

N O T E

Sub : National Cleanliness Campaign under “Swachh Bharat Mission” from 25/9/15 to 31/3/16.

Ref : CRB’s DO no.2015/EnHM/06/12 dt.24/9/15 to GMs.

CRB vide his above DO has desired to launch intensive campaign during above period for which **Action Plan** is as under:-

	Description	Action to be taken	Action By
1.	Seminars / Workshops on the activities of “Swachh Bharat Mission organized by Railways for the last one year indicating achievements made so far and Road map to be participated by the Officers and Senior Supervisors both at the Divisional and Zonal levels.	i) Participation of Unions, Scout and Guides, School Children etc. including Workshops of Senior Supervisors, Volunteers, NGO and frontline staff are to be organized during this period. ii) This should be based on achievements, innovations and ideas implemented in last one year during Swachh Bharat Mission. All achievements and ideas may be shared with Electronic/ Print Media. iii) All thoughts and ideas may be presented in PPT form in Workshop. iv) Banners of Swachh Bharat Mission at Major stations to be displayed during the drive.	SR.DME/Co. SR.DFM
2.	Launching of Special Cleanliness Drives by Charitable Institutions and Social Organizations at major Railway Stations.	i) Cleanliness drive should be focused on 4 major stations viz. Kota, SWM, GGC and BTE headed by nominated BOs for drive to be launched on 2 nd October 2015. DRM Kota will be leading. ii) The participation of local Charitable Institutions / NGOs / Volunteers / should be ensured.	SR.DCM ADRM

3.	Inspection of infrastructure on toilets in all category stations as well as Solid Waste Management in major stations to identify improvements to be made and initiate actions.	<p>i)DCM is nominated to inspect all toilet units of all categories stations over Kota Division.</p> <p>ii) Inspection report will cover condition of toilet units, availability of water, water taps and overhead tanks, lights, exhaust fan, water pipe leakage, condition of doors etc.</p> <p>iii)The detailed reports will be submitted to SR,DEN/Co. (for rectification if any).</p>	DCM SR.DEN/Co SR.DEE/G
4	Administering “Swachh Bharat Pledge” at Station / Depot level, right up to Zonal Railway headquarters in a spread out manner throughout the campaign period	Swachh Bharat Pledge may be ensured at all Major Stations.	ADRM
5	Organizing painting competitions and quiz in Railway Schools and Colleges, Training Institutions as well as the offices to be participated by employees and children	<p>i)Painting and quiz competition should be organized at Railway schools, Training Institute etc. The competitions should be based on Swachh Bharat Mission.</p> <p>ii)Graffiti wall paintings may also be organized by involving local school children.</p>	DPO SR.DEN/CO SR.DSTE/Co SR.DEE/TKD
6	Organize Swachh Bharat Nukkad Nataks.	Messages of “Swachh Bharat Mission” may be spread among passengers by organizing ‘Nukkad Nataks’ at station premises of major stations.	SR.DSO
7	Drive for registration into my gov.in	To be complied.	SR.DSTE/Co.
8	Inauguration / commissioning of toilet facilities and infrastructure for sanitation and Waste Management.	<p>i) Inauguration/commissioning of toilet facilities may be arranged if any.</p> <p>ii)Newly allotted work of construction of deluxe ‘Pay & Use’ toilet at Kota station may be enlisted.</p>	SR.DEN/Co.
9	Organizing ‘Help Booths’ for dealing with complaints related to cleanliness in trains	i) This may be organized for dealing with complaints and feedback by providing Help	SR.DCM

	as well as major stations.	Booths at major stations. ii) Immediate action need to be taken on receipt of complaints relating to cleanliness.	
10	Interaction with Print and Electronic Media on the achievements of “Swachh Bharat Mission” by the Railways. Success stories of individuals/stations in IR on the “Swachh Bharat Mission” to be given wide publicity.	Regular progress and achievements should be briefed to Print / Electronic Media on daily basis during this period.	SR.DCM
11	Award to Railway employees who performed outstandingly in “Swachh Bharat Mission” during the last one year.	Best employee associated with Swachh Bharat Mission should be suitably awarded in the Swachh Bharat Seminars.	All BOs
12	Conduct Walkathon on cleanliness participated by the officers and employees at all levels at Divl and Zonal Rly HQ.	A walkathon on cleanliness should be conducted including wide publicity in Print / Electronic media.	SR.DSO
13	Display of hoardings and public announcements on “Swachh Rail Swachh Bharat”.	Attractive slogans / short movies / documentaries may be displayed at station premises for greater awareness.	SR.DSTE/Co
14	Creation of “Swachh Rail, Swachh Bharat Mission” page in Divisional and zonal Railway website and placing the report card on the achievements.	All events in form of photos/ videos should be uploaded on website on daily basis.	SR.DSTE/Co.
15	Nomination of zonal Railway level Ambassadors for leading “Swachh Rail Swachh Bharat” campaign.	Noted.	All BOs.

Please make your best efforts to achieve greater success.

Note:-

- i) Details inspection report should be submitted on daily basis.
- ii) “Before and After” Photographs/ Videos/ press cutting, should be submitted along with reports.(Hard copy and soft copy both)
- iii) Every photographs should contain with place - activity / events – date.
- iv) Relevant photographs and videos may be uploaded at E-mail IDs adrmkota@gmail.com and srdcmkota@gmail.com.

ADRM/Kota

(No.C.331/0/1/SBM/25/9 Dt.26/9/15)

All BOs.