

F. No.H-11021/1/2014-Ad.II (973)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, New Delhi
Sansad Marg, New Delhi, 19th July, 2017

OFFICE MEMORANDUM

Subject:- Quarterly Report of 'Swachh Action Plan' for the period 1st April, 2017 to 30th June, in the Department of Administrative Reforms & Public Grievances.

The undersigned is directed to say that this Department has been carrying out the cleanliness activities regular basis with involvement and participation of staff members of this Department for effective implementation of Swachhta Action Plan in the Department.

2. The cleanliness activities carried out during April-June, 2017 is as under:-

- (a) Cleaning and dusting of workstations on daily basis.
- (b) Special focus to clean and upkeep of toilets. Removal and replacement of damaged pipes and sanitary items
- (c) Identification of seepages in rooms/corridor/lobbies and its repair with regular follow-up with CPWD officials,
- (d) Encouraging officers/officials of this Department to keep washroom litter free.
- (e) Change of plants at regular intervals and installation of potted plants to create an eco-friendly environment.
- (f) Whitewashing of rooms, wherever required, were carried out.
- (g) Repair/installation of electrical points, wherever required.
- (h) Review of office equipments and auction of old and obsolete items as per Rules at regular intervals.
- (i) Monitoring of cleanliness activities by JS eSAP at regular intervals and suggesting measures for effective implementation of SAP in the Department.
- (j) A special drive for recording, reviewing and weeding out of files was carried out in the Department. All the staff members carried out recording, reviewing and weeding out of files/records as per Record Retention Schedule in their respective Divisions. This resulted into reviewing and weeding out of files as per the following details during April-June, 2017:-

Total number of files reviewed	2225
Total number of files weeded out	1488

- (k) Expenditures of Rs.2,50,00/- (approx.) was incurred for procurement of cleanliness equipments and other items from the funds earmarked for Swachhta Action Plan (SAP) during 2017-18 in the Department.
- (l) A special drive of digitization of files/records was carried out. Total 1508 files/records with 283787 pages were digitized during April-June, 2017.
- (m) Regular meeting by Additional Secretary (AR&PG) with officers/officials of this Department.
- (n) Uploading of all cleanliness activities undertaken on daily basis in Department's website.

3. In addition to the above, this Department had observed the 'Swachhta Pakhwada' from 16th June to 30th June, 2017 and carried out the following activities:

- (i) A banner of Swachhta Pakhwada was displayed in the Entrance Gate of Sardar Patel Bhavan and 5th Floor of this Department.
- (ii) The date-wise Action Plan for the activities proposed to be carried out during the Swachhta Pakhwada was circulated to all officers/officials and also posted in the e-Office Notice Board of the Department as well as TV installed in the corridor and ground floor of this Department.
- (iii) All the activities carried out by the Department along with photographs as per date-wise action plan on daily basis was posted in official twitter and facebook account of the Department.
- (iv) A special drive of cleanliness was carried out in the Department for overall cleanliness of all workstations, office equipments and electrical equipments etc. installed in this Department. Cleanliness of corridor and workstations were also carried out through Rubbing Machine.
- (v) All the Divisions inspected their records kept in the designated compactor in the Record Room during the Swachhta Pakhwada under the supervision of Divisional Heads and carried out the recording, reviewing and weeding out of files/records as per Record Retention Schedule.
- (vi) During the Swachhta Pakhwada, all the Divisions digitized the official records/files to ensure 100% implementation of e-Office in the Department.
- (vii) Potted Plants and paintings were also installed to create an eco-friendly and aesthetic environment in the Department.
- (viii) Auction of obsolete/unserviceable items were carried out to create an ideal space.
- (ix) Voluntary activities of cleaning in and around office premises were carried out.
- (x) All the officers/officials participated in the cleanliness activities enthusiastically and with encouraging participation.
- (xi) Activity has been uploaded in SBM Portal on daily basis along with photos. Photos has also been uploaded in swachhta action plan portal during Swachhta Pakhwada.
- (xii) Activity and Photos for various activities for implementation for Swachhta Pakhwada has also been uploaded in the Department's website.

- (xiii) Slogan/poster competition has been organised. Prizes are being given to awardee Committee visited all workstations and declare best workstation to issue appreciation letter.
- (xiv) Press note has been released before starting the Pakhwada and after completion of the programme.
- (xv) JS(Admin) Nodal Office of e Sap monitored every day activities.
- (xvi) A new Server Room exclusively for storage of NIC server/equipments under the Modernization Scheme of Government Offices was created during the Swachhta Pakhwada.
- (xvii) A new Visitor Lounge was also created in the Department during the Swachhta Pakhwada.
- (xviii) Secretary (AR & PG) and Additional Secretary (AR&PG) monitored the cleanliness drive undertaken during the Swachhta Pakhwada and made valuable suggestions for effective implementation of cleanliness. The suggestions were implemented effectively during the Pakhwada.
- (xix) Dr. Jitendra Singh, Hon'ble Minister of State for Personnel & Parliamentary Affairs visited this Department on 27th June, 2017 to see the cleanliness activities undertaken by this Department during Swachhta Pakhwada. The Hon'ble Minister visited all the workstations, Library, newly created Server Room and Visitors' Lounge in the Department. The media personnel were also invited on 27th June, 2017 to cover the event. The Hon'ble Minister also briefed the media about the cleanliness activities undertaken by this Department. The Hon'ble Minister also interacted with the officers of this Department and applauded the efforts and initiatives taken by this Department for effective implementation of Swachhta Pakhwada and advised to continue the Swachhta Abhyian with missionary zeal on continual basis.

4. Some of the photographs for undertaking the above activities and press clippings in the newspaper are enclosed.

V. Chavda

(V.A. Chavda)
Joint Secretary
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To

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Copy to:- The Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.

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