

Report of Activities Organised by Bhopal Division during National Cleanliness Campaign under “Swachh Bharat Mission”

From 28 Feb 2016 to 15 March 2016

for Railway Offices, Service Buildings and other work places

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| I | <p>Swachh Bharat Pledge in groups during lunch time by employee at office entrance/ open space within office compound:</p> <p>The Swachh Bharat Pledge were administered during lunch time by employees at office entrance/ open space within the office compound at various offices , Maintenance Depot of Branches, Diesel and Electric Shed and at various stations across BPL Division.</p> |
| ii | <p>Get multiple copies of the Swachh Bharat Pledge signed by govt. employees and display the same at common place of Government offices/building.:</p> <p>The multiple copies of the Swachh Bharat Pledge signed by govt. employees and copies of the same was displayed at common places in various offices / Buildings across the BPL Division.</p> |
| iii | <p>Special cleaning of premises including isolated/ hidden areas/ corners and boundary walls:</p> <p>Isolated/ hidden areas/ corners and boundary walls in various offices, services buildings and other work places including shed and maintenance depot s was identified and special cleanliness drive was conducted for cleaning of premises during the period. The employees were sensitized towards awareness of cleanliness of these Isolated/ hidden areas/ corners and boundary walls in various offices which does not get adequate attention in normal cleanliness.</p> |
| iv | <p>Intensive cleaning of toilets & putting a system in place for ensuring clean toilets always:</p> <p>During the drive Intensive cleaning of toilets was conducted at all the offices, service building and workplaces. The close monitoring was done on the toilet cleaning by contractors and use of cleaning materials for cleaning and intensive cleaning ensured during the drive where cleaning was performed by departmental staff. The similar type of drive was also conducted at Railway stations, Maintenance Depot etc wherever toilets are available. Departmental staff and contractor advised to upkeep the cleanliness in toilets all the time other staff also sensitized to monitor the same.</p> |

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| v | <p>Augmentation of dustbins with appropriate liners as per requirement:</p> <p>The additional requirements of Dustbins with appropriate liners was reviewed and the required Dustbins was planned and augmented at various stations and locations.</p> |
| Vi | <p>Review of Municipal Solid Waste (MSW) management system to ensure proper disposal of waste in an environment system to ensure proper disposal of all waste in an environment friendly manner and according to the MSW Management rules in force:</p> <p>All the wastes materials are being dump at the specified locations from where it is collected by Municipal staff. The staff concerned was directed to accumulate the waste at the locations specified and the Municipal personnels were told to review of Municipal Solid Waste (MSW) management system to ensure proper disposal of waste in an environment system to ensure proper disposal of all waste in an environment friendly manner and according to the MSW Management rules in force:</p> |
| vii | <p>Ensure upkeep/ maintenance of water booth and water coolers Cleaning of water tanks, fire tank etc:</p> <p>To ensure upkeep/ maintenance of water booths and water coolers Cleaning of water tanks, fire tank, the survey was conducted across the division and the requirements of maintenance and cleaning of these were assessed and planned. During the drive, upkeep and maintenance of water booths and water coolers were carried out by all concerned officials and cleaning of water tanks and fire tanks were also carried out.</p> |
| viii | <p>Cleaning of staircases, terraces & roofs and repair of damage to enable cleanliness always:</p> <p>During the drive, the cleaning of staircase, terraces and roofs of various offices , service buildings and workplaces was conducted and concerned cleaning staff/ contractual labourer was told to make these areas clean all the time. To enable cleanliness always the damages were identified and got repaired.</p> |
| ix | <p>Cleaning of circulating area including parks, canteen, cycle stands etc. with responsibility assigned to the respective agencies for doing the task regularly:</p> <p>The existing contract for cleaning of circulating area including parks,</p> |

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| | <p>canteens, cycle stand etc was reviewed and the respective agencies were told to make the premises clean all the time by regular cleaning by all the time. The responsibility of cleaning for remaining area assigned between various branches to make the areas clean by collective efforts.</p> |
| x | <p>Make 30 minute to 1 Hr mandatory training program for all employees on Swachh Bharat Mission(SBM) including inspirational video, cleanliness linkages with health parameters, special effort/ contributions made by individuals, etc:</p> <p>The inspirational videos showing the importance of cleanliness in the present scenario and importance of cleanliness for health of employees and wards was advised so that they can appreciate the cleanliness linkages with health parameters. The special efforts and contribution made by individual for cleanliness drive on Swachh Bharat Mission was also told to other employee to motivate and inspire them for cleanliness.</p> |
| xi | <p>Disposal of scrap, unserviceable material and equipments, damaged furniture etc.</p> <p>During the drive unserviceable materials and equipments, damaged furniture lying at various stations and field offices were identified and processed for condemnation. The concerted effort made by all the branches across the BPL Division to offer scrap material during the drive. The offered scrap were also promptly disposed off.</p> |
| xii | <p>Awareness campaign involving staff through banners, notices, educational posters, etc:</p> <p>Awareness campaign regarding Swachh Bharat Abhiyan was conducted through display of banners, notices, educational posters and Swachh Bharat Posters were pasted at various places including Reception area, lift, meeting hall, staircase turning area etc.</p> |
| xiii | <p>Awarding of staff who have done good work on SBM.</p> <p>The Railway employees who have done good work in SBM were identified and will be suitably awarded.</p> |
| xiv | <p>Participation by HoD and other officers from Units as well as Headquarters:</p> <p>HoDs and other officers from Division as well as from Headquarter nominated for cleanliness drive were actively participated in the mission.</p> |

The photographs of the drive is attached.