



Message

Swachh Bharat Abhiyan is a mission led by Government of India to make the country clean. This campaign was launched by Hon'ble Prime Minister Shri Narendra Modi on 145th birth anniversary of Mahatma Gandhi on 2nd of October, 2014. This campaign envisions to realize the dream of Mahatma Gandhi of "Clean India" by 2nd October, 2019 i.e. 150th birth anniversary of Mahatma Gandhi.

The mission envisages to cover all the rural and urban areas of the country to address the issues of non-cleanliness and enable India to emerge as a clean nation. The mission aims at eliminating open defecation, converting insanitary toilets to pour flush toilets, eradicating manual scavenging, complete disposal and reuse of solid and liquid wastes, bringing behavioral changes to people and motivate health practices, spread cleanliness awareness among people, strengthening the cleanliness systems in the urban and rural areas as well as create an user friendly environment for all private sectors interested in investing in India for cleanliness maintenance.

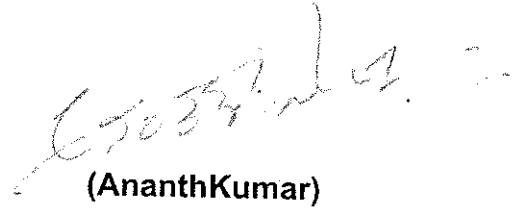
The campaign that was conceived as a mission has now emerged as a National Movement. The Hon'ble Prime Minister, Shri Narendra Modi, has been a constant source of inspiration to evoke, among the fellow citizens, a sense of responsibility for the cause of clean India. With citizens now becoming "*Swachhta Champions*" across the country, the dream of a 'Clean India' once seen by Mahatma Gandhi has begun to take shape.

Swachh Bharat Abhiyan has become a 'Jan Andolan' receiving tremendous support from the citizens and institutions alike. Citizens also have turned out in large numbers and pledged for a neat and clean India. Taking the broom to sweep the

Contd...

streets, cleaning up the garbage, focusing on sanitation and maintaining a hygienic environment have become a practice after the launch of the Swachh Bharat Abhiyan. Citizens have started to take part and are helping to spread the message of 'Cleanliness is next to Godliness.

I urge every one of you to devote at least hundred hours every year, that is two hours every week towards cleanliness. Together we can and will make India Clean.

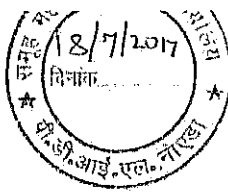


(AnanthKumar)

16 August, 2017

Action Plan of Department of Fertilizers on Swachhta Pakhwada

- (i) A message from Hon'ble Minister on Swachh Bharat Awareness on the Pakhwada days would be placed on the website of DoF (a draft message would be submitted shortly).
- (ii) A Swachhta pledge would be administered by a senior level officer to all the staff of DoF.
- (iii) Some sign boards and posters would be placed on the walls of corridor of DoF in order to create awareness among the staff about the importance of cleanliness.
- (iv) A special drive for recording weeding out and digitisation of files would be carried out during the Swachhta Pakhwada.
- (v) A cleanliness drive in the Department (Shastri Bhawan, Janpath Bhawan, Udyog Bhawan & office of FICC at R.K. Puram) would be observed and for this purpose a team will be formed to monitor.
- (vi) All fertilizer PSUs are being advised to observe the special cleanliness drive with some innovating ideas during the allotted period i.e. 16th August to 31st August, 2017 and also furnish the action plan for observing Swachhta Pakhwada to this Department within a week.
- (vii) Fertilizers Association of India would be request to involve Fertilizer Sector private companies in observing the special cleanliness drive and also to promote city compost and bio-fertilizers.



प्रोजेक्ट्स एण्ड डेवलपमेंट इंडिया लिमिटेड
कार्मिक एवं प्रशासन विभाग : नौएडा

PDI L

213

पीडीएन/एडमिन/एसबीए/2017

दिनांक: 17 जुलाई, 2017

विषय: स्वच्छता पखवाडा 16 अगस्त, 2017 से 31 अगस्त, 2017 तक

कृपया पत्र संख्या पीडीएन/सी-पी एण्ड ए/27(17) दिनांक 11 जुलाई, 2017 निगमिय कार्मिक एवं प्रशासन विभाग ने रसायन एवं उर्वरक मंत्रालय, भारत सरकार द्वारा प्रेषित पत्र संख्या 34011/19/2014-एडमिन दिनांक 07 जुलाई, 2017 हम आपको अवगत कराना चाहते हैं, कि नौएडा इकाई ने "स्वच्छता पखवाडा 16 अगस्त, 2017 से 31 अगस्त, 2017" तक के अंतर्गत निम्नलिखित योजना बनाई है।

1. हर विभाग को अपने बैठने का स्थान, अनावश्यक कागज़/पत्रों, फाईलों की सफाई करना तथा कम्प्यूटर, प्रिंटर, आलमारी इत्यादि को साफ करना शामिल है।
2. कार्यालय के कॉमन एरिया जैसे शौचालय, सीढियों, लिफ्ट, खिडकियों इत्यादि की सफाई करना।
3. संस्थान में रखा हुआ इस्तेमाल में न आने वाला सामान का डिस्पोजल का कार्य भी अंतिम चरण में चल रहा है।
4. दैनिक इस्तेमाल में काम न आने वाले पुराने रिकार्ड / फाइलों को पहले ही डिस्पोज कर चुके हैं।
5. स्वच्छता पखवाडा 16 अगस्त, 2017 से 31 अगस्त, 2017 तक के पूर्ण कार्यक्रम का एक बैनर संस्थान के मुख्य द्वार पर और संस्थान के मुख्य स्थानों पर "स्वच्छता पखवाडा" के स्लोगन के पोस्टर लगाये जायेंगे।
6. वाटर कूलरों को सप्ताह में एक दिन (शनिवार) को अच्छी तरह से साफ करना।
7. संस्थान में स्वच्छता के दृष्टिकोण से कीटनाशक नियंत्रण का कार्यक्रम भी रखा जायेगा।
8. संस्थान के शौचालयों में महीन कागज़ और तौलिये की व्यवस्था करना।
9. संस्थान के परिसर में धूम्रपान और जगह-जगह थूकने पर रोक के लिए दिशा निर्देशों को सख्ती से लागू किया जायेगा।
10. संस्थान के उन चिन्हित जगहों पर जहाँ सफेदी की आवश्यकता है, सफेदी करवाई जायेगी।
11. संस्थान में कार्यरत लोगों के बीच एक कार्यशाला विस्वेश्वराय हॉल में आयोजित किया जायेगा।

17.07.2017

(एच.एस. बिष्ट)

प्रबन्धक (का. एवं प्रशा.)

महाप्रबंधक एवं विभागाध्यक्ष (का. एवं प्रशा.) मोहन
17-7-17

महाप्रबंधक (नौएडा) मोहन 18/7

समूह महाप्रबंधक

अध्यक्ष एवं प्रबंध निदेशक

समूह महाप्रबंधक (नौएडा)

महाप्रबंधक (का. एवं प्रशा.)

स्वच्छता पखवाडा
कार्यालयों में आयोजित
उपरोक्त
कार्यशाला
में आयोजित
डॉ. रम. कुमारी
19/7/17

श्री श. एस. बिष्ट/मोहन

Observance of Swatch Bharath and Swacchta Pakhwada-2017-18.

1.0 Swatch Bharath Activities

- It is planned to clean the entire premises of Training Centre by uprooting and cleaning of the weeds, bushes and shrubs.
- Cleaning of open air auditorium area – weeds and shrubs uprooting. Cleaning and disposing of the waste material in and around open air auditorium area.
- Auditorium stage cleaning – Removing and disposing the old unused damaged articles.
- Cleaning the workshop area – it is proposed to clean the outside premises by removing the waste materials, weeds and shrubs.
- It is also proposed to clean and facelift the Training Centre office premises by washing / painting the walls. Repairing and replacing the damaged racks / almirahs etc.
- The old unwanted records and papers will be disposed off adhering to the laid down procedures.
- The Training hall / Library / class rooms will be cleaned and face lifted by painting / providing new curtains. The damaged furnitures will be removed and disposed.

All the activities are planned to be completed before October 2017.

Part of the above activities had already been undertaken during 2016-17.

2.0 Swacchta Pakhwada - 2017

- The Training Centre sanitation will be improved by cleaning the premises around the toilet area of Training Centre and Apprentice toilet area.
- The toilets will be face lifted by repairing and replacing the damaged articles.
- The pipes and taps will be maintained neatly by repairing / replacing to ensure stoppage of water leak.
- The sanitation of entire Training Centre will be improved by cleaning the drainage channels and providing it with additional drainage channels wherever required to ensure stoppage of water stagnation thereby avoiding mosquito and disease spread.

The swacchta pakhwada activities will be completed before 31st August 2017.

M S Venugopal
DGM(Trg&Dev)

THE FERTILIZER CORPORATION OF INDIA LIMITED
CENTRAL OFFICE
NOIDA
(PDIL BHAWAN, 5TH FLOOR, A-14, SECTOR-1, NOIDA)

SWACHHTA PAKHWADA FROM AUGUST 16 TO 31, 2017

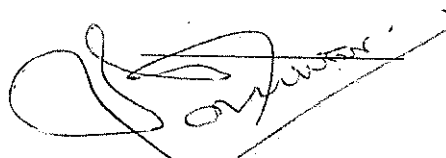
ACTION PLAN OF FCIL

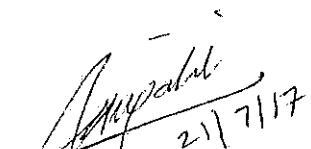
16.8.2017	Oath taking session.
16.8.2017	Slogan Competition spreading the swachhta message to sensitize officials on the importance of swachhta in day-to-day activities.
17.8.2017	To remove all files dumped on the tables and put them on proper place so as to clean all the tables.
18.8.2017	To keep all the files in Almirahas which are lying in open on the floor.
18.8.2017	Pest Control Drive – after office hours.
Immediately	Scrap Disposal.
19/20.8.2017	White Wash / Repair work
	Tree Plantation at A-11, Sector 1, Noida
13.7.2017	Office order issued to all Units for compliance of Action Plan of DoF
4.9.2017	Compliance Report to be sent to DoF

HINDUSTAN FERTILIZER CORPORATION LIMITED.
CORPORATE OFFICE :: NOIDA

ACTION PLAN FOR OBSERVANCE OF SWACHTA
PAKHWADA FROM 16/08/2017 TO 31/08/2017.

1. Oath taking by the employees of HFCL on 16/08/2017 for maintaining cleanliness in the Office premises, premises of Units/Divisions township and its surroundings.
2. To circulate instructions of Ministry of Chemicals & Fertilizers amongst employees of Units/Divisions for wide publicity for observance of Swaccha Pakhwada from 16/08/2017 to 31/08/2017.
3. Displaying banners and slogans of swacch Bharat and explain the importance of cleanliness to people so that they can understand hygiene and sanitation in the best possible manner.
4. Daily upkeep of Office premises of Units/Divisions by cleaning of furniture and other electronic instruments, like computers, printers, photocopiers, telephone, fax machines, etc.etc.
5. Washing of floors and corridors once in a week and complete dusting of rooms. Dusting of papers/files etc. and to identify the items which are not in use and disposal of such items.
6. Posters and slogans writing competition with children.
7. Demonstration activities on swaccha, sanitation and hygiene like hands-washing before and after meals.
8. Drawing, painting competition among children.
9. Street plays and puppet shows on swaccha abhiyan.
10. Tree plantation.


(S.C. Panwar)
Coordinator


21/7/17.
(T.R. Patil)
Ret (Co. Sectt. & Admin.)

Subject: **Fwd: Fw: Swachhta Pakhwada**
To: yp.arora@nic.in

Date: 08/02/17 04:40 PM
From: Saurabh Sharma <mfl.sharma@gmail.com>

Pakhwada.pdf (376kB)

To: "Scanned message" -----

gmpasec" <gmpasec@madrasfert.co.in>

Aug 2, 2017 3:26 PM

Subject: Fw: Swachhta Pakhwada
To: <mfl.sharma@gmail.com>
Cc:

The original letter is being sent by Speed Post. Please hand over the same to the concerned.

From: gmpasec
Sent: Wednesday, August 02, 2017 3:24 PM
To: yp.arora@nic.in
Subject: Swachhta Pakhwada

August 2, 2017

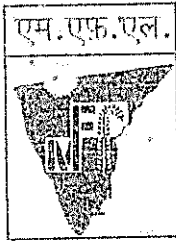
Sir

Letter related to the above subject is scanned and attached.

Regards

GM-P&A
MFL

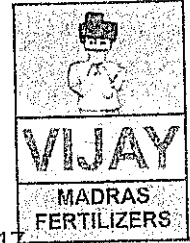
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मद्रास फ़र्टिलाइज़र्स लिमिटेड Madras Fertilizers Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

पोस्ट बैग नं. 2, मंगल, चेन्नै - 600 068, भारत दूर : 25941001 / फ़ैक्स नं. 044-25941010
Post Bag No. 2, Manali, Chennai - 600 068, INDIA. Tel : 25941001 / Fax No. 044-25941010
कार्यालय / Office : 25945210 संयंत्र / Plant : 25941133 विप. / Mktg : 25941285 वित्त / Fin : 25941072
Website : www.madrasfert.nic.in email : gmpasec@madrasfert.co.in (TIN: L32201TN1966G01005469)



August 2, 2017

Shri Yashpal Arora
Under Secretary to the Govt. of India
Department of Fertilizers
Ministry of Chemicals & Fertilizers
Shastri Bhavan
New Delhi - 110 001

Dear Sir,

Sub : Swachhta Pakhwada

This has reference to email dated 01.08.2017 from MFL Liaison Representative on the above subject requiring to provide the activities to be carried out during August 16-31, 2017 on the eve of celebration of Swachhta Pakhwada.

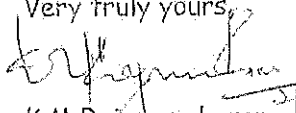
In this connection, we would like to inform you that the following activities are proposed to be carried out for observing Swachhta Pakhwada during August 16-31, 2017.

1. Cleaning of Premises
2. Cleaning the work spot by weeding out unwarranted papers and records, if any.
3. Wearing badges during the said period for creating awareness among MFL employees
4. Putting up banners wherever possible /required
5. Conducting slogan / Essay competition among MFL employees and distribution of prizes to Winners and Runners
6. Conducting seminar on cleanliness among MFLers to sensitize and ensure good health and hygiene.
7. Display of materials like Posters and distribution of sanitation kits.

This is for your information please.

Thanking you,

Very truly yours,


K M Rajamanoharan
General Manager (P&A)

एफसीआई अरावली जिप्सम एण्ड मिनेरल्स इण्डिया लिमिटेड
FCI Aravali Gypsum and Minerals India Ltd.

भारत सरकार का उपक्रम
(A Govt. of India Undertaking)
Mini Ratna - II Company



FCI Aravali Gypsum
and Minerals India Ltd.

पंजीकृत कार्यालय :
मांगूसिंह राजवी मार्ग, (पावटा 'B' रोड)
जोधपुर (राजस्थान)
फोन: ०२९१-२५४४३९२ फैक्स ०२९१-२५४५२३

Regd. Office :
Mangu Singh Rajvi Marg, (Paota "B" Road)
JODHPUR (Rajasthan)
Tel : 0291-2544392, Fax : 0291-2544523
E-mail : fagmil@nic.in, fagmil@rediffmail.com
Website : www.fagmil.nic.in

Ref. No.

FAGMIL -5(IE)/2.1 887

Date :

01.08.2017

Shri Yashpal Arora,
Under Secretary to the Govt. of India,
Department of Chemical & Fertilizers
Ministry of Chemicals & Fertilizers,
Shastri Bhawan, New Delhi
E-mail: yp.arora@nic.in

Sub: Observing Swachhta Pakhwada from 16th August to 31st August, 2017

Ref. Letter No. - 2601/6/2014-Coord dated 14.07.2017

Sir,

Further to the E-mail dated 20/07/2017 regarding implementation of Swachhta Pakhwada from 16th August to 31st August, 2017, we are hereby enclosing the Revised Action Plan pertaining to our Company i.e. FCI Aravali Gypsum and Minerals India Limited (FAGMIL) for your kind perusal

Thanking You.

Yours Faithfully,

S. S. Shekhawal
(S. S. Shekhawal)
General Manager

हम हिन्दी में पत्र व्यवहार का स्वागत करते हैं।

Page 1 of 2

ट्रांजिट कार्यालय : टावर-२९, यूनिट नं. ६०१, राष्ट्रमण्डल खेल गांव, नई दिल्ली-११००६२ • फोन नं. ०११-४६०५२२८४
Transit Office : Tower -29, Unit no. 601, Common Wealth Games Village, New Delhi-110092 • Ph. No. 011-49052284

Subject: FW: ATR on observance of swachhata pakhawada at RCF, Mumbai
To: "yp.arora@nic.in" <yp.arora@nic.in>

Date: 07/25/17 04:24 PM
From: Satish Pawar <sbpawar@rcfld.com>

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swachhata pakhawada 2.pdf (746kB)

AS PER DISCUSSION HELD IN THE MEETING ON 20.07.2017 ,ACTION PLAN REPORT IS ATTACHED HEREWITH.

S.B.PAWAR
G.M (HR-A)

From: Pravin Dandekar
Sent: 25 July 2017 16:06
To: yp.arora@nic.in
Cc: Satish Pawar
Subject: ATR on observance of swachhata pakhawada at RCF, Mumbai

Dear Sir,

Please find attached letter regarding ATR on observance of swachhata pakhawada at RCF, Mumbai in Aug 2017.

Regards

Pravin Dandekar
Asst GM(A)
For RCF , Mumbai

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राष्ट्रीय केमिकल्स एण्ड फर्टिलाइजर्स लिमिटेड

(भारत सरकार का उपक्रम)

वर्क्स : प्रशासनिक भवन, चेंबूर, मुंबई - 400 074.

RASHTRIYA CHEMICALS & FERTILIZERS LIMITED

(Government of India Undertaking)

WORKS : ADMINISTRATIVE BUILDING, CHEMBUR, MUMBAI-400 074.

PHONES : 022-25522201 - 10 GRAM : FERTILIZER

RCF/Admn17/GMHR/SBM/

Date: 25.07.2017

**SUB : ATR on Observance of Swachhata Pakhwada for raising level of sanitation'
from 16th Aug 2017 to 31st Aug 2017**

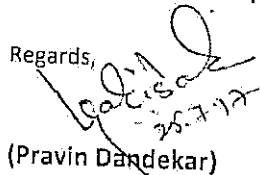
Dear Sir,

As per guidelines received in the meeting held at Delhi on 20th July 2017 under chairmanship of JS(DP), we have planned to organize the Swachhata Pakhwada from 16th August to 31st August 2017 for all office premises at RCF, Mumbai.

Detail action plan for Swachhata Pakhwada for raising level of sanitation in offices will be as under :-

- 1) An oath taking session for all employees on the inaugural day of the Pakhwada i.e. 16th Aug 2017
- 2) Putting banners, standees, slogans spreading the swachhata message and to sensitize employees on importance of swachhata in office premises.
- 3) "No Smoking" and "No Spitting" boards will be displayed at appropriate locations during the Pakhwada.
- 4) Schedule of daily upkeeps inside offices shall be observed by employees which shall include cleaning of equipment/furniture such as computers, printers, photocopiers, telephones, fax machines, filing cabinets, almirahs, tables, chairs etc.
- 5) The schedule also includes weekly cleanliness drive on Saturday for complete dusting of rooms and washing of corridors in the premises.
- 6) Weekly cleanliness of water coolers shall be followed with Fortnight cleaning of cob webs.
- 7) All the staff in offices shall ensure cleaning of dust-bins in the evening after closing of office.
- 8) A pest control will be carried out of all the conference/ meeting halls, Board room.
- 9) During the pakhawada, a survey will be taken up to identify unused items in these premises and as per category useful/repairable/non-useful/damaged items and it shall be disposed- off with due approval.
- 10) Seminar on Swachhata by participation of eminent faculties in the field is scheduled during the Pakhawada.
- 11) White washing of walls will be done wherever required to maintain cleanliness.
- 12) To ensure hygiene in washrooms, proper utilization of cleaning methods, use of proper material will be checked and tissue papers and towels will be provided in ladies washrooms.

Regards,


25.7.17

(Pravin Dandekar)

Asst. General Manager(Admin)

M 9922402293

पंजीकृत कार्यालय : 'प्रियदर्शनी', ईस्टर्न एक्सप्रेस हाइवे, मुंबई - 400 022.

REGD. OFFICE : 'PRIYADARSHINI', EASTERN EXPRESS HIGHWAY, MUMBAI - 400 022.

PHONE : 022 - 24045001 / 2 / 3 / 4

BRHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
NAMMRUP, ASSAM

PROPOSED ACTION PLAN

The "Swachhta Pakhwada" programme will start with an Oath taking session to be organised at Administrative Building.

A) Some innovative planning that BVFCL has not done earlier:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Campaigning against smoking and spitting in public areas.	Public Relations Section with the involvement of Hospital Doctors & Staff.
2	Field campaign to bring awareness on hazardous side of use of plastic bags and safe disposal.	Welfare section of Personnel department
3	Weeding out of old files / records as per guidelines of Public Records Act, 1993 and the Public Records Rules, 1997, issued by National Archives of India	Personnel department

B) Use of media:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Uploading of message to be received from Hon'ble Prime Minister in our BVFCL website.	Welfare Section of Personnel Department
2	The detail action plan and action taken during "Swachhta Pakhwada" will be uploaded in BVFCL website	Public Relation Section and Management Services Department
3	The news of celebration will be published in Local News Papers.	Public Relations Section

C) Campaigning towards Promotion and Maintenance of SWACHHATA:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Putting up Banners / signboard and Slogans on importance of swachhita in day to day activities in plants, offices & other public places.	Public Relations Section
2	Appeal to employees for upkeep of plants and cleaning of equipments / furniture / computers etc.	Welfare section of Personnel department
3	Workshop & seminar for cleaning awareness to staff, worker & other nearby people.	Public Relations Section & Welfare section of Personnel department
4	Awareness programme on Bio -degradable	Public Relations Section & Welfare section of Personnel department

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The action plan of NFL for observing Swachhta Pakhwada from 16th to 31st August 2017, is as under :

1. All the employees shall be administered oath on 16th August 2017 at 10.30 a.m. at the entrance of NFL, Corporate Office building to maintain cleanliness in the office and its surroundings.
2. To organize seminars / workshops to sensitize officials on the importance of Swachhta in day-to-day activities.
3. Display of Banners at Main Gate, Standees and Slogans in office premises, spreading the Swachhta message to sensitize officials on the importance of Swachhta in day-to-day activities.
4. In order to promote health, hygiene and cleanliness, the entire office area shall be 'No Smoking' and 'No Spitting' zone and all the employees will strictly comply with the same.
5. Daily upkeep of plants & plantation to make green office premises.
6. During the fortnight special cleanliness drive shall be undertaken on daily and weekly basis within the office premises. Cleanliness of equipment's / furniture such as computers, printers, photocopiers, telephones, fax machines, Filing cabinets, almirahs, tables, chairs etc.
7. All employees will be responsible for keeping their work station clean and tidy.
8. Pest control drive in office premises.
9. Messages will be displayed on NFL's website / digital screen / Social Media at Reception area that the NFL observes SwachhtaPakhwada during 16th to 31st August, 2017.
10. Inspection of workplaces in the office will be undertaken by a committee. Suitable reward will be given for the "Best Maintained Wing" of the building, which will motivate all employees of the wing to collectively take responsibility for upkeep of their wing / workplace.
11. Slogan and Essay competitions will be organized during this Pakhwada for creating awareness about cleanliness amongst officials. Winners of Slogan and Essay competitions will be given prizes and appreciation letters.
12. Apart from above, all officials / Sectional Heads ensure weeding out of old records as per approved policy of the company.

Active participation and co-operation from all the employees will make the "Swachhta Pakhwada" and cleanliness drive a success.

On Tuesday, 8 August 2017 11:05 AM, "ajith@factltd.com" <ajith@factltd.com> wrote:

----- Original Message -----

Subject: [Fwd: Re: [Fwd: Re: [Fwd: Observance of Swatch Bharath and Swacchta Pakhwada-2017-18.]]]

From: ajith@factltd.com

Date: Tue, August 8, 2017 10:16 am

To: ea2cmd@factltd.com

----- Original Message -----

Subject: Re: [Fwd: Re: [Fwd: Observance of Swatch Bharath and Swacchta Pakhwada-2017-18.]]]

From: rkr@factltd.com

Date: Mon, August 7, 2017 6:30 pm

To: sreelekha@factltd.com

Cc: roland@factltd.com

ajith@factltd.com

kvijayan@factltd.com

adminho@factltd.com

leslie@factltd.com

msbala@factltd.com

pubrel@factltd.com

Madam

Sub: Swatchh Bharat Abhiyan 2017 - Tentative Action Plan - REVISED

Meeting was held today with HO Admn, PR dept and UC Estate on the above subject.

As requested by you, a tentative action plan for Swacchta Pakhwada 2017 (16-31st August 2017) including additional action points as per mail forwarded by DGM(DR) dated 21st July 2017, is given below:

- * Seminar/ workshop on Plastic Waste Management is proposed to be conducted in association with CIPET (Central Institute of Plastics Engineering & Technology) and FACT Training Centre during this month.
- * A limited quantity of bio-degradable waste generated in townships is converted to useful compost manure by the township residents themselves under the supervision of Estate dept. Bulk removal and disposal of bio-degradable waste is arranged by engaging garbage movers/ workers.
- * Awareness programme will be arranged in Head Office and townships by way of posters, banners (cloth based), notices, leaflets, etc.
- * As usual the pledge issued by DoF will be administered in offices. This will be followed by participation of officers and staff in a concerted cleaning effort in and around office premises.
- * A competition will be held for the most innovative suggestion on the

subject of cleanliness and hygiene.

* Focused attention will be initiated on developing a hygienic and clean working environment. Cleanliness drive will be organised at all divisions.

* This will include clearing of bushes/ overgrowth/ grass at road sides, medians, toilets, cleaning of vacant quarters/ buildings and premises, factory/ plant areas, cutting and removal of branches of trees standing by the side of public road and residential buildings

* Painting of interior/ exterior of office buildings wherever necessary. Sweeping, wet mopping of floors, cleaning office roof and walls to remove dust and cobwebs all offices, distributing free soaps and towels

* Display of banners on cleanliness and related matters in prominent places at plants and townships

* Collection of plastic waste, re-cycling of same in dumping yard, garbage such as domestic solid waste/ horticultural waste in the quarters/office area

* Repair of damaged sanitary lines/ tank chambers

* Planting of flowering plants in suitable areas in office compounds

* Ensuring supply of purified drinking water to all employees

* Disposal as per procedure of scrap furniture, unwanted office files/ documents, etc.

For favour of information and appraisal of ministry officials concerned.

R Krishnan
DGM (Admn)

> ----- Original Message -----
> Subject: [Fwd: Re: [Fwd: Observance of Swatch Bharath and Swacchta
> Pakhwada-2017-18.]]
> From: ajith@factltd.com
> Date: Mon, August 7, 2017 1:54 pm
> To: sreelekha@factltd.com

>
> Madam,

>
> Mr.Sarkar has requested to forward a plan for Swacchta Pakhwada-2017-18
> (16-31st August 2017) in line with the mail forwarded by sarkar on 21st
> July 2017 , after attending review meeting at DoF.

>
> Matter most urgent.

>
> T.P.Ajith Kumar
> DGM(CP)

> ----- Original Message -----
> Subject: [Fwd: Re: [Fwd: Observance of Swatch Bharath and Swacchta