(भारत सरकार) GOVERNMENT OF INDIA

(रेल मंत्रालय) MINISTRY OF RAILWAYS

(रेलवे बोर्ड) RAILWAY BOARD

CIRCULAR

Sub: Swachata Pakhwara to be observed from 16/09/2021 to 30/09/2021

Swachata Pakhwara is to be observed from 16/09/2021 to 30/09/2021. The special drive in Rail Bhawan is being launched for keeping the chambers/sections/workspaces clean, toilets stench-free, common areas neat and Clean, promoting used of dustbins and keeping the canteen clean. 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 housekeeping branch. Focus should be on visible change in the cleanliness.

ii. Items of furniture/electronics and electrical equipments lying unused/redundant in the branches would be identified and surrendered to Stationery Branch for further disposal or gainful utilisation 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. All the officers in the directorate may support the above direction in order 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 Intensive Campaign and cleanliness Drive successful. All the officers and staff of Railway Board are urged to participate in the drive whole-heartedly.

(B.Majumdar)
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Room No. 533-C, 5th floor

No.2021/G(Acc)/SwachBharat
Dated 16.09.2021

Copy for necessary action:

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

DOs

1. Keep your workplace neat and clean.
2. Discard waste-papers and other used/redundant itmes 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.

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. You are liable to be penalized for such act(s).