

Most Immediate

File No. B-17011/2/2014-GA(Pt.)
Government of India
Ministry of Water Resources, River Development
& Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg,
New Delhi dated 17/8/2016

OFFICE MEMORANDUM

Subject: Swachh Bharat Mission – Constitution of an Award for the Best Swachhta Pakhwada.

The undersigned is directed to forward herewith Secretary, Ministry of Drinking Water & Sanitation D.O. letter no. S-18020/17/2016-SBM dated 29.07.2016 on the above mentioned subject for kind information and necessary action in the matter.

2. The Annual Action Plan for Swachh Bharat Mission (External and Internal) for MoWR, RD & GR was forwarded to all Sections of the Ministry vide letter of even number dated 23.03.2016 (*copy enclosed*). Some officers (*roster enclosed*) of the Ministry were also nominated for monitoring the activities earmarked in the SBM - Annual Action Plan (Internal).

3. All the concerned Section Officers as well as Officers nominated for monitoring the activities are requested to provide the Action Taken Report/ Status / Strategy for the activities in the SBM- Annual Action Plan (**Internal**) as per the proforma at Annexure-I by **24.08.2016**.

4. This may be accorded **TOP PRIORITY**.

Encl: As above.


(R.K.Ojha)

Under Secretary to the Government of India

Tel: 23710303

e-mail: rk.ojha25@nic.in

To:-

1. Nominated Officers for Swachh Bharat Mission monitoring (as per list attached).
2. All Section Officers in MoWR, RD & GR.
3. All Wing Heads/ SMDs in MoWR, RD & GR.
- ✓ 4. Technical Director, NIC for uploading this on Intra-MoWR.

Copy for information to:-

1. PPS to Secretary (WR, RD & GR)/PPS to OSD (WR, RD & GR).
2. PPS to AS (WR, RD & GR) & MD (NWM)/PPS to JS (PP)/PPS to JS & FA/ PPS to JS & MD (NMCG).

परमेश्वरन अय्यर

Parameswaran Iyer



सचिव
भारत सरकार

पेयजल एवं स्वच्छता मंत्रालय

Secretary
Government of India
Ministry of Drinking Water &
Sanitation

4th Floor, Paryavaran Bhawan,
Lodhi Road, New Delhi 110003

Tel: 24361011, 24362715,
e-Mail: param.iyer@gov.in

D.O.No:S-18020/17/2016-SBM
29th July 2016

Dear Shashi,

As you are aware, the Swachhta Pakhwada was institutionalized in April 2016 at the initiative of the Hon'ble Prime Minister as fortnightly cleanliness drives conducted by various Ministries. I am grateful for the much higher attention and care extended by the Ministries to the observance of the Pakhwada more recently.

Following broad directions from the Prime Minister and a review of Swachhta Pakhwada by Committee of Secretaries headed by Cabinet Secretary, the matter for constituting an Award for the Best Swachhta Pakhwada was taken up in the meeting of the Inter-Ministerial Committee on Swachh Bharat Mission on 11th July 2016. The Committee approved constitution of such an award in order to encourage a greater level of innovative initiatives of the Ministries. The broad guidelines for the Award are the follows:

- i. The award will be given for the period of one year. The first award is for the period April 2016 to March 2017.
- ii. Ministries and Departments featuring in the Swachhta Pakhwada Calendar and engaged in Swachhta activities during the fortnight are eligible for the award.
- iii. The submission of nominations shall be made to Ministry of Drinking Water and Sanitation. Each nomination must be accompanied with a detailed report on action taken by the concerned Ministry/Department during the Pakhwada along with evidentiary pictures/videos/press clippings from across the country.
- iv. Nomination for awards should be conveyed to MDWS latest by April 2017.



- v. The selection of award winners will be made by a Jury appointed by the MDWS. The Jury may, if necessary call for a presentation by short-listed Ministries.
 - vi. The Jury will take into account: performance, as demonstrated in the documents uploaded on Swachhta Sameeksha and submitted to the MDWS as final report.
 - vii. The Ministry must have made an outstanding contribution to improving cleanliness in the secretariat offices/nearby areas/ attached offices/ field offices/PSUs/ areas of programmes jurisdiction etc. along with effective awareness campaigns in the cause of SBM.
3. I request you to kindly bring the contents of this letter to the attention of all concerned. I hope the introduction of the award will encourage all in your Ministry to take up more substantial and innovative activities during the Swachhta Pakhwada.

Warm regards

Yours sincerely,


Parameswaran Iyer

Mr. Shashi Shekhar

Secretary

Ministry of Water Resources, River Development & Ganga Rejuvenation
New Delhi

Action Taken/ Status Report for Swachh Bharat Mission – Annual Action Plan (Internal)

S.No.	Description of activities	Time	Monitored By	Action Taken/ Status / Strategy
i.	Review/weeding out of old records/files to be carried out.	Monthly/As per MoP	Concerned SO/ US	
ii.	Disposal of unserviceable Equipments, other store items etc.	Yearly/Quarterly	Dir.(GA)	
iii.	Repairs & White washing room/toilets/corridors.	Daily Report of Maintenance. Half Yearly Maintenance. Weekly cleaning of corridors, window panes (Half yearly)	US(GA)/ US(Admn.)	
iv.	Proper monitoring of cleanliness inspection by Section Officer level.	Once a week.	SO level Officers as per roster	
vi.	Cleaning of Almirahs, Workstations, Walls etc.	Monthly	Concerned SO/US	
vii.	Cleaning of Toilets, Corridors, Room and Staircases.	Daily	SO level Officers as per roster	
viii.	Installation of adequate number of dustbins to hold rubbish and review of their usage and maintenance.	Assesses need wing-wise fortnightly. Emptying of dustbin daily.	SO level Officers as per roster	
ix.	Periodical checking of cleanliness in rooms/toilets/stairs etc.	Weekly	SO level Officers as per roster	
x.	Awareness creation through campaign through workshop, posters etc.	Half yearly	Dir.(Admn.) and DS(E-I)	
xi.	Replacement of broken window panes/blinds	Need basis, inspection based on monthly report.	SO(GA)	
xii.	Maintenance of overall cleanliness and removal of all obsolete/undesirable furniture, items etc. from sections/corridors.	Fortnightly	SO level Officers as per roster	

MOST IMMEDIATE
BY FAX/ E MAIL

No. B.17011/2/2014-GA
Govt. of India
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, the 23rd March, 2016.

To,

1. The Regional Directors of CGWB
2. The Chief Engineers of CWC
3. All Heads of Attached Offices/ Organisations under MoWR, RD & GR.

Subject: Swachh Bharat Mission – regarding.

Sir,

I am directed to enclose herewith a copy of Cabinet Secretary D.O letter No. S-18020/17/2016-SBM dated 1.3.2016 on the subject mentioned above, which is self-explanatory.

2. In order to achieve total sanitation and cleanliness by 2.10.2019, Cabinet Secretary has desired that each Ministry draws out and implement at least a fortnight long action plan every year to bring into focus the contribution of the Ministry towards Swachh Bharat Mission. Ministry of Water Resources, RD & GR has been assigned the fortnight of 16th to 31st March 2017 with the theme of cleaning of all Water bodies (rivers, ponds, nullahs) and beaches/river banks.

3. Accordingly, the Annual Action Plan prepared by the Ministry for Swachh Bharat Mission for the year 2016-17 is enclosed herewith for implementation as per the timelines indicated against each activities. These activities may be implemented as per the guidelines prepared under Jal Kranti Abhiyan and Ganga Gram Yojana which are available in the Ministry's Website. Two ponds in each district may be selected for cleaning under Jal Kranti Scheme and Ganga Gram Yojna with the help of Gram Pradhans/Water User Associations.

4. The Concerned Regional Directors of CGWB and Chief Engineers of CWC may take necessary action and submit report on monthly basis in the enclosed proforma and the soft copy may also be furnished through e-mail at **diradmn-mowr@nic.in**.


(R. K. Ojha)

Under Secretary to the Govt. of India

Tel. 23710303

e-Mail: rk.ojha@nic.in

Copy to:

1. All Wing Heads in MoWR, RD & GR
2. All SMDs/Sections in MoWR, RD & GR

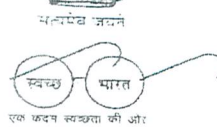
Copy for information to:

1. PS to Hon'ble Minister (WR, RD & GR)/ PS to Hon'ble MoS (WR, RD & GR)
2. PPS to Secretary (WR, RD & GR)/ PPS to SS (WR, RD & GR)
3. PPS to JS (A)/ PPS to JS (PP)/ PPS to JS & FA/ PPS to JS (RB)/ PS to JS (RKG)

कुमार सिन्हा
ADEEP K. SINHA

D.No S-18020/17/2016-SBM

Dear Secretary



मात्रेमहसः
भारत

CABINET SECRETARY
GOVERNMENT OF INDIA

Dated: 1st March, 2016

As you are aware, Swachh Bharat Mission has been launched to achieve total sanitation and cleanliness by 2nd October, 2019. All Ministries/Departments & States need to make their utmost efforts for mobilizing people's participation and to ensure that the Mission truly becomes a citizens' movement.

2. In the past, each Ministry has carried out various activities relating to Swachhta such as weeding out of files, cleaning of office premises and establishments under them etc. However, the range, intensity and visibility of these activities need to increase significantly.

3. It is, therefore, desired that each Ministry draws out and implements at least a fortnight long Action Plan every year to bring into focus, the contribution of the Ministry towards Swachh Bharat Mission and also to carry out substantive work related to Swachhta. The Action Plan can be based on the Ministry's areas of responsibility and may include innovative practices, media campaigns, workshops, award functions etc. Ministries/Departments especially those managing or connected with public amenities may, however, carry out these campaigns for periods longer than a fortnight.

4. A draft calendar, assigning theme-wise fortnights (Pakhwadas) to Ministries along with an indicative list of suggested activities has been drawn up and is enclosed with this letter for your comments and suggestions. In case, the name of your Ministry does not appear specifically in the draft calendar, you may choose your own theme and any fortnight, particularly around the days having special significance for your Ministry, to draw up your Action Plan. During these campaigns, focus should be on reaching out to the community / citizen. An intensive buzz would need to create around the activities undertaken by the Ministry / Department by effective use of mass media as well as social media.

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004

Tel: 011-23016696, 23011241 Fax: 011-23018638 E-mail: cabinetsec@nic.in

5. The calendar of Swachhta Pakhwadas is to begin from 1st April, 2016. May I request you to take urgent action in the matter and furnish your suggestions on the Draft Calendar and 'Swachh Bharat Pakhwada' Action Plans of your Ministry to the Ministry of Drinking Water & Sanitation within a week's time with a copy to this office. The Ministry of Drinking Water & Sanitation, the nodal Ministry for Swachh Bharat Mission, would consolidate the information and finalize the Annual Calendar. I have also asked the Ministry to develop an online mechanism for uploading and monitoring the implementation of these Action Plans.

With regards,

Yours sincerely,


(P. K. Sinha)

Shri Shashi Shekhar
Secretary,
Ministry of Water Resources, River Development and
Ganga Rejuvenation
New Delhi

Sl No	Dates	Suggested theme	Reasons for selecting theme	Suggested activities	Concerned ministry
				highways against littering, use of plastics • Large dust-bins put up every few kilometers along highways	
23	1 st – 15 th March 2017	Special focus on women SHGs in slum communities	International Women's Day - 8 th March	• Training workshops for women SHGs in slums to empower them to lead behavior change initiatives in decentralized SWM and safe sanitation in their communities	Ministry of Women and Child Development; Ministry of Social Justice and Empowerment
24	16 th – 31 st March 2017	All water bodies (rivers, ponds, nullahs) and beaches / river banks	World Water Day – 22 nd March;	• Mass cleaning drives in all water bodies • Mass cleaning of beaches and river banks	Ministry of Water Resources

Annual Action Plan of Ministry of Water Resources, RD & GR - Swachh Bharat Abhiyan.

INTERNAL

S.No.	Description of activities	Time	Monitored By	Date	Name of Officer with Designation
i.	Review/ Weeding out of old records/files to be carried out.	Monthly/As per MoP	Concerned SO/ US	First working day of every month / As per MoP	Concerned SO/ US
ii.	Disposal of unserviceable equipments, furniture/ other store items etc.	Yearly/Quarterly	Dir.(GA)	02.05.2016 01.07.2016 03.10.2016 02.01.2017	Sh. Khatchin Langel, Dir.(GA)
iii.	Repairs & White washing of room/ toilets/ corridors.	Daily Report of Maintenance. Half Yearly Maintenance. Weekly cleaning of corridors, window panes (Half yearly)	US (GA)/ US (Admn.)	Cleaning - Every Monday Maintenance - 02.05.2016 03.10.2016	<ul style="list-style-type: none"> • Sh. Narendra Kumar, US (Admin) • Sh. R.K.Ojha, US(GA)
iv.	Proper monitoring of cleanliness inspection by Section Officer level.	Once a week.	SO level Officers as per roster	Every Wednesday	Concerned SO/ US
vi.	Cleaning of Almirahs, Workstations, Walls etc.	Monthly	Concerned SO/US	First Working day of every month	Concerned SO/ US
vii.	Cleaning of Toilets, Corridors, Room and Staircases.	Daily	SO level Officers as per roster	Daily	<i>As per Annexure-I</i>
viii.	Installation of adequate number of dustbins to hold rubbish and review of their usage and maintenance.	Assesses need wing-wise fortnightly. Emptying of dustbin daily.	SO level Officers as per roster	1 st and 16 th day of every month Emptying of Dustbins daily.	<i>As per Annexure-I</i>
ix.	Periodical checking of cleanliness in rooms /	Weekly	SO level Officers as per roster	Every Wednesday	<i>As per Annexure-I</i>

	toilets/ stairs etc.				
x.	Awareness creation through campaign through workshop, posters etc.	Half yearly	Dir.(Admn.) and DS (E-I)	02.05.2016 03.10.2016	Sh. Khatchin Langel, Dir. (Admin) & Ms Surinder Kaur, DS (E-I)
xi.	Replacement of broken window panes/ blinds	Need basis, inspection based on monthly report.	SO(GA)	First Working day every month	Sh. Roop Lal, SO(GA)
xii.	Maintenance of overall cleanliness and removal of all obsolete/undesirable furniture, items etc. from sections/corridors.	Fortnightly	SO level Officers as per roster	1 st and 16 th every month	Concerned SO/US for respective Rooms SO(GA) for Corridors

S.No	Rooms/ Toilets etc.	Officer's Name with Designation
1	Rooms	Concerned SO/US
Toilets		
2	Toilet No. 405 (Ladies)	Ms Sunita Sharma, SO (E - I)
3	Toilet No. 406 (Gents)	Sh. Jasbir Singh, SO (E – IV)
4	Toilet No. 605 (Ladies)	Ms Mamta Sharma, SO (PSU)
5	Toilet No. 606 (Gents)	Sh. Sham M Kohade, SO (Budget)
Corridors		
6	4 th Floor	Sh. Jasbir Singh, SO (E – IV)
7	6 th Floor	Sh. A J Soreng, SO (IEC)
8	Staircases	Sh. Santosh Prasad, SO (E-III)
Review of Dustbins (Daily Emptying)		
9	Ground Floor	Sh. Shyam Kumar, SO (Coord.)
10	1st Floor (C Wing)	Sh. Sushil Kumar, SO (Parl.)
11	2nd Floor	Sh. Ashok Kumar, Incharge, CR Section
12	4th Floor	Sh. Santosh Prasad, SO (E-III)
13	6th Floor	Sh. Sham M Kohade, SO (Budget)
14	Installation of dustbins	Sh. Roop Lal, SO (GA)