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दिनांक/Dated: 22.12.2016

प्रेषक / From:

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all  
National Labs./Instts. of CSIR  
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित अर्ध शासकीय पत्र को जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith a copy of D.O. letter for information, guidance and compliance.

क्र.स. Sl.No.	अर्ध शासकीय पत्र / D.O. letter	विषय / Subject
01	DO No. 2/2/Secy(DWS)/2016 dated 28.11.2016 received from Secretary, Ministry of Drinking Water & Sanitation.	Common Swachhta Elements of Swachhta Action Plan - reg.

भवदीय/Yours faithfully

- विनोद कुमार

(विनोद कुमार /Vinod Kumar)  
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- ✓ Head, IT Division with the request to make this DO letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

परमेश्वरनअईय्यर

Parameswaran Iyer



सचिव

भारत सरकार

पेयजलएवं स्वच्छता मंत्रालय

Secretary

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D.O.No.2/2/Secy(DWS)/2016

28<sup>th</sup> November, 2016

Dear Shri Sahni

A meeting of Committee of Secretaries (CoS ) was held under the chairmanship of Cabinet Secretary on 25.10.2016 to discuss Swachhta Action Plans (SAP) in each Ministry. One of the recommendations of the CoS was to identify and share the common Swachhta elements across all Ministries, in order to achieve the ultimate goal of cleanliness with respect to your Ministry.

Based on the suggestions of the CoS, and feedback received from various Ministries/ Departments, the following common Swachhta elements are being circulated to act upon as a first step to attain the goal of cleanliness. These activities are common to all the Ministries/ Departments, whether or not they are included in their respective SAPs.

1. **Digitization of office records/e-office:** Digitization of communications, files, records as a part of e-Office needs to be adopted at the earliest.
2. **Basic Maintenance:** Disposal of old files, old and non-usable vehicles, auction of obsolete /unserviceable items & equipment like electrical, electronic items, furniture items, vehicle etc. Regular cleaning of workstations, toilets and disposal bins. Whitewashing and cleaning of office space in the Ministry/ Department, its regional offices, and any other offices under its control. Shri Girish Sahni
3. **Sanitation and SWM:** Need based construction or renovation of toilets for men, women and differently abled; availability of running water, handwashing facilities with soap in all toilets. Proper and safe waste collection, segregation and disposal in all offices, office canteens, regional offices, PSUs under the Ministry's control, any other spaces occupied by the Ministry/Department.
4. **Cleaning and Beautification of surrounding areas:** Every Ministry/ Department may identify one area near their secretariat (such as a park or a piece of barren land) which they could take charge of and develop as beautiful landscape by ensuring its cleanliness. Voluntary cleaning activities are to be undertaken by the Ministry/ Department staff. Tree plantation in and around office complex and installation of potted plants in corridors in the Ministry to create an eco-friendly environment. Clearing of any areas in a

certain radius of the secretariat building that has stagnant water and / or mounds of garbage lying unmanaged.

5. **Vermicomposting/ Composting of biodegradable Waste Management:** Ministries can take up vermicomposting/ composting of biodegradable waste generated in the Ministry canteen etc. as part of their waste management program.
6. **Used water for agricultural/ horticulture application:** Sewage water can be treated and used for agricultural/ horticultural purposes in flush tanks of Ministry toilets etc.
7. **Swachhta Awareness at local level:** Ministries/Departments to organize swachhta awareness campaigns in and around their premises and in their catchment areas on WASH (Water, Sanitation and Hygiene) through nukkad natak, skits, drawing competition, essay writing, folk performance etc.
8. **Swachhta Workshops:** Organizing workshops on cleanliness and waste management in offices for staff, including interactive sessions between Senior Officers and workers in-charge of cleanliness.
9. **Swachhta Pledge:** Ministry/ Department may involve their officers and staff through Swachhta pledges, reiterating their commitment to Swachh Bharat.
10. **Display and Banner:** Promotion of Swachhta message through digital display boards, banners, posters, hoardings, pamphlets.
11. **Foster Healthy Competition:** Competition within the secretariat of each Ministry and felicitating the cleanest office in the building. Felicitate some of the better performing cleanliness workers in each office.

The above are only illustrative. You are also encouraged to take more innovative measures in this direction. I shall be grateful for feedback from you on the action taken on these common Swachhta elements.

Regards

**Shri Girish Sahni**  
Secretary  
Department of Scientific and Industrial Research  
Ministry of Science & Technology,

Yours sincerely

  
Parameswaran Iyer