

ANNEXUREACTION PLAN

SUBJECT:- Action Plan & Arrangements of D/o ESW for Swachh Bharat Campaign.

25 th September, 2014 to 1 st October, 2014	Participate in the programme prepared by M/o Defence as at Annexure-I.
2 nd October 2014 <u>Swachh Bharat Pledge</u> <u>Cleanliness Drive</u>	<p>i. Officers/staff of D/o ESW will participate in the pledge taking ceremony and cleanliness drive and other function/activities organized by D/o Defence for the entire Ministry.</p> <p>ii. All the attached offices of D/o ESW, namely, Kendriya Sainik Board Sectt., Directorate General of Resettlement and Central Organisation, ECHS have been issued instructions to:</p> <p>a. display banners on Swachh Bharat Campaign on the Entrance and posters in the office building (e.g., near toilets, water coolers, garbage bins)</p> <p>b. organize pledge taking function and the Head of the Organisation will administer the oath to all.</p> <p>iii. Organise talk by Head of Administration Wing on importance of cleanliness and hygiene for health and necessity to keep the office premises/surroundings clean.</p> <p>iv. All Officers/staff to participate in the cleaning of office premises/surroundings</p> <p>v. Essay Competition on importance of cleanliness and prize distribution.</p>
25 th September onwards (Long Term Broad Action Plan)	<p>i. Assembly of officers/staff on 1st Wednesday of every quarter to renew the commitment to Swachh Bharat Movement and review of the action taken in this regard.</p> <p>ii. Disposal of junk material on quarterly basis.</p> <p>iii. Recording, review and weeding out of file on yearly basis and special drives to this effect.</p> <p>iv. Maintenance / cleaning of building / toilets / water coolers to be seen personally by Head of Administration Wing.</p> <p>v. Annual Competition, e.g. essay, poetry, debate on importance of cleanliness.</p> <p>vi. Recognition of best Wing/Unit/employee for outstanding contribution to cleanliness.</p>

Handwritten signature
26/9/2014
US (140)

