



## केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(दस्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी टी एम लेआऊट, मडिवाला

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NO.CSB-11(05)/2014-Coord.

Date:04.03.2016

### C I R C U L A R

Sub: Thematic Cleanliness drives in Govt. offices and  
Building: 1<sup>st</sup> - 15<sup>th</sup> March, 2016 - Reg.

\* \* \* \* \*

Please find enclosed herewith a copy of the letter No.D-14015/2/2014-Genl dated 29.02.2016 received from Ministry of Textiles, New Delhi enclosing therein a letter received from Sri Praveen Prakash, IAS., Joint Secretary & Mission Director (SBM), Ministry of Urban Development on the subject, which is self-explanatory.

As advised, the R&D Institutes / ROs are requested to initiate necessary action and submit the compliance report on the Thematic Cleanliness drives in Govt. offices and Building between 1<sup>st</sup> - 15<sup>th</sup> March, 2016 in the format (annexure) enclosed along with photos to Central Office (Co-ordination Section) on 16<sup>th</sup> March 2016 positively, so as to furnish the consolidated report to the Ministry.

The same is uploaded in the CSB website may be referred to for immediate action.

  
(NARAYAN BISARAHALLI)  
Assistant Director (A&A)

Encl : As above.

To

All the Directors of Main Institute,  
Incharge officers of ROs & other  
Independent Units of CSB

No. D-14015/2/2014-Genl  
Government of India  
Ministry of Textiles

Udyog Bhawan, New Delhi  
Dated 29<sup>th</sup> February, 2016


*Ent. Summary  
Pr. attached to  
all units immediately  
WZB/16*

**OFFICE MEMORANDUM**

Subject:- Thematic Cleanliness drives in Government Offices and Buildings: 1<sup>st</sup> - 15<sup>th</sup> March, 2016.

The undersigned is directed to circulate herewith a copy of D.O. Letter No. SB/SBM/25/2016 dated 25<sup>th</sup> February, 2016 received from Ministry of Urban Development on the subject mentioned and to advise that thematic cleanliness drive i.e., cleanliness drive in Govt. offices and buildings be carried out during 1-15 March, 2016. An action taken report in this regard may also be sent to the Ministry latest by 17.03.2016.

Encl: As above

  
(Ashutosh Kumar Jha)  
Section Officer  
Tel No. 23060582

To,

1. All Attached/Subordinate Offices/and other organisations under Ministry of Textiles

*AD-Coord  
9/3*

RECEIVED  
- 3 MAR 2016  
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PRAVEEN PRAKASH, IAS  
Joint Secretary & Mission Director (SBM)  
GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT



सत्यमेव जयते

प्रवीण प्रकाश, आई.ए.एस.  
संयुक्त सचिव एवं मिशन निदेशक (एस.बी.एम.)  
भारत सरकार  
शहरी विकास मंत्रालय

D.O. SB / SBM / 25 / 2016



Date: 25<sup>th</sup> February 2016

Respected Sir,

Re: Thematic Cleanliness drives in Government Offices and Buildings : 1<sup>st</sup> - 15<sup>th</sup> March 2016

As you are aware, the Swachh Bharat Mission, in order to become a true 'jan andolan' requires concerted efforts from every stakeholder in the country to make our collective dream of a "Swachh Bharat" a reality. In an effort to reach out to different stakeholders, the Ministry of Urban Development (MoUD) has been conducting a series of fortnightly "thematic" drives across cities, targeting a particular area or sector.

For the upcoming fortnight (1<sup>st</sup> - 15<sup>th</sup> March 2016), the focus of the thematic drive will be on cleanliness drives in **Government Offices and Buildings**. In this regard, I request you to kindly advise all your states and city units and affiliated departments to undertake cleanliness drives in their office buildings during this fortnight and make this drive a success.

We are also requesting CPWD to undertake an assessment of all government offices and buildings from 16<sup>th</sup> March'16, on the parameters provided in Annexure 1.

I would request you to kindly advise all your offices about the above, for their necessary action please.

We look forward to your help and support in making this mission a success.

सचिव (स्वच्छ)  
Secretary (Textiles)  
Dairy No. 79185  
Date 26/2/16

*P.L. take immediate  
w/a and inform  
JS (GN) 26 W*

Yours sincerely,

(Praveen Prakash)

To:  
Secretaries of all central ministries.  
c.c. Dy Secretary (SBM - MS) / JA-CPHEEO, MoUD

*Urgent  
Put up  
program  
on file. W  
29/2/16*

*SO (Adm) /  
29.2.16  
CP*



**Annexure 1**

**SELF-ASSESSMENT FORM FOR SBM RATING OF BHAVANS, GOVERNMENT OFFICES AND BUILDINGS**

**A) Questions No 1-5 deal with state of sanitation infrastructure in the Office / Bhawan**

Urinals					
1	No. of Urinals stands		No. of Urinals functional		Percentage Urinals functional
Toilet Seats					
2	No. of Toilet Seats		No. of Toilet Seats with functional abluion tap		Percentage with functional abluion tap
3	No. of Toilet Seats		No. of Toilet Seats with functional flushing arrangement		Percentage with working flushing arrangement
4	No. of Toilet Seats		No. of Toilet Seats hygienic		Percentage having hygienic seats
Hand Wash Basins					
5	No. of Wash Hand Basins		No. of Wash Hand Basins functional		percentage of wash hand basins in functional condition

*(Scoring: 100%=2 points; 80-99%=1 point; less than 80%=0 points)*

**B) The next set of 4 questions have to be answered on a scale of 0 to 2, where 0 means dirty; 1-moderately clean and 2 - spic and span.**

	Parameter	0 (Dirty)	1 (Moderately Clean)	2 (Spic and Span)
6	Whether the corridors are free from paan/gutka (Betel nut) stains			
7	Is there any unwanted/ discarded material lying in rooms, corridors or under staircases?			
8	Is there any unwanted/ discarded material lying on the roof, balconies?			
9	Is there any unwanted/ discarded material lying outside but within the Bhawan premises			

**C) The next question is on adequacy of dust bins in the Office / Bhawan and premises**

	Sufficiency of dustbins	0 (Not available)	1 (available but not adequate)	2 (available in adequate number)
10	Whether sufficient dustbins are available (both for wet & dry garbage)?			

Maximum Marks=20 for the questionnaire; Marks scored=