

सरस्वती प्रसाद, आई.ए.एस
संयुक्त सचिव
Saraswati Prasad, I.A.S
Joint Secretary



भारत सरकार
पेयजल एवं स्वच्छता मंत्रालय
Government of India
Ministry of Drinking Water and Sanitation
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एक कदम स्वच्छता की ओर

D.O. No. 2/1/JS(SBM-G)/2015

Dated 26/6/2015

Dear *Sir/Madam*

Kindly refer to the D.O. letter dated 8th June, 2015 from Cabinet Secretary addressed to all Secretaries of Govt. of India regarding the observation of a week long "Cleanliness Drive" from 22nd to 26th June, 2015 at all Ministries/Departments, Government of India (copy enclosed).

2. The Hon'ble Prime Minister has now desired the "Cleanliness Drive" should continue up to 15th August, 2015. I request you to accordingly initiate the appropriate action in the matter.

With *regards*

Yours sincerely,

(Saraswati Prasad)

To

1. All Secretaries of Govt. of India
(As per List)

अजित सेठ
AJIT SETH



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O.No.CS-8683/2015
8th June 2015

Dear Secretary,

Please refer to my letter dated 5th June 2014 (copy enclosed) wherein I had stressed upon the need for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place. I had also requested Ministries/ Departments to undertake, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. While each of the Ministries/ Departments and States have prepared their own Annual Action Plans, it is felt that a boost needs to be given to the Swachh Bharat Abhiyan, especially in the context of the Government offices, for the benefit of those working within as well as those who visit government offices. It is important that government offices are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority:

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/ furniture/electronics & electrical equipment, etc.
- (iv) Weeding out of old files/ records, etc.

3. A week long cleanliness drive will be held from 22nd to 26th June 2015 at all Ministries/ Departments of the Gol as also the State Governments. The drive should cover not only the main Ministry/ Department but all its attached and subordinate offices as well. Public Sector Banks, Public Sector Undertakings, Research Organizations, and other Agencies/ Organizations under various Ministries/ Departments may also be asked to undertake this drive. I request you to kindly send a report by 29th June to the National Coordinator, Swachh Bharat Mission (i.e. the Secretary, Ministry of Drinking Water and Sanitation) on all the activities during the cleanliness week.

4. In order to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. Ministry of Drinking Water and Sanitation has been asked to devise a system for monitoring of regular inspections by Ministries/ Departments.

5. You would appreciate that cleanliness is an all-time activity to be conducted regularly and the week long drive is only to bring the matter into focus once again. I urge your cooperation in keeping government offices clean.

Warm regards,

Yours sincerely,



(Ajit Seth)