

Punjab Government
Department of Information Technology
SCO 193-195, Sector 34 A
Chandigarh

Action Plan for Mission Swachh Bharat

(i) Plan for period from 25th September to 1st October, 2014:

- Motivation of staff to follow cleanliness in the office premises
- 'Swachhta Pledge' on 2nd October, 2014 in the office premises by all staff.
- Declaration of nodal officer for monitoring cleanliness related activities in the office and report to officers in case of deficiency
- Provision of adequate cleaning material to 'safai karamcharis' of the office.

(ii) Plan to administer the pledge on 02.10.2014:

- All officers and staff of the Department will be administered the "Swachhta Pledge" by HOD at 09.45 AM on 2nd October 2014 in the Conference Hall of the Department. All officers & staff will be directed to assemble there at 09.45 AM on that day.
- All the officers and staff will be requested to ensure 100% attendance for this noble mission.

(iii) Plan for cleanliness drive and other events on 02.10.2014:

- Taking of "Swachhta Pledge" at 9.45 AM on 02.10.2014 in the office.
- Cleaning of office premises inside and outside the rooms.
- The officers/ officials of the Department shall ensure cleanliness of the corridors and their work place etc.
- Cleaning of the office space of the respective officer/staff.

(iv) Plan of the Department for the period from 3rd October 2014 to 31st October 2014:

- To ensure cleanliness of all the office premises.
- All obsolete items which are stacked in the corridors will be removed and corridors made free of furniture, cupboards and other items.
- All temporary structure in corridors will be removed to make them neat aesthetic and without obstruction.
- Potted plants will be provided in all corridors to give an aesthetic look.
- Washrooms will be regularly cleaned and repaired, if necessary. Also Wash basins, drainage system and tiles will be put in hygienic condition.
- All windows and corridors will be cleaned regularly.
- Potable drinking water will be provided on all floors.
- Cleaning of water coolers and repair of faulty ones, if any.

- Staircases will be cleaned.

(v) Plan for one year:

Following action plan/activities have been planned for "Swachh Bharat Mission ":

- Hiring of additional 'safai karamcharis' on outsourcing basis, if required
- All the office premises inside and outside the rooms of the Department will be regularly cleaned.
- The office and all its premises are declared as "Smoke Free Zone".
- All obsolete items which are stacked in the corridors will be removed and make corridors free of furniture, cupboards and other items.
- All temporary structure in corridors will be removed to make them neat aesthetic and without obstruction.
- Potted plants will to be provided in all corridors to give an aesthetic look.
- Washrooms will be regularly cleaned and repaired, if necessary. Also Wash basins, drainage system and tiles will be put in hygienic condition.
- All windows in corridors will be cleaned regularly.
- Potable drinking water and water coolers will be provided on all floors.
- Cleaning of water coolers and repair of faulty ones, if any.
- Staircases will be cleaned.
- To provide proper lighting and replacement of faulty units in the office.
- Installation of Garbage Bins and repair of taps, if needed.
- Proper disposal of junk material at regular interval by following government instructions in this regard.

(vi) Plan for the rest of period upto 2019:

- All the points mentioned in Para (v) above will be followed on regular basis
- Regular monthly suggestions will be invited from staff on cleanliness related issues to ensure proper implementation
- Regularly identification of surplus and unserviceable items and equipment in the department
- Surplus items will be transferred to departments requiring the same and unserviceable items will be disposed as per government policy
- Regular motivation of employees of the department to maintain cleanliness in the work space, and also to motivate other people under their influence.