

**GOVERNMENT OF INDIA (Bharat Sarkar)
MINISTRY OF RAILWAYS (Rail Mantralaya)
(RAILWAY BOARD)**

No.06/TG-IV/10/Sanitation Policy

New Delhi, dated 20.12.06

**The General Managers,
All Zonal Railways.**

Commercial Circular No. 107 of 2006

Sub: Guidelines for sanitation/cleanliness of railway stations.

Instructions for improving sanitation/cleanliness at railway stations have been issued from time to time. Attention is invited in this regard to Board's letter no 99/TG-IV/10/Sanitation Policy dated 5.11.2002 which stipulates that adequate powers should be delegated to the DRMs for the following:

- a) Purchase of all tools and plants required for carrying out various sanitation related activities.
- b) Power for giving pest control contracts.
- c) Power for granting specialized contracts involving large component of mechanized cleaning.
- d) Power for contracting one time cleaning of any area.

It was also stipulated that adequate Budget allocation under demand no. 9 minor head 200 and detailed Head 291/293 for payment under this activity be allocated to each division for above purpose.

2. Board has further decided that the Zonal Railways should go for mechanized cleaning at all A & B category stations. For this purpose, exclusive Health Inspectors should be provided at these stations. At A-1 category stations having annual passenger earning of more than Rs. 50 Crore (list enclosed), Health Inspectors should be provided round the clock along with exclusive supervisors for the Engineering, Electrical & Commercial Departments for ensuring cleanliness/proper upkeep of the station premises. At other A category stations, one or more Health Inspectors should be provided as per requirement. For B category stations, one Health Inspector should be provided. Posts for supervisors can be created, where necessary, by matching surrender on the Divisions. Such creations should be completed within one month and compliance reported to the Board.

3. The Inspectors/Supervisors of all departments exclusively provided for the cleanliness supervision will be under the administrative control of the Station Supdt/Station Manager for the purpose of attendance, leave, pay, awards, DAR etc.

4. Station Supdt/Station Managers should be provided with adequate cash imprest exclusively for cleaning of approach to station by invoking para 1(d) of the Board's letter no. 99/TG-IV/10/Sanitation Policy dated 5.11.02 mentioned above.

5. Rag picking contracts should be available at all A-1, A, B and C category stations for areas around the station. DRMs must ensure that these contracts are always current and renewal takes place timely. In case of any unforeseen delay in finalization of such contract, existing contract should be suitably extended within the rules. DRMs should have foolproof feedback system to ensure that there is no discontinuity caused to such contracts. Any discontinuity should be treated with an urgency at par with accident cases. Garbage disposal contracts should also be covered accordingly.

Action may please be taken accordingly so as to make visible improvement in the standard of cleanliness at railway stations.

Compliance of the above instructions may be advised by 20.1.2007.


(H.V. SHARMA)

**Executive Director Passenger Marketing
Railway Board**

Copy to: CCMs of all Zonal Railways.
FA & CAOs all Zonal Railways.
CMDs of all Zonal Railways.

**GOVERNMENT OF INDIA (Bharat Sarkar)
MINISTRY OF RAILWAYS (Rail Mantralaya)
(RAILWAY BOARD)**

No.96/TG-IV/10/Sanitation Policy

New Delhi, dated 4-01-2007

**The General Managers,
All Zonal Railways.**

Commercial Circular No. 107 of 2006 (Revised)

Sub: Guidelines for sanitation/cleanliness of railway stations.

Instructions for improving sanitation/cleanliness at railway stations have been issued from time to time. Attention is invited in this regard to Board's letter no 99/TG-IV/10/Sanitation Policy dated 5.11.2002 which stipulates that adequate powers should be delegated to the DRMs for the following:

- a) Purchase of all tools and plants required for carrying out various sanitation related activities.
- b) Power for giving pest control contracts.
- c) Power for granting specialized contracts involving large component of mechanized cleaning.
- d) Power for contracting one time cleaning of any area.

It was also stipulated that adequate Budget allocation under demand no. 9 minor head 200 and detailed Head 291/293 for payment under this activity be allocated to each division for above purpose.

2. Board has further decided that:

- a. the Zonal Railways should go for mechanized cleaning at all A & B category stations. For this purpose, exclusive Health Inspectors should be provided at these stations. At A-1 category stations having annual passenger earning of more than Rs. 50 Crore (list enclosed), Health Inspectors should be provided round the clock along with exclusive supervisors for the Engineering, Electrical & Commercial Departments for ensuring cleanliness/proper upkeep of the station premises. At other A category stations, one or more Health Inspectors should be provided as per requirement. For B category stations, one Health Inspector should be provided. Posts for supervisors can be created, where necessary, by matching surrender on the Divisions. Such creations should be completed within one month and compliance reported to the Board.
- b. the Inspectors/Supervisors of all departments exclusively provided for the cleanliness supervision will be under the administrative control of the Station Supdt/Station Manager for the purpose of attendance, leave, pay, awards, DAR etc.
- c. the Station Supdt/Station Managers should be provided with adequate cash imprest exclusively for cleaning of approach to station by invoking para 1(d) of the Board's letter no. 99/TG-IV/10/Sanitation Policy dated 5.11.02 mentioned above.
- d. the 'SIG' groups should be activated not only at A Class stations but also at B Class stations. DRMs should conduct monthly review of 'SIG' Group reports with

Branch officers and ensure adequate follow up action. GMs/AGMs should also hold a meeting with all ADRMs on the last day of the month to review on items relating to passenger interface areas.

- e. the Rag picking contracts should be available at all A-1, A, B and C category stations for areas around the station. DRMs must ensure that these contracts are always current and *renewal* takes place timely. In case of any unforeseen delay in finalization of such contract, existing contract should be suitably extended within the rules. DRMs should have *foolproof feedback* system to ensure that there is no discontinuity caused to such contracts. Any discontinuity should be treated with urgency at par with accident cases. Garbage disposal contracts should also be covered accordingly.

Action may please be taken accordingly so as to make visible improvement in the standard of cleanliness at railway stations. These supersede the instruction of even number dated 20-12-2006.

Compliance of the above instructions may be advised by 20.1.2007.

This issues with concurrence of the Finance Directorate of the Ministry of Railways.

H.V. Sharma

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Executive Director Passenger Marketing
Railway Board

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CMDs of all Zonal Railways.

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for Financial Commissioner (Railways)