

F. No. 16-73/2014-O&M
Ministry of Communications & IT
Deptt. of Telecommunications
20- Ashoka Road, Sanchar Bhawan, New Delhi

Dated: 13.10.2014

OFFICE MEMORANDUM

SUB: Swachh Bharat Mission – Annual and 4 year plan for Sanchar Bhawan

All of us are aware that the Hon'ble Prime Minister launched the 'Swachh Bharat Mission' on 2nd October, 2014 to realize Gandhiji's dream of a Clean India by the 150th birth anniversary of Mahatma Gandhi in 2019. To achieve this vision, all Ministries /Departments were requested by the PMO to prepare their action plans for 1st year i.e. 02.10.2014 to 2.10.2015 and then for four years from 3/10/2015 to 2.10.2019.

2. Accordingly, the two action plans for DoT, Sanchar Bhawan were prepared and approved by the Competent Authority for implementation and sent to PMO. A copy of each of the Action plans is enclosed as Annexure-I and Annexure-II for your information and strict compliance by all concerned.


(DP Singh)

Deputy Secretary to the Govt of India
Tel: 23036225

Encl A/a

To

All Officers and staff of DoT

Copy to:

- (i) PPS to Secretary(T)
- (ii) PPS to AS(T)

**Department of Telecommunications,
Sanchar Bhawan
Swachh Bharat Mission – Action Plan of DoT**

Works to be undertaken in Sanchar Bhawan during first year (02.10.2014 to 02.10.2015)

1. Sanchar Bhawan building premises and its surroundings will be no tolerance zone for litter, garbage, office equipment junk, and any waste material that needs disposal, in collaboration with the Security agency (CISF).
[Action: General Administration and all Officers]
2. Ensuring proper records management through special drives every quarter.
[Action: Coordination Division and all Officers]
3. Special drives in the first week of every month, under the supervision of the Task Force set up for 'Swachh Sanchar Bhawan Abhiyan', to ensure proper cleaning/upkeep/Pest control, compliance to 'No smoking' and 'No spitting' guidelines and regular disposal of all waste material including furniture, paper, malba, etc. to provide Clean and Hygienic office environment.
[Action: General Administration]
4. To earn carbon credits, it will be ensured through bi-annual drives that all the electronic waste is disposed off as E-waste.
[Action: General Administration and IT wing]
5. RO system would be installed and the water tanks will be cleaned, as per norms, to provide safe drinking water/clean water to all employees and ensuring zero wastage of water.
[Action: General Administration]
6. It would be ensured that all the civil/ electrical/IT infrastructure in the Building is in good working conditions.
[Action: BW, IT Wing and General Administration]
7. The guidelines issued by DoP&T on 25.9.2014 with regard to the cleanliness and hygiene in the Departmental Canteen will be strictly complied with.
[Action: Canteen Management Committee and General Administration]
8. To provide better look to the office environment, the LAN infrastructure in DoT would be upgraded and all the wirings (LAN, MTNL and electrical) would be concealed.
[Action: I T wing]
9. Fire fighting awareness drills will be carried out in the building on quarterly basis to ensure fire safety of the employees.
[Action: BW Wing and General Administration]
10. Neon lights/Signboards would be installed on the Office building to make it distinctly visible during night.
[Action: BW Wing and General Administration]
11. The beautification of the office premises would be done through Plantation (100 plants), their maintenance and pruning.
[Action: General Administration]
12. Long term awareness campaign for employees will be carried out through lectures, films, debates, placards, signages, slogans, graffiti etc.
[Action: General Administration]

Department of Telecommunications,
Sanchar Bhawan

Swachh Bharat Mission – Action Plan of DoT

Works to be undertaken in Sanchar Bhawan during next four years (03.10.2015 to 02.10.2019)

Sanchar Bhawan to be made a Smart Building by 2nd October, 2019, by way of the following Action points:

1. The Record Room will be modernized and all the permanent Records will be digitized.
[Action: General Administration and Coordination Division]
2. All the Office space/Sections will be renovated and modernized with modular furniture.
[Action: BW Wing and General Administration]
3. Parking area will be improved and modernized to ensure optimal utilization of space.
[Action: BW Wing and General Administration]
4. Reception Area of the building will be Upgraded and Modernized.
[Action: BW Wing and General Administration]
5. Office Library will be upgraded and modernized.
[Action: General Administration]
6. Building will be appropriately retrofitted and upgraded by undertaking repairs with special attention to the Shear Wall, Basement and basement slab.
[Action: BW Wing]
7. CCTV cameras will be installed at strategic locations to monitor cleanliness and for surveillance.
[Action: IT wing]
8. Departmental Canteen will be upgraded and modernized.
[Action: Canteen Management Committee and General Administration]
9. Building will be made a Wi-Fi enabled.
[Action: IT wing]
10. To save electricity, all the lights/tubes in the building would be replaced with energy efficient LED lights.
[Action: BW wing]
11. The Landscaping of Office Premises and surroundings will be reviewed and upgraded and plantation of atleast 400 saplings will be done.
[Action: General Administration]
