OFFICE OF THE ADDL DIRECTOR OF EDUCATION (CTB) (NODAL OFFICER- SBA)  
DIRECTORATE OF EDUCATION  
ROOM NO-7, OLD SECTT, CIVIL LINES, DELHI -54  

NO. SPL. DE/CTB/2016/06  
Dated:- 3/3/16  

CIRCULAR  

SUB : Theme Based Cleanliness Drive (29/02/2016 - 15/03/2016)  

In continuation of this office circular no PS/DE/2016/05 dt 09/03/2016 (copy enclosed), wherein, all the DDEs and HOOs were requested to organize the theme based cleanliness drive w.e.f 29/02/2016 to 15/03/2016.  

Further, all the DDEs and HOOs are requested to assess cleanliness of the Offices under their jurisdiction as per the assessment form (copy of the same is enclosed) and a comprehensive report in this regard may please be furnished to the office the undersigned at the earliest.  

This issues with the prior approval of the competent authority.  

(BINAY BHUSHAN)  
Spl. Director of Education (CTB)  

Encl. as above  
Copy to  
1. PS to Secretary (Education)  
2. PS to Director (Education)  
3. OS (IT) to upload it on website.  

(RAVINDER KUMAR)  
Deputy Director of Education (CTB)
Annexure 1
SELF·ASSESSMENT FORM FOR SBM RATING OF BHAVANS, GOVERNMENT OFFICES AND BUILDINGS

A) Questions No 1-5 deal with state of sanitation infrastructure in the Office / Bhawan

<table>
<thead>
<tr>
<th>Parameter</th>
<th>No. of Urinals stands</th>
<th>No. of Urinals functional</th>
<th>Percentage Urinals functional</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Urinals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Toilet Seats</td>
<td></td>
<td></td>
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<tr>
<td>No. of Toilet Seats</td>
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<tr>
<td>No. of Toilet Seats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Wash Hand Basins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Wash Hand Basins</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

(B) The next set of 4 questions have to be answered on a scale of 0 to 2, where 0 means dirty: 1 - moderately clean and 2 - spic and span.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>0 (Dirty)</th>
<th>1 (Moderately Clean)</th>
<th>2 (Spic and Span)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Whether the corridors are free from paan/gutka (Betel nut) stains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Is there any unwanted/ discarded material lying in rooms, corridors or under staircases?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Is there any unwanted/ discarded material lying on the roof, balconies?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Is there any unwanted/ discarded material lying outside but within the Bhawan premises</td>
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</tbody>
</table>

C) The next question is on adequacy of dust bins in the Office / Bhavan and premises

<table>
<thead>
<tr>
<th>Sufficiency of dustbins</th>
<th>0 (Not available)</th>
<th>1 (available but not adequate)</th>
<th>2 (available in adequate number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Whether sufficient dustbins are available (both for wet &amp; dry garbage)?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum Marks=20 for the questionnaire; Marks scored=
CIRCULAR

SUB : Theme Based Cleanliness Drive (29/02/2016 -15/03/2016)

In pursuance of letter no 15/38/2015-SBM dt 28/09/2015 issued by Joint Secretary (W&SBM), Ministry of Urban Development, Government of India, Directorate of Education is organising Intensive Theme Based Cleanliness Drive to clean all offices and buildings under Directorate of Education from 29th February, 2016 to 15th March, 2016.

Accordingly, all the RDEs, DDEs and other branch In-charges are directed to continue to organise following Swachhta activities from 29/02/2016 to 15/03/2016 to clean their respective office premises-

1. All officers/officials will take Swachh Bharat Pledge during lunch time at open spaces available in the office premises on or before 15.03.2016 and sign the same.
2. Put up Swachh Bharat posters in reception area, lift, meeting hall, staircase and corridors etc.
3. Intense cleaning should be done in all the offices. All the almirahs, tables, racks etc. should also be cleaned.
4. Constitute a Swachh Bharat Mission team at district level which will visit offices and buildings and certify them as Swachh Karyalya.
5. HOD/HOO to visit each and every corner of the office premises on daily basis and maintain a report to this effect.

All the DDEs and other HOOs are requested to send compliance report to CTB(HQ).

This issues with the prior approval of the Competent Authority.

(BINAY BHUSHAN)
Spl. Director of Education (CTB)

Copy to:

1. PS to Secretary (Education)
2. PS to Director (Education)
3. All Spl DEs/Addl DEs/RDEs/DDEs/ADEs
4. OS (IT) to upload it on website.

(RAVINDER KUMAR)
Deputy Director of Education (CTB)