

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

Dated: 08.10.2014

**OFFICE MEMORANDUM**

SUB: Swachh Bharat Mission – Special Cleanliness Drive in Sanchar Bhawan

A Special Cleanliness Drive is being undertaken in the Department of Telecommunications, Sanchar Bhawan from 24.9.2014 to 31.10.2014 as part of the “Swachh Bharat Mission”. In order to ensure improvement in cleanliness and upkeep in Sanchar Bhawan, a feedback questionnaire, for status of cleanliness drive, has been prepared. A copy of the same is enclosed.

2. All the officers of the level of SOs and above upto the level of DDG, including PSs/PPSs/ Sr PPS/PSOs, in the DoT(HQ), Sanchar Bhawan, are requested to kindly fill separate questionnaires in respect of their Sections/Rooms for three dates ie. 9.10.2014 (start date), 17.10.2014 (mid-term review) and 30.10.2014 (end of the special cleanliness drive) and submit the same to the undersigned. It is also requested to take photographs of the Sections/Rooms on the above-mentioned dates to show the effect of Special cleanliness drive. The photographs may be emailed to the undersigned at usadmn1.hq-dot@nic.in

  
(VIMAL)

Under Secretary to the Govt of India  
Tel: 23036073

To

All Officers of the level of SOs and above and upto the level of DDGs including PSs/PPSs/Sr PPS/PSOs in DoT (HQ) Sanchar Bhawan

Copy to:

- (i) PPS to Secretary(T)
- (ii) PPS to AS(T)
- (iii) PPS to DDG(C&A)

**Special Cleanliness Drive in Sanchar Bhavan  
Feedback Questionnaire  
(status as on 9.10.2014/17.10.2014/30.10.2014)**

**Name of the Wing :** \_\_\_\_\_  
**Name of the Section/Branch:** \_\_\_\_\_  
**Room No.:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_

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**A. Cleanliness and upkeep**

1. Are you satisfied with the Daily upkeep ( Cleaning and dusting of floors and furniture) by Housekeeping Agency? Yes/No
2. Are the number/size of Dustbins in Section/Room adequate? Yes/No
3. Is Cleanliness and upkeep of corridors satisfactory ? Yes/No

**B. Records Management**

4. Number of almirahs inside the section/room \_\_\_\_\_
5. Number of almirahs of the section in the corridors \_\_\_\_\_
6. (i) Number of files/records classified for keeping/weeding out during the drive \_\_\_\_\_  
(ii) Number of files/records actually weeded out during the drive \_\_\_\_\_  
(iii) Number of files/records sent to Record Room during the drive \_\_\_\_\_

**C. Furniture and Furnishings**

7. Does the furniture with Section/Room/Branch require repairs? Yes/No
8. Is there need for change of upholstery? Yes/No
9. Is there excess furniture requiring removal? Yes/No

**D. Office Equipment**

16. Number of Photocopier Machines not in working conditions? -----
17. Is the Quality of maintenance of Office Equipments by AMC vendor satisfactory Yes/No
18. Frequency of visits of AMC Company in a year (Tick appropriately)  
Monthly, Bi-Monthly, Quarterly, Half Yearly, Annually, on Call

19.(i) Whether there is obsolete Office equipment including Desktop PCs, Printers, Fax Machines, MFD, Photocopiers etc in the Section/Room requiring removal?

Yes/No

(ii) If Yes, the details thereof:

(a) Desktop ----- (b) Printer ----- (c) Fax Machines/MFD -----  
(d) Photocopier ----- (e) Any other item -----

**E. Civil Works**

20. Do the walls of the room require painting? **Yes/No**  
21. Does the room require painting on doors? **Yes/No**  
22. Does the floor require repairing? **Yes/No**  
23. Does the ceiling require repairing? **Yes/No**  
24. Does the Window/Window Glass require repair/replacement? **Yes/No**  
25. Do the Venetian Blinds require cleaning / repair /replacement? **Yes/No**

**F. Electrical Works**

26. Do Switches/Socket require replacement? **Yes/No**  
27. Is the wiring (MTNL/NIC/Electrical) in loose shape and needs to be concealed ?  
**Yes/No**  
28. Are you satisfied with the working of Centralized ACs/Window/Split ACs? **Yes/No**  
29. Whether arrangement for drainage of water from the window/split AC is adequate? **Yes/No**  
30. Whether the lighting in the Section/Room is adequate? **Yes/No**  
31. Are the fans in the Section/Room in good working condition **Yes/No**  
32. Whether there is any old/obsolete electrical material requiring disposal? **Yes/No**

**Signature of the Officer:**

**Name of the Officer:**