भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड **Railway Board)**
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आज़ादी का अमृत महोत्सव

Azadi Ka Amrit Mahotsav

CIRCULAR

Sub: Swachhata Pakhwara to be observed from 16/09/2022 to 02/10/2022.

Swachhata Pakhwara will be observed from 16/09/2022 to 02/10/2022 with the objective of bringing a fortnight of intense focus on issue and practice of Swachhata in Railway Board's Office. The special drive in Board's Office is being launched for keeping the chambers/sections/workspaces clean, toilets in hygienic condition , common areas neat and clean, promoting use of dustbins and keeping the canteen clean with a spirit to make Swachhata everyone's business. Putting in place proper systems for sustaining the above is also the objective of the drive.

2. The following activities have been planned on the occasion:

i. All the officers and staff in Board's office may pay special attention to cleaning of the chambers/sections/workspaces, the corridors and the circulating area in the vicinity. Any assistance required in this regard including provision of cleaning materials etc. would be provided by the Estate Supervisor Cell. Focus should be on visible change in the cleanliness.

ii. Furniture items, computer & its peripherals, electrical/electronic/telecommunication equipments etc. lying unused/redundant in the branches would be identified and surrendered to concerned Branch (Stationery, C&IS, SSE/PS, SSE/Tele etc) for further disposal or gainful utilization elsewhere, as the case may be.

iii. In addition, Section Officers/Supervisors are to take action for weeding out old files/record etc. occupying valuable space in their sections and disposing them in an appropriate manner. Senior Officers in Board's Office may provide leadership in implementing Swachhata Pakhwara activities effectively and to ensure that the branches/units under their charge are kept neat and clean.

iv. Sections of Rail Bhawan will be visited by Administration regularly to assess the upkeep/maintenance by the Section-incharge. Regular upkeep efforts will be given major weightage during the assessment of the "Best Kept Section" at the end of the year.

3. A list of Dos and DONT's given overleaf should be followed by all officers and staff of Railway Board.

4. Besides the officers/staff entrusted with the housekeeping task, responsibility devolves on each of us in making the "Swachhata Pakhwara" a huge success. All the officers and staff of Railway Board are urged to participate in the drive whole-heartedly.

(T. Srinivas)
Director/GA, Railway Board
Tele/Fax No. 011-23387446

No. 2021/G(Acc)/SwachBharat
Dated:07/09/2022

Copy for necessary action to:

1. All officers and staff of Board's Office at Rail Bhawan, COFMOW Building, Dayabasti and National Rail Museum, New Delhi
2. ED/ME (EnHM & Project)/RB for information please.

Copy for kind information to:

Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord./MR, Addl. PS/MR, PS/MoSR(D), EDPG/MoSR(D), EDPG/MoSR(J), Addl. PS/MoSR(J), DPG/MoSR(J) and JDPG/MR Sectt.

DOs

1. Keep your workplace neat and clean.
2. Discard waste-papers and other used/redundant items only in dustbins provided for the purpose.
3. Ensure that the workplace is cleaned on daily basis. Any deficiency in this regard may be reported to Estate Supervisor.
4. All files, registers and other documents may be properly stacked in the almirahs/cupboards/compactors.
5. Use electric and electronic equipments judiciously, so as to save valuable electrical energy.
6. Furniture and other fixtures should be properly placed in the branch.
7. All discarded/redundant items should be surrendered to the concerned nodal branches.
8. To focus on "Hygiene & Sanitation" particularly keeping in mind the ongoing COVID-19 pandemic and to follow all the COVID-19 related instructions and guidelines issued by the M/o Home Affairs and M/o Health and Family Welfare, from time to time.
9. To curb Single Use Plastic (SUP) and discourage use of Plastic.

DON'Ts

1. Do not litter in the rooms, corridors, common areas and circulating area of Rail Bhawan.
2. Do not discard food items and other solid wastes in sinks to prevent choking of drain. Dustbins provided for the purpose may be used. Care may be taken not to spill while throwing items into the dustbins.
3. Do not keep old/ephemeral files, registers, other documents in the branch.
4. Do not spill water or tea on floor. In case any liquid item gets spilled, the same may be got mopped and cleaned immediately. Help of housekeeping staff deputed in each floor/corridor of Rail Bhawan may be availed.
5. Do not keep any broken furniture or fixture in the branch.
6. Do not leave empty cups, plates etc. in the corridors after consuming food items. Housekeeping staff have instructions to report such cases to the Estate Supervisor for appropriate action.
7. Do not deface walls by spitting betel leaves or by writing/pasting posters.

