

**Department of Telecommunications,
Sanchar Bhawan**

Swachh Bharat Mission – Action Plan of DoT

(i) Arrangements made to administer the pledge on 2/10/2014

It is proposed to administer the pledge on 2nd October, 2014 at 09:45 AM.

(ii) Arrangements made for cleanliness drive and other events planned for 2/10/2014.

In order to inspire the officers to keep their working space clean and also to make them realize that cleaning the working space is not only the duty of lower staff but of all officers, a cleanliness drive led by the Hon'ble Minister for Communications & IT and senior officers of DoT (including Secretary, Members, Additional Secretary etc) on the morning of 29th September, 2014 organized.

(iii) Action plan of the department in respect of activities/events/functions planned for the campaign from 25/9/2014 onwards till 31.10.2014.

- Constituting a special Task Force headed by a JS level officer in the Department and associating major stakeholders.
- Special teams headed by Under Secretary level officers for ensuring cleanliness inside office premises and outside, covering entire plot area including parking area.
- Ensuring strict supervision to enforce the provisions of contract with the outsourced Housekeeping agency
- Special awareness campaign for officers and staff by way of special talks, lectures, presentations, documentary films and through display of banners.
- Ensuring regular cleanliness in the office premises by undertaking periodic surveys and ensuring timely repairs, whitewashing and painting of walls, doors, furniture, etc.
- Periodical weeding out of old records through regular inspections so as to ensure sufficient moving space in the corridors and sitting areas.
- Introduction of floor-wise warden system by way of participation of employees of the Department in ensuring cleanliness in the office premises.
- Ensuring placement of proper signages at appropriate places for making office premises a 'No smoking and No spitting zone' so as to create healthy and cleaner office working environment.
- Incentivising by appreciating the efforts of the officers and staff by creating a competitive spirit for maintaining cleanliness in their own/team spaces through issue of 'Letters of Appreciation'.

- Ensuring supply of clean water to all employees and to check any wastage of water by plugging water leakages to be part of the 'Save Water' Abhiyan.
- Ensuring a healthy environment in the office premises by taking appropriate and timely action not to allow water to stagnate and also to ensure regular cleaning of water supply tanks.
- Ensuring periodic inspections and timely action for disposal of waste materials viz. civil, electrical, office stationery, office equipment, office furniture, etc.
- Ensuring a clean and hygienic environment in the office canteen.
- Ensuring adequate provisioning and placement of dustbins in the office premises.
- To beautify the office environment, regular plantation of trees, their maintenance and pruning will be undertaken.
- Special attention to improve parking lot by ensuring proper and clean parking spaces with adequate and proper signages.
- Regular inspections of health and sanitary inspectors of the office premises and carrying out pest control measures at frequent intervals.

Similar action plan will be undertaken by the PSUs, attached & subordinate offices of the Department of Telecommunications.
