GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: COORDINATION BRANCH
LUCKNOW ROAD, DELHI-54
(PH: 011-23811388)

No.30-3(17)/(8)/Misc./Coord/2014/D998-2977 Dated:- 24/6/15

CIRCULAR

Sub: Cleanliness drive 22 – 26th June 2015.

Please find enclosed herewith a copy of letter No.F.1(40)/OSD/SBA/2015/301 dated 19/06/2015 received from Addl. Secretary (UD)/OSD (SB), GNCT of Delhi, Delhi Secretariat, New Delhi – 110002, on the subject cited above, for information and necessary action please.

Encls: As above

(Sushila Kumari Ahlawat)
Dy. Director of Education (Coord.)

Copy to:-

1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Finance/Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admin), Directorate of Education.
5. PA to Addl. Director of Education (School), Directorate of Education.
6. All RDsE/DDsE of Districts Directorate of Education, Delhi (through website).
7. Addl. Secy.(UD), Office of the OSD, Swachh Bharat, Govt. of NCT of Delhi, 6th Floor, C Wing, Delhi Secretariat, New Delhi with reference to letter mentioned above for information.
8. ADE, Caretaking Branch(HQ), Directorate of Education, Delhi.
9. All Branches of HQ, Directorate of Education, Delhi (through website).
10. All HOS of Govt. Schools, Directorate of Education, Delhi (through website).
11. OS (IT) with the request to upload the Circular on the website of Department.

(Sushila Kumari Ahlawat)
Dy. Director of Education (Coord.)
OFFICE OF THE OSD SWACHH BHARAT
GOVT. OF NCT OF DELHI
6TH FLOOR, C WING, DELHI SECRETARIAT, NEW DELHI

No. F. ___________ Dated: ________

To
All the Head of Departments
GNCT of Delhi
Delhi

Subject: Cleanliness drive 22-26th June 2015

Sir/Madam,

The Cabinet Secretary to the Govt. of India has informed vide D.O. letter No. CS-8883/2015 dated 08th June 2015 that the Govt. of India is observing a week long cleanliness drive from 22-26th June 2015. All the Departments, Public Sectors Banks, undertakings, Research Organizations and other organizations have been directed to undertake following activities during the week:

i. Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.

ii. Upkeep and Cleaning of the areas outside the office including parking lots, pathways etc.

iii. Disposal of unusable vehicles/furniture/electronics and electrical equipment, etc.

iv. Weeding out of old files/records, etc.

It is requested to ensure that the activities as suggested by the Cabinet Secretary to the Govt. of India may please be observed in letter and spirit and a detailed report may please be sent to this department invariably by 29/06/2015, so that the Ministry may be apprised accordingly.

Yours faithfully,

Addl.Secretary (UD)
From ppsdws<ppsdws@nic.in>
Sent Wednesday, June 10, 2015 3:01 pm
To Andaman <es-andaman@nic.in>, Andhra <es@ap.gov.in>, Arunachal Pradesh <es-arunachal@nic.in>, Assam <es-assam@nic.in>, Bihar <es-bihar@nic.in>, Chhattisgarh <vivekdhund@nic.in>, Delhi <esdelhi@nic.in>, Goa <es-goa@nic.in>, Gujarat <esgujarat@gov.in>, Himachal <es-hp@nic.in>, Jammu <es-jammu@nic.in>, Jharkhand <es@jharkhand.gov.in>, KARNATAKA <es@karnataka.gov.in>, Kerala <chiefsecy@kerala.gov.in>, Ladakh <es-ladakh@nic.in>, Madhya Pradesh <esmp@nic.in>, Maharashtra <chiefsecy@maharashtra.gov.in>, Manipur <es-manipur@nic.in>, Meghalaya <es-meg@nic.in>, Mizoram <es-mizoram@nic.in>, Nagaland <esng@nic.in>, Orissa <esor@nic.in>, PC Jawahar <pcc@nic.in>, Punjab <es@punjabmail.gov.in>, Rajasthan <esrajasthan@gov.in>, Ramesh Negi <Rameshnegi56@gmail.com>, Sikkim <es-sikkim@nic.in>, Tamil <es@tn.gov.in>, Tripura <esstripura@gmail.com>, Uttar Pradesh <es@up@nic.in>, Uttar Pradesh <es-up@nic.in>, West Bengal <estepen@nic.in>, 

Subject DO Letter from Cabinet Secretary
Attachments: DO LETTER TO CHIEF SECRETARIES-1.pdf

Sir,

enclosed plz find D.O.1 letter from Cabinet Secretary
for kind personal
with regards
PS
Dear Chief Secretary,

Please refer to my letter dated 5th June 2014 (copy enclosed) wherein I had stressed upon the need for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place. I had also requested Ministries/Departments to undertake, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. While each of the Ministries/Departments and States have prepared their own Annual Action Plans, it is felt that a boost needs to be given to the Swachh Bharat Abhiyan, especially in the context of the Government offices, for the benefit of those working within as well as those who visit government offices. It is important that government offices are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority:

(i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lift, etc.
(ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
(iii) Disposal of unusable vehicles/ furniture/electronics & electrical equipment etc.
(iv) Weeding out of old files/ records, etc.

3. A week-long cleanliness drive will be held from 22nd to 26th June 2015 at all Ministries/Departments of the GoI as also the State Governments. The drive should cover not only the main Ministry/ Department but all its attached and subordinate offices as well. Public Sector Banks, Public Sector Undertakings, Research Organizations and other Agencies/Organizations under various Ministries/Departments may also be asked to undertake this drive. I request you to kindly send a report by 29th June to the National Coordinator, Swachh Bharat Mission i.e. the Secretary, Ministry of Drinking Water and Sanitation on all the activities during the cleanliness week.
4. In order to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. Ministry of Drinking Water and Sanitation has been asked to devise a system for monitoring of regular inspections by Ministries/Departments.

5. You would appreciate that cleanliness is an all-time activity to be conducted regularly and the week-long drive is only to bring the matter into focus once again. I urge your cooperation in keeping government offices clean.

Warm regards,

Yours sincerely,

(Ajit Seth)

All Chief Secretaries, State/UT Governments:

Copy to: Secretary, Ministry of Drinking Water and Sanitation, to set up a system for regular inspection across the Ministries.

(Ajit Seth)
Dear Secretary,

Please read the document attached to this message. The Prime Minister had instructed the various government departments to implement the following measures to ensure effective workspaces:

1. In each department building, workspaces of your employees should be cleaned and arranged. Each workspace should be designed to accommodate the number of people normally present in these spaces. Each workspace should be designed to accommodate the number of people normally present in these spaces. Space should be arranged to provide enough workspace for everyone.

2. Every department should be equipped with at least 10 radios or telephones, and ensure that there are enough telephones to accommodate all employees.

3. Every department should ensure that there are enough telephones to accommodate all employees.

4. Every department should ensure that there are enough telephones to accommodate all employees.

5. Every department should ensure that there are enough telephones to accommodate all employees.

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19. Every department should ensure that there are enough telephones to accommodate all employees.

20. Every department should ensure that there are enough telephones to accommodate all employees.

The Prime Minister expressed his appreciation for the cooperation and commitment shown by the various departments in implementing these measures to ensure effective workspaces.
Immediate work should be done immediately and finalize a plan of action following immediacy, the submitted action plan prepared on these points will be reviewed and finalized by 6th May along with action with regard to prepared action plan. The Council meeting is scheduled for 26th June 2018. Draft Annual Report 2017/18 in respect of planning it was decided that adequate meeting should be held by 26th June 2018 positively, so that Draft Annual Report 2017/18 should be finalized and submitted in the House meeting after the resolution to draft Annual Report 2017/18 meeting should be held after the meeting on June 26th 2018.

With regards,

Yours sincerely,

[Signature]

[Name]

Shri Pradeep Jha
Secretary,
Department of Drinking Water and Sanitation
New Delhi
Cleanliness drive 22-26th June, 2015

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Please find the enclosed attachment.

Cleanliness drive 22-26th June, 2015.pdf
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