

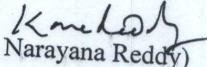
D-16012/08/2014-Genl. / 554
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi-110003
24 September 2014

CIRCULAR

Subject: Action Plan for Observance of Cleanliness Campaign Week 2014

Copy of the Action Plan for Observance of Cleanliness Campaign Week, 2014 is enclosed for information and compliance.


(K. Narayana Reddy)
Under Secretary (Administration)

To

All Officers and Staff in the Ministry

Copy to:

Director, NIC with request to upload the Action Plan in Ministry's website

MOST IMMEDIATE

D-11013/01/2014/Genl
Government of India
Ministry of Drinking Water and Sanitation

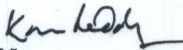
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Action Plan for Observance of Cleanliness Campaign week, 2014 in the MDWS from
25th September, 2014 – 2nd October, 2014 as per following schedule

Date/Day	Action Plan
25 th September (Thursday)	Special supervising team consisting of S/s R.R. Sharma, P.K. Sasidharan and Om Prakash constituted to take rounds of the premises daily and also arrange to attend specific requests as and when received for manning cleanliness.
	A team of five (5) MTS consisting of S/s Monu, Rajesh, Arjun, R. Daneil and Smt. Sunita has been formed and assigned the duty of removal of unwanted litter, paper, files, records, material, etc.
26 th September, 2014 (Friday)	(a) All corridors of the Ministry at 4 th , 8 th , 9 th , 12 th Floor in Paryavaran Bhawan and 6 th Floor in Block 11 will be cleaned and sanitized. (b) Placing of wheeled and big size dustbins for organic based and inorganic separately. (a) All rooms occupied by the Ministry's officials will be cleaned and sanitized. (b) All toilets (Both male and female) will be cleaned and sanitized.
27 th September, 2014 (Saturday) 28 th September, 2014 (Sunday)	All Officers/staff will undertake cleanliness drive and ensure total sanitation at homes. If possible, initiating discussions with neighbours/RWAs to impart knowledge about Cleanliness Drive launched by the Government and carry out cleaning at Parks, Water Pumping Stations, Drainage Networks. At Office, Cleaning and vacuuming ceilings/wall corners and removing cobwebs. Cleaning of corridors, staircase, plants / pots kept in corridors, dusting of corridors, doors and windows of cabins, cleaning and polishing of Name Plates (of officers). Cleaning of Toilets. Cleaning and sterilizing of all the utensils being used during the office hours. Cleaning of ceiling fans / ACs etc.

Kan Singh

29 th September, 2014 (Monday):	For awareness on Swachhta campaign among the officers and staff of the Ministry a half an hour audio visual presentation will be made during lunch time.
30 th September (Tuesday)	A debate competition on the topic "Swachh Bharat aur AAP" in Hindi and English separately with cash prize money of Rs.1500, Rs.1000, Rs.500 each for first, second and third positions have been kept.
1 st October, 2014 (Wednesday):	A essay competition on the topic "Swachh Bharat Swasth Bharat" in Hindi and English separately with cash prize money of Rs.1500, Rs.1000, Rs.500 each for first, second and third positions have been kept.
2 nd October, 2014 (Thursday):	Pledge taking ceremony at 9 A.M. All the Officer and staff of the Ministry will move around in Ministry premises for "Swachhta Bhraman."


(K. Narayana Reddy)
Under Secretary (Administration)