

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. 2015/EnHM/06/12

New Delhi, dated 29.02.2016

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

SUB: National Cleanliness Campaign under "Swachh Bharat Mission" from 25th Sept., 2015 to 31st March, 2016.

REF: CRB's D.O. No. 2015/EnHM/06/12, dt. 24.09.2015

Kindly refer to CRB's DO of even number dated 24.09.2015, through which an Intensive Campaign and Cleanliness Drive was launched as a part of SBM from 25.09.2015 to 31.03.2016 in different phases.

The focus of current theme based cleanliness drive from **28th Feb., 2016 to 15th March, 2016** is on Railway Offices, Service Buildings and other work places including Workshops & PUs. All field units including Loco sheds, Carriage & Wagon Depots, EMU / DEMU Car sheds etc. should be covered in this drive.

Some of the activities which can be organised during this period include-

- (i) Swachh Bharat Pledge in Groups during lunch time by employees at office entrance/open space within office compound.
- (ii) Get multiple copies of the Swachh Bharat Pledge signed by govt. employees and display the same at common places of Government offices/buildings.
- (iii) Special cleaning of premises including isolated/ hidden areas/ corners and boundary walls.
- (iv) Intensive cleaning of toilets & putting a system in place for ensuring clean toilets always.
- (v) Augmentation of dustbins with appropriate liners as per requirement.
- (vi) Review of Municipal Solid Waste (MSW) management system to ensure proper disposal of all wastes in an environment friendly manner and according to the MSW Management rules in force.
- (vii) Ensuring upkeep / maintenance of water booths and water coolers. Cleaning of water tanks, fire tanks etc.
- (viii) Cleaning of staircases, terraces & roofs and repair of damages to enable cleanliness always.
- (ix) Cleaning of circulating area including parks, canteens, cycle stands, etc. with responsibility assigned to the respective agencies for doing the task regularly.

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- (x) Make 30 minutes to 1 Hr. mandatory training program for all employees on Swachh Bharat Mission (SBM) including inspirational video, cleanliness linkages with health parameters, special efforts./ contributions made by individuals, etc.
- (xi) Disposal of scrap, unserviceable material and equipments, damaged furniture, etc.
- (xii) Awareness campaign involving staff through banners, notices, educational posters, etc. Prepare & paste Swachh Bharat Posters in Reception area, lift, meeting hall, staircase turning area etc.
- (xiii) Awarding the staff who have done good work on SBM.
- (xiv) Participation by HoD and other officers from the Units as well as Headquarters.

Kindly arrange to publicise this drive widely among all **Railway Offices, Service Buildings and other work places including Workshops & PUs.** Action taken report and feedback may kindly be sent to EnHM Directorate, Railway Board, after completion of this phase of cleanliness drive i.e. **15th March, 2016.**


(K. Swaminathan)
Advisor / EnHM