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भारत सरकार
शहरी विकास मंत्रालय

D.O. SB / SBM / 25 / 2016



Date: 25th February 2016

Respected Sir,

Re: Thematic Cleanliness drives in Government Offices and Buildings : 1st - 15th March 2016

As you are aware, the Swachh Bharat Mission, in order to become a true 'jan andolan' requires concerted efforts from every stakeholder in the country to make our collective dream of a "Swachh Bharat" a reality. In an effort to reach out to different stakeholders, the Ministry of Urban Development (MoUD) has been conducting a series of fortnightly "thematic" drives across cities, targeting a particular area or sector.

For the upcoming fortnight (1st - 15th March 2016), the focus of the thematic drive will be on cleanliness drives in **Government Offices and Buildings**. In this regard, I request you to kindly advise all your states and city units and affiliated departments to undertake cleanliness drives in their office buildings during this fortnight and make this drive a success.

We are also requesting CPWD to undertake an assessment of all government offices and buildings from 16th March'16, on the parameters provided in Annexure 1.

I would request you to kindly advise all your offices about the above, for their necessary action please.

We look forward to your help and support in making this mission a success.

Yours sincerely,

(Praveen Prakash)

To:
Secretaries of all central ministries.
c.c. Dy Secretary (SBM - MS) / JA-CPHEEO, MoUD

Annexure 1

SELF-ASSESSMENT FORM FOR SBM RATING OF BHAVANS, GOVERNMENT OFFICES AND BUILDINGS

A) Questions No 1-5 deal with state of sanitation infrastructure in the Office / Bhawan

Urinals					
1	No. of Urinals stands		No. of Urinals functional		Percentage Urinals functional
Toilet Seats					
2	No. of Toilet Seats		No. of Toilet Seats with functional abluion tap		Percentage with functional abluion tap
3	No. of Toilet Seats		No. of Toilet Seats with functional flushing arrangement		Percentage with working flushing arrangement
4	No. of Toilet Seats		No. of Toilet Seats hygienic		Percentage having hygienic seats
Hand Wash Basins					
5	No. of Wash Hand Basins		No. of Wash Hand Basins functional		percentage of wash hand basins in functional condition

(Scoring: 100%=2 points; 80-99%=1 point; less than 80%=0 points)

B) The next set of 4 questions have to be answered on a scale of 0 to 2, where 0 means dirty; 1-moderately clean and 2 - spic and span.

	Parameter	0 (Dirty)	1 (Moderately Clean)	2 (Spic and Span)
6	Whether the corridors are free from paan/gutka (Betel nut) stains			
7	Is there any unwanted/ discarded material lying in rooms, corridors or under staircases?			
8	Is there any unwanted/ discarded material lying on the roof, balconies?			
9	Is there any unwanted/ discarded material lying outside but within the Bhawan premises			

C) The next question is on adequacy of dust bins in the Office / Bhavan and premises

	Sufficiency of dustbins	0 (Not available)	1 (available but not adequate)	2 (available in adequate number)
10	Whether sufficient dustbins are available (both for wet & dry garbage)?			

Maximum Marks=20 for the questionnaire; Marks scored=