பொது சுகாதாரம் மற்றும் நோய் தடுப்பு மருந்துத் துறையினரால், நிறுவனத்தின் சுகாதாரம் குறித்து எந்த நேரத்திலும் கள ஆய்வு மேற்கொள்ளப்படும் என தெரிவித்துக் கொள்ளப்படுகிறது. கள ஆய்வின் போது சுகாதாரச் சான்றிதழ்களில் தெரிவிக்கப்பட்டுள்ள சுகாதார நெறிமுறைகள் கடைப்பிடிக்கப்படவில்லை என ஆய்வில் அறியப்பட்டால், சுகாதாரச் சான்றிதழை ரத்து செய்யவும் வாய்ப்பு உள்ளது என தெரிவிக்கப்படுகிறது.

இனிவரும் காலங்களில், நேரிடையாக சுகாதாரச் சான்றிதழ் வழங்கும் நடைமுறை நிறுத்தப்பட்டு, சுகாதாரச் சான்றிதழ்களை பெறும் அனைத்து செயல்முறைகளையும், பொது சுகாதாரம் மற்றும் நோய் தடுப்பு மருந்துத் துறை இயக்குநரகத்தால் TN e-Sevai தளத்தின் வாயிலாக மட்டுமே பெற இயலும். நேரிடையான ஆவணங்கள் மற்றும் நகல்களையும் சமர்ப்பிக்க வேண்டிய அவசியமில்லை என தெரிவிக்கப்படுகிறது.



ABSTRACT

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G.O.(Ms)No.276

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3. The Advisor, SimpleGov and his team has compiled the proposal for simplification in issuing the Sanitation Certificate.

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b) Inspections of all the premises are not possible, the process itself is vitiated by its form and delivery.

c) The current process of obtaining a sanitation certificate is time consuming.

d) There is no standardized format for Sanitation Certificates that are issued in the State, and different public authorities in Tamil Nadu currently issue Sanitation Certificates in different formats.

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i. That the existing process for issue of Sanitation/sanitary certificate be discontinued.

ii. A self-affidavit of the sanitation protocol being followed on respective premises shall be uploaded on the e-sevai portal. The self-certification statement shall be auto generated upon submission of required particulars.

iii. The sanitation protocol that includes practices being regularly followed on the premises, shall include the frequency of cleaning of the premises; the frequency of toilets being cleaned; the efforts being taken to prevent mosquito breeding and the overall efforts to keep the premises clean.

iv. The details of the type of sanitation infrastructure shall also be uploaded on the e-sevai application and this shall range from, toilets; wash basins; Urinals and drinking water fountains.

v. The affidavit shall affirm (a) that the Solid Waste Management Rules, 2016 are being followed (b) the sanitary infrastructure requirements are made available on the premises; (c) that the management recognizes that the Public Health authorities have the right to inspect the premises to verify that the self-certified protocols are being adhered to and recommend corrective measures where necessary.

vi. The auto-generated self-certificate shall be displayed at a prominent place in the premises. A QR code shall be affixed to the self-certificate by which any visitor to the premises shall be able to access the sanitation protocol being followed.

vii. The self-certification shall be done each year and any changes in protocols and additional infrastructure shall also be updated. That TNEGA shall provide the auto-generated self-certification as a service on the e-sevai portal, and the information gathered shall be made available on a regular basis to the public health authorities.

7. The Government have examined the decision of the Empowered Committee considering the challenges faced in the existing procedure. After examination, the Government have decided to accept the decision of the Empowered Committee and issue orders accordingly.

8. The Tamil Nadu e-Governance Agency (TNeGA) is requested to take action for the online processes for the revised procedure through the e-Sevai or similar alternatives so that the revised process is available immediately to the public.

(BY ORDER OF THE GOVERNOR)

SUPRIYA SAHU,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To

The Director of Public Health and Preventive Medicine, Chennai – 600 006.

The Director of Medical and Rural Health Services, Chennai – 600 006.

The Director of Medical and Education and Research, Chennai – 600 010.

The Commissioner of Municipal Administration, Chennai – 600 005.

The Director of Rural Development, Saidapet, Chennai – 600 015.

All Departments of Secretariat, Chennai – 600 009.

The Chief Executive Officer, Tamil Nadu e-Governance Agency (TNeGA),

Anna Salai, Chennai – 600 002.

The Advisor, SimpleGov., Chennai – 600 002.

Copy to:

O/o of the Hon'ble Chief Minister, Chennai – 600 009.

The Special Personal Assistant to Hon'ble Minister for Health and Family,
Chennai – 600 009.

O/o the Chief Secretary to Government, Chennai – 600 009.

The Human Resource Management (AR) Department, Chennai – 600 009.

The Health and Family Welfare (Data Cell) Department, Chennai – 600 009.

// FORWARDED BY ORDER //


23/19/24
SECTION OFFICER.

073-822
23/19/24