

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

No. 2016/EnHM/06/06

New Delhi, dated 24.05.2016

General Managers,  
All ZRs and PUs  
DG/RDSO, DG/NAIR  
CAO/DMW/Patiala, CAO/RWP/Bela  
Directors / CTIs

**SUB: Swachh Bharat Mission - Swachh Office SOP**

**REF: Secretary, MoUD's D.O. letter No. MD-SBM/AA/52/2016 dated 13.05.2016 addressed to CRB**


Ministry of Urban Development have prepared and circulated a Standard Operating Procedure (SOP) for Swachh Office, which is available on their website at the link given below -

**<http://swachhbharaturban.gov.in/writereaddata/SwachhofficeSOP-Final.pdf>**

Copy of Secretary, MoUD's letter dated 13.05.2016 in this regard is attached herewith for undertaking necessary action, as a part of Swachh Bharat Mission. MoUD have advised that this SOP will be updated regularly and the latest version will remain available on their website [www.swachhbharaturban.gov.in](http://www.swachhbharaturban.gov.in).

As already advised earlier, this fortnight from 16<sup>th</sup> May to 31<sup>st</sup> May 2016, is devoted to thematic cleanliness drive in all Government Offices under the Swachh Bharat Mission. Please disseminate the information conveyed through this SOP, undertake an audit in all your office buildings regarding compliance and initiate corrective action on short and medium term basis to achieve the desired standards.

You are requested to upload information and pictures of activities undertaken including corrective actions during this thematic drive on the SBM page of your website. Selected details / pictures may be uploaded in [www.swachhbharat.mygov.in](http://www.swachhbharat.mygov.in) also, as desired by MoUD.

  
(K. Swaminathan)

Advisor

Environment & Housekeeping  
Management Directorate

**Encl:** Copy of MoUD letter under reference.

**Copy to –**

Secretary / Railway Board – with one Original hard copy of SOP received from MoUD.  
All Directorates / Railway Board.

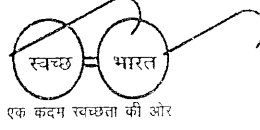
G/E

राजीव गाँवा  
सचिव  
Rajiv Gauba  
Secretary



भारत सरकार  
शहरी विकास मंत्रालय  
निर्माण भवन, नई दिल्ली-110011  
Government of India  
Ministry of Urban Development  
Nirman Bhawan, New Delhi - 110011

Chairman, Railway Board
FTS No. 17.1603
Date 24/5



D.O. No. MD-SBM/AA/52/2016  
May 13, 2016

Dear Sir,

As you are aware, the fortnight of 16<sup>th</sup>-31<sup>st</sup> May is planned to be devoted to thematic cleanliness in all government offices and buildings, under the Swachh Bharat Mission.

2. While the Mission Director (SBM-U) has already communicated (refer DO No SB/SBM/57/2016) the details of activities to be taken up during this fortnight, we have also prepared a 'Swachh Office' Standard Operating Procedures, a copy of which is enclosed for your kind perusal.

3. The purpose of this SOP is to improve current cleanliness levels in the Government offices. This is proposed to be achieved by inculcating good sanitation and hygiene practices amongst employees and visitors. This SOP also aims to eliminate the need for multiple tendering for the same purpose across all Ministries and Departments, ensure quality of products at reasonable rates and their assured supply, ensure proper waste management through recycling and processing of waste, and establish systems in office for cleanliness.

4. We will strive to continuously update this SoP with latest information and best practices, and the latest version will remain available on our website [www.swachhbharaturban.gov.in](http://www.swachhbharaturban.gov.in). I would request you kindly issue instructions to the officer(s) concerned in your department/state to upload pictures of activities undertaken during this thematic drive on [www.swachhbharat.mygov.in](http://www.swachhbharat.mygov.in).

I look forward to your support and cooperation in this regard.

With regards,

Yours sincerely,

(XUL) ED/EDM/SM

PP. and letter to all (Rajiv Gauba)

GMO: & in charge of other units.

Shri A.K. Mital,  
Chairman,  
Railway Board  
Ministry of Railways,  
Rail Bhawan, Rafi Marg,  
New Delhi-110001.

as well as receipts on this letter in charge & on priority on 24/05/16. & get the receipt acknowledged

23/05/16