

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, Rafi Marg, New Delhi – 110 001

No. 6-9(266)/2014-E.III

Dated: 30th September, 2014

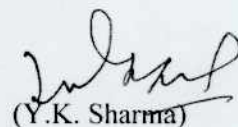
OFFICE MEMORANDUM

Sub: Administration of “Swachhta Shapath” on 2nd October, 2014 as a part of “Mission Swachh Bharat”.

In accordance with the instructions issued vide DO letter No. CS-14771/2014 dated 20.09.2014 of the Cabinet Secretary, endorsed vide CSIR Circular letter No. 5-1(35)/2008-PD dated 26.09.2014, DG, CSIR has approved the following action plan to organize an intensive cleanliness campaign in CSIR H'qrs including all its sub-units:

1. Administration of “Swachhta Shapath” by DG, CSIR at 9:30 AM in Shanti Swarup Bhatnagar Sabhagar at CSIR H'qrs on 2nd October, 2014;
2. Continuation of the cleanliness drive, already initiated in CSIR H'qrs, on 2nd October, 2014 with the cleaning of corridors and staircase, removal of junk from various places within the periphery of the office premises and intensive cleaning of the Sections under the direct supervision of respective Heads of Divisions/Sections as per the enclosed detailed action plan;
3. Complete the weeding out work in all the Sections/Divisions within one month & submit a compliance report to JS(Admn.) latest by 3rd November, 2014;
4. All the HoDs to inspect the respective Divisions/Sections under their control on weekly basis, to ensure that cleanliness becomes an integral part of the work culture.

Therefore, all the staff members at CSIR H'qrs and its sub-units viz. CSIR Complex, HRDC, Ghaziabad, IPU, URDIP, MBSA, Science Centre are required to attend their respective offices during the normal office hours on 2nd October, 2014 and participate in the pledge taking ceremony as well the cleanliness drive.


(Y.K. Sharma)

Sr. Deputy Secretary

1. Heads-IPU, URDIP, HRDC-Ghaziabad, HRDG – along with a copy of the text of the “Swachhta Shapath” with the request to implement the above mentioned action plan in their respective Divisions/Units including the pledge taking ceremony and send a compliance report to this office
2. Heads of all the Divisions in CSIR H'qrs, Science Centre, MBSA – with the request for wide circulation among the staff members
3. DS(Complex), CoA-HRDC, DS-URDIP
4. Office of VP, CSIR
5. PS, O/o DG, CSIR
6. PS, O/o JS (Admn.)
7. PA to FA CSIR
8. PS to CVO
9. PS to LA, CSIR
10. Sr. DS (HR)
11. All The Sr. DS/DS/US and Sr. Dy.FA/Dy. FA/F&AO in CSIR H'qrs
12. Head, IT Division – along with a copy of the text of the “Swachhta Shapath” for making necessary arrangements for display of the same in the Auditorium on 2nd October, 2014 and with the request to host this Circular on the CSIR web-site
13. All Notice Boards
14. Reception Desk

15. Sh. D.K. Jindal, EE, Maintenance
16. Sh. Prasanna Kumar, AEE, Electrical
17. Manager, CSIR Cafeteria – with the direction to remove all plastic utensils from the Canteen and ensure that all the bearers wear neat and clean uniforms, thorough cleaning and sweeping of the floor, basins and sinks of the canteen and its adjoining areas and cleaning of the furniture before 2nd October, 2014 on which day a team led by JS (Admin) will inspect the same.

Detailed action plan for Cleanliness Drive under "Mission Swachh Bharat"

The Joint Secretary (Admin) has approved for undertaking the following activities under the Cleanliness Drive beginning from 25.09.2014 till Diwali:

1. Display of Banners and/or standees with messages relating to "Mission Swachh Bharat" at appropriate places in all offices.
2. Removal of every bit of waste paper including dirty & redundant file boards, file covers, empty cartridges, boxes, unused & broken cabinets/almiras, unused wires/cables/other computer peripherals from the rooms. The Computer and its peripherals including the UPS should be cleaned in a time bound manner and in any case before Diwali. For carrying out this activity, every employee will be responsible to clean her/his own work place under supervision of their Sectional Heads. Committees to be constituted to carry out the inspection of each and every room of the office on a given date and the pictures of cleanest and the dirtiest desk be displayed on the notice boards. In case of CSIR H'qrs, separate notification will be issued regarding constitution of the committee and the date of inspection.
3. Canteen Managers to be issued instructions for strict compliance of the instructions issued vide DoPT OM No. 10/01/2014-Dir(C) dated 26.09.2014 (copy enclosed for ready reference).
4. The Stores & Purchase and the Maintenance staff to be issued instructions for quick disposal of junk, unused & redundant furniture, computer peripherals and other items particularly in the normally neglected areas like backyards, basements, staircases etc. in a phased manner.
5. Identify the areas which require special attention insofar as cleaning is concerned, and undertake the cleaning activity on 2nd October, 2014 led by senior officers. It has been noticed that though renovation of the Ground Floor in CSIR H'qrs is in the books, it requires an immediate and thorough cleaning. Therefore, it has been decided that the cleaning of Ground Floor will be undertaken by a team led by senior officers of CSIR H'qrs on 2nd October, 2014.
6. Instructions to be issued to all the Drivers to do intensive cleaning of their vehicles before 2nd October, 2014.
7. Instructions to be issued to all the staff members who are being provided Uniforms, to wear neat and clean uniforms while on duty without fail. Periodic inspections may be carried out to ensure compliance of the same by the respective Administrative/Divisional Heads.
8. Carry out plantation activities on 2nd October, 2014 as a part of the cleanliness drive.


(Deputy Secretary)
Central Office Administration

स्वच्छता शपथ

महात्मा गांधी ने जिस भारत का सपना देखा था उसमें सिर्फ राजनैतिक आजादी ही नहीं थी, बल्कि एक स्वच्छ एवं विकसित देश की कल्पना भी थी।

महात्मा गांधी ने गुलामी की जंजीरों को तोड़कर माँ भारती को आज़ाद कराया।

अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें।

मैं शपथ लेता हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय दूँगा।

हर वर्ष 100 घंटे यानी हर सप्ताह 2 घंटे श्रमदान करके स्वच्छता के इस संकल्प को चरितार्थ करूँगा।

मैं न गंदगी करूँगा न किसी और को करने दूँगा।

सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गांव से एवं मेरे कार्यस्थल से शुरुआत करूँगा।

मैं यह मानता हूँ कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहां के नागरिक गंदगी नहीं करते और न ही होने देते हैं।

इस विचार के साथ मैं गांव-गांव और गली-गली स्वच्छ भारत मिशन का प्रचार करूँगा।

मैं आज जो शपथ ले रहा हूँ, वह अन्य 100 व्यक्तियों से भी करवाऊँगा।

वे भी मेरी तरह स्वच्छता के लिए 100 घंटे दें, इसके लिए प्रयास करूँगा।

मुझे मालूम है कि स्वच्छता की तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

MOST IMMEDIATE

No. 10/01/2014-Dir(C)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training
Director (Canteens)

Lok Nayak Bhawan, Khan Market
New Delhi, dated 26th September, 2014

OFFICE MEMORANDUM

Subject: Swachh Bharat Mission.

As a part of "Swachh Bharat Mission" it is proposed to launch a special cleanliness campaign in Departmental Canteens/Government Offices. The canteens were set up as a measure of staff welfare with the basic objective to make available hygienically prepared beverages, snacks and meals to the employees during working hours at reasonable rates.

2. Periodical inspections of the canteens are required to be undertaken to ensure the quality of eatables, sanitary conditions and personal hygiene of the canteen employees, particularly of those who are handling eatables. During inspections it has been noticed that there is lack of concern about cleanliness in canteens. There is also need to inculcate awareness of cleanliness amongst canteen employees.

3. For the purpose of maintaining cleanliness and sanitation in the Departmental Canteens, it is imperative to follow the guidelines/suggestions as mentioned under Para 9.7 & 9.8 (Chapter-IX) of DOP's Green Book (Third Edition, 2008) on Administrative instructions on Departmental Canteens, the same are reproduced for ready reference:-

(i) Drill for cleaning floor area of canteens:-

The floor of the canteen must be swept and mopped at regular intervals so as to ensure that flies and other household pest are kept at bay. The detailed sanitary rules are enclosed.

(ii) Drill for cleaning, crockery/cutlery etc:-

- a) Collection of used crockery/cutlery from dining tables to a decided spot in the washing room.
- b) Removal of left over food from the plates into a receptacle/container and passing them on to wash sink No.1.

- c) Rinsing of crockery/cutlery articles individually under running water in wash sink No.1 and passing them on to wash sink No.2.
- d) Treating them with a wet cloth/puff with a touch of detergent powder and placing them individually under the running water in wash sink No.2 and passing them for sterilization.
- e) Sterilization- The washed articles of crockery cutlery may either be passed through an electric sterilizer or by dipping through wash sink No.3 containing a light solution of potassium permanganate or equivalent to be changed frequently and placing them on a tilted top to drain out the excess water.
- f) Wipe them dry with a clean towel. Examine if any portion of articles of the crockery has got chipped off or there is a crack, remove it immediately to a decided place for a systematic replacement.
- g) To be carefully stored in racks or to be laid on the shelves for reservice.
- h) In case of tiffin rooms or smaller canteens where lesser number of articles of crockery/cutlery are involved, washing cleaning, sterilization, operations may be carried out with the help of one wash sink (with running water) plus a couple of Buckets, Tub etc.
- i) The last one hour, before closing hours of the canteen, should be utilized for cleaning all utensils, kitchenware, shelves, racks, flooring sinks, basins etc. to keep them ready for use for the next day.

(iii) Maintenance of personal hygiene of canteen workers:-


- a) Physical examination of canteen workers in order to inspect that the workers do take regular and proper hair cuts, keep their nails trimmed and clean, they do not have any sign of a skin disease or a symptom of ailments of the alimentary canal, initially on joining of service and thereafter as and when required. Regular medical examination of the canteen workers may be arranged to be done through the Medical Officer of the Department/Office, or through any other Medical Agency. Payment if any, required to be made for this purpose, will be made by the Department/Office.
- b) Gloves and head caps should be provided to the canteen workers engaged in cooking etc.

(iv) Uniform for canteen employees:-

It should be ensured that canteen employees wear proper clean uniforms authorized for them.

4. Management Committee of respective Departmental Canteens have very important role to play in ensuring cleanliness in Departmental Canteens. All the Ministries/Departments are requested to carry out periodical cleanliness campaign at least once in a month in respect of Departmental Canteens under their administrative control through respective Management Committees. A copy of this report in prescribed Proforma may also be forwarded to the Office of Director of Canteens, Department of Personnel & Training.

Encl: As above


(Pratima Tyagi)
Director (Canteens)
Tele:24624722

To

1. All Ministries/Departments of the Government of India.
(Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Director (Admn.), DOP, North Block, New Delhi.
5. Comptroller & Auditor General of India, New Delhi.
6. Director of Audit, Central Revenue, New Delhi.
7. Controller General of Accounts, Ministry of Finance, New Delhi.
8. Supreme Court of India, Tilak Marg, New Delhi.
9. Controller General of Defence, Accounts, R.K. Puram, West Block, New Delhi.
10. CAO's Office, Ministry of Defence, DHQ, P.O, New Delhi-110011.
11. Administrator, all Union Territories as per standard list.
12. Tech. Dir.(NIC), Room No.381, Lok Nayak Bhawan, New Delhi.

Copy for information to :-

1. PSO to Secretary(P)
2. PS to Joint Secretary(AT & A)

SANITARY RULES FOR DEPARTMENTAL CANTEENS

1. No one who has suffered from typhoid, paratyphoid fever or dysentery, or who is suffering from, or is under treatment for, venereal or any infectious disease etc. must be employed in any capacity in the Departmental Canteen for handling the food.
 2. The uniforms provided should be washed and changed minimum two to three times a week, be used for those who are directly, concerned with cooking/preparation of food.
 3. A basin, clean water, soap, nail brush and clean towel will be provided in each Departmental Canteen. All men employed in handling of food will keep their nails trimmed and will invariably wash their hands before they handle the food.
 4. The Managers will ensure that there is always sufficient supply of clean pieces of cloth available for washing and drying the dishes and the cooking utensils. The cloth used for handling hot and sooty vessels will be separate and distinct. After the last meal the used cloth pieces must be boiled in water containing washing soda and hung up to dry.
 5. All pots and pans will be freed from grease, cleaned and dried after the last meal, and placed on a shelf on their sides with their interiors exposed to the air and to view.
 6. Sinks, tables, chopping blocks, cutting boards, pastry slabs, mincing machines, knives, forks, and all other utensils will be kept as clean as possible while in use and will be thoroughly cleaned after each meal. All utensils when not in use, will be kept in the places allotted for them and will be available for inspection at any time.
 7. Food will be protected from flies, cockroaches, etc. in flyproof food safes.
 8. A steam sterilizer should be provided for sterilizing cups, plates, etc.
 9. Vegetables must never be placed in the same sink or receptacle in which pots and pans are cleaned.
 10. Food scraps, vegetable peelings and such like refuse will not be thrown on the floor but deposited in covered refuse bins provided for the purpose.
 11. All cutting up of bread, pastry etc. will be done on the cutting board or pastry marble slabs provided for the purpose and never on the wooden top tables.
 12. The weekly/daily menu of food preparations will be hung up to be available for reference in the Departmental Canteen.
 13. Any defect in the cooking apparatus or in the utensils will be reported at once by the cook to his superior who will take necessary steps to have defects remedied.
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14. The floor of the Canteen will be cleaned by scrubbing with hot water containing soda or soap and cresol solution after every main meal. All excess water must be dried up after scrubbing by mopping. The drainage and the floorings should have a slope and kept in good state of repair.

15. The canteens premises should be well ventilated, kitchens and pantries white-washed quarterly and the other premises at least once a year. In addition to the natural ventilation, provision of electric/exhaust fans shall be made as necessary.

16. Anti-rat, anti-pest measures will be strictly adopted, where food items (cooked/uncooked) are stored in order to avoid contamination and wastage of food.

17. Wooden racks for fresh rations may be built on raised legs, kept near a place having cross ventilation and should not be against the walls. The racks/shelves should be made in such a manner that there is circulation of fresh air and First in First out (FIFO) a rule can be followed. Leafy and delicate vegetables and fruits be spread out as far as possible in single layers.

Proforma

Report on Periodic Cleanliness drive in respect of Departmental Canteens

| I | Cleanliness | Existing system | | Remarks |
|-----|--|-----------------|------------------|---------|
| | | Satisfactory | Need Improvement | |
| | a) Accommodation <ul style="list-style-type: none">• Main Hall• Kitchen• Storeroom• Walls | | | |
| | b) Furniture | | | |
| | c) Cleaning of Crockery | | | |
| | d) Drainage system | | | |
| II | Personal Hygiene of employees | | | |
| III | Usage of clean uniform by canteen employees | | | |
| IV | Special efforts made to improve cleanliness | | | |