



D.O. SB / SBM / 26 / 2016

Date: 25th February 2016

Dear Sir / Madam,

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

As you are aware, for the upcoming fortnight (1st - 15th March 2016), the focus of the special thematic drive will be on cleanliness drives in **Government Offices and Buildings**. In this regard, I request you to conduct an assessment of cleanliness of all government office buildings in your state headquarters between 16th March - 21st March'16, along the parameters given in Annexure 1.

Kindly also advise all your Municipal Commissioners to conduct similar assessment exercises in the government office buildings in each of their cities along the same parameters.

The results of the assessment of these office buildings by your state and cities may be announced on 22nd March'16 through press releases.

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

Yours sincerely,


(Praveen Prakash)

All Mission Directors - SBM

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 abluton tap		Percentage with functional abluton 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 / Bhawan 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=