



संख्या: WCR/M/EnHM/07/101

By e-mail

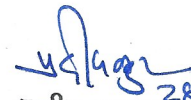
समस्त प्रमुख विभागाध्यक्ष/पमरे
मंडल रेल प्रबंधक- जबलपुर, भोपाल, कोटा

विषय: **Swachhta Hi Sewa – Pakhwara: 15th Sept. to 2nd Oct., 2018.**

संदर्भ: (i) CRB's DO no. 2017/EnHM/08/11 dtd 09.08.2018 addressed to all GMs.
(ii) This office letter of even no. dtd 09.08.2018.

1. CRB's DO under ref (i) above was forwarded to you vide PCME/WCR's letter under ref (ii) on the above subject wherein it was advised to observe Swachhta Pakhwara along with Swachhta Hi Sewa from 15th Sept. to 2nd Oct., 2018. Date wise activities to be carried out during the Pakhwara were also included in Ann-I of CRB's DO. Actionable points as advised for improvement of cleanliness in station premises vide RB's letter dtd 28.07.2016 (Ann I) will also have to be acted upon during this period.
2. Special emphasis is to be laid on cleanliness of approaches to station including construction of boundary walls on approaches to major metro stations during the drive.
3. **Day 1 (15.09.2018) i.e. Swachhta Awareness** shall start by administering Swachhta Pledge to Railway Staff and their families as well as safai karamcharis. **22nd Sept. '18** is to be observed as **Community Day** wherein all Stations Masters/Station Directors shall seek cooperation of all stakeholders including NGOs/Charitable Organizations, Railway staff and their families, railway colony staff and other general public for physical contribution to cleanliness drive. As a part of activities to be undertaken on this day, an awareness campaign with "Meri Seat Mera Dabba" theme is to be launched.
4. Stress should be on meaningful activities, and not symbolism.
5. To oversee the campaign, SAG officers of HQrs have been nominated for A1 & A category stations (Ann II). DRMs may nominate Divisional officers for these as well as B&D category stations. Dy CME/EnHM/HQ shall be the nodal officer at HQrs. DRMs may nominate one of their ADRMs as nodal officers for co-ordinating these activities under advise to this office.
6. DRMs may draw up a systematic plan and use all their machinery to achieve the desired objectives in these areas. A copy of their plan may be sent to this office by **08.09.2018**.
7. At the end of Pakhwara, a ranking of cleanliness in railway colonies may be done by DRMs at their level to encourage a healthy competition.
8. On **01.10.2018 (Review/Briefing)**, the work carried out during Pakhwara may be reviewed and a detailed report with photos and videos may be e-mailed to **enhmwcr@gmail.com** by **14:00 hrs** for uploading the same on WCR's website through CIO. A copy of the same may also be e-mailed to **cprowcr@gmail.com & ciowcrweb@gmail.com**.
9. Due coverage may be ensured in Social/Print/Electronic Media.

DA: As above (Ann. I & II)


(प्रदीप कुमार) 28/8/18

अपर महाप्रबंधक/पमरे

प्रति:

सचिव, महाप्रबंधक: महाप्रबंधक महोदय के सादर सूचनार्थ

समस्त नामित एसएजी अधिकारी (as per Ann II)

उपमुर्यांइजी (ईएनएचएम)/मुख्यालय

मुख्य जनसंपर्क अधिकारी, मुख्य सूचना अधिकारी

संलग्नक एवं letters under ref (i) & (ii) above के साथ,
सूचनार्थ एवं आवश्यक कार्यवाही हेतु (by e-mail).

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

NO.2015/EnHM/08/01 (Pt.1)

New Delhi dated 28.07.2016

The General Managers
All Zonal Railways

Sub : "Swachh Rail, Swachh Bharat" mission – Actionable
Points for improvement of cleanliness in Station
premises

During the course of the last one year, inspection of major Railway stations done from Railway Board, have brought out certain common inadequacies which are prevalent in many stations leading to deficiencies in cleanliness. Same have been compiled along with possible remedial measures and sent herewith as **Actionable points for improving cleanliness standards in major Railway stations**. These points shall be circulated to all major A1 & A category stations so that the corrective/preventive actions wherever needed are taken and systems are set up for monitoring to improve the cleanliness standards. SIG teams of such major stations shall review these aspects regularly during their inspections.

Encl :- One list of 'Actionable points for
Improving cleanliness at major stations'
In 2 pages


(Shivendra Mohan)
ED / EnHM / ME
Railway Board

Enclosure to letter no. 2015/EnHM/08/01(Pt.i); dt.28.07.16
Actionable Points for improvement of cleanliness at major stations

1. Process of Cleaning	
1.1	In the task of cleaning, doing it correct in the first stage itself should be aimed. Garbage should be picked up from the point of arising itself using ergonomic garbage collector viz., 'dustpan with handle' and put inside the garbage bin. Sweeping down the Solid Waste which will cause garbage to the lower levels and then to drains should be prohibited.
1.2	Night soil coming on the CC apron area from coaches should be washed away in a 'location specific directed manner', immediately after the departure of each train to avoid stench.
1.3	There should be definite time limit laid & practiced upon as a part of the contract, as per which casual littering & extremes of dirtiness, will be cleared.
1.4	Dust bins should be emptied when they are 3/4th full.
1.5	No burning of Waste should be permitted anywhere within Railway premises.
1.6	Final disposal of garbage should be done in an environment friendly manner as per Municipal Solid Waste (MSW) rules and necessary records should be kept for the same, as reiterated in the orders of NGT Delhi, communicated vide RB letter no.2015/Environ/01/03 dated 30.04.15.
1.7	(i) It is necessary to have appropriate Measures of Performance (MOP) for the cleaning contract and enforce the same. (ii) Monitoring of Attendance for continuous availability of cleaning staff during their period of working shall be ensured by suitable means including Bio metric attendance and use of CCTV. (iii) Cleaning staff earmarked should have identified beats to be maintained free of garbage always.
2. Cleanliness Enablers	
2.1	Dust bins should be provided so that a passenger can access a dustbin within 10 Mts from any location in all the areas of passenger movement both in ticketed & not ticketed areas, including FOB & circulating areas.
2.2	Vending stalls should maintain their own closed dust bins along with proper arrangement for final disposal of garbage without allowing overflowing, according to the norms followed in the station.
2.3	All vehicle parking area contractors must maintain their areas clean along with provision of dustbins and proper garbage disposal arrangement without over flowing.
2.4	Waiting room toilets should have proper covered dustbins. Separate covered dustbins should be provided inside ladies toilets for sanitary napkins.

Swachhta Hi Sewa – Pakhwara: 15th Sept. to 2nd Oct., 2018**Nomination of SAG Officers of HQrs for A1 & A category Stations**

Division	Station	Category	Officer Name (S/Sh)
Bhopal	Bhopal	A1	CRSE
	Habibganj	A	CE/C-I
	Itarsi	A	CMPE
	Hoshangabad	A	CSC
	Vidisha	A	CBE
	Bina	A	CELE
Jabalpur	Jabalpur	A1	CCM/PS
	Damoh	A	CE/TP
	Saugor	A	CE/C-II
	Katni	A	CFTM
	Satna	A	CPDE
	Maihar	A	CESE
	Rewa	A	CCE
	Pipariya	A	CETE
Kota	Kota	A1	CTPM
	Sawai Madhopur	A	CPTM
	Bharatpur	A	CEDE

- DRMs may depute their officials for A1, A, B & D category of stations in their Divisions.
- Officers may inspect their nominated stations at least twice during the Pakhwara.



पश्चिम मध्य रेल
WEST CENTRAL RAILWAY

No. :- WCR/M/EnHM/07/101

अनुक्रमांक/Sr No. 16

पिछला संदर्भ/Sr No.

अगला संदर्भ/Sr No.

Office of The
General Manager (Mech)
Indira Market,
Jabalpur-482001
Email :- enhmwcr@gmail.com
Date:- 09.08.2018

DRM/JBP, BPL, KOTA

Sub:- Swachhta Hi Sewa-Pakhwara: 15th Sep. To 2nd Oct.,2018

Ref:- i) CRB's DO letter No. 2017/EnHM/08/11 dated 09.08.2018

ii) This office letter of even number dated 04.06.2018

Vide letter under reference i) it has been decided to observe "Swachhta Pakhwara" along with "Swachhta Hi Sewa" from 15th Sep. To 2nd October,2018.

Activities to be carried out in the forthcoming Swachhta Pakhwara (16th Aug to 31st August, 2018) were earlier advised vide Rly Bd' s letter No. 2017/EnHM/08/11 dt. 23.03.2018 & 04.05.2018 and this office letter of even number dated 04.06.2018 are to be observed along with "Swachhta Hi Sewa" from 15th Sep. To 2nd October,2018.

Detail schedule of activities to be under taken during the Swachhta Pakhwara is enclosed herewith(Annexure-I).

It is for kind information and necessary action please.

Encl:- Five pages (As above)


(Amitoj Ballabh)
Dy.CME/EnHM/WCR
For PCME/WCR

Copy to:-

AGM/WCR for kind information please.

All PHODs/WCR for information and necessary action please.

CIO & CPD.

NDO

CWM/CRWS, BPL
CWM/WRS, KTT
Sr. DME/JBP, BPL, KTT

!!! स्वच्छ रेल - स्वच्छ भारत !!!

DMO. 2134

14-8-18

अश्वनी लोहानी
ASHWANI LOHANI



अनुक्रमांक/3
15
अध्यक्ष, रेलवे बोर्ड
एवं अगला संदर्भ/Sl No

W.C.R.

एडेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय

CHAIRMAN, RAILWAY BOARD

&

EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

09 AUG 2018

No.2017/EnHM/08/11

My dear General Manager,

Sub: Swachhta Hi Sewa - Pakhwara: 15th Sept. to 2nd Oct., 2018

Ref: Railway Board's letter of even number dated 23.3.2018

Activities to be carried out in the forthcoming Swachhta Pakhwara (16th to 31st August, 2018) were earlier advised to you. It has now been decided to observe "Swachhta Pakhwara" alongwith "Swachhta Hi Sewa" from 15th September to 2nd October, 2018. Programme, to be observed, is enclosed for further action.

2. Special emphasis is to be laid on cleanliness of approaches to station including construction of boundary wall on approaches to major metro stations.

3. 22nd September should be observed as Community Day wherein all Station Masters/Station Directors shall seek cooperation of all stakeholders including NGOs/Charitable Organizations, Railway staff and their families, railway colony staff and other general public in the surrounding area of the station for physical contribution to cleanliness drive and also advise not to litter railway premises.

4. While conducting Samwad, efforts should be made not only to create awareness about cleanliness but also to apprise the general public about the good work done by the Railways in this regard.

5. Stress should be on meaningful activities, and not symbolism. Appeals to Station Incharge and to Railway employees are also enclosed.

With best wishes,

Yours sincerely

DA : As above

(Ashwani Lohani) 9/8/18

**The General Managers
All Zonal Railways/Production Units**

Copy to : (1) Heads of Training Institutes; (2) CMD/KRCL; and (3) CMD/IRCTC - for similar action.

Annexure-I

Swachh Rail Swachh Bharat

Sub: Swachhta Hi Sewa - Swachhta Pakhwara -drive from 15th Sept to 2nd October' 2018

It has been decided that a special cleanliness drive should be undertaken on Indian Railways during the period from 15th September to 2nd October 2018 called "Swachhta Hi Sewa". The Swachhta Pakhwara shall be organized with a view to ensure visible and tangible improvement in cleanliness at all its premises i.e stations, trains, offices, colonies, workshops, maintenance depots, hospitals etc. Date wise indicative activities are given below.

All Units to draw up a systematic plan and use all its machinery to achieve the desired objective in their areas. At the end of the Pakhwara, a **ranking of cleanliness in railway colonies** may be done by the Zonal Railways at their level to encourage a healthy competition.

Special attention should be given to clean track approaches to railway stations throughout the Pakhwara. Efforts be made in collaboration with NGOs/Charitable organizations for the purpose.

Water recycling plant if any proposed to be commissioned can be inaugurated during this Pakhwara. Action under **anti-littering rule and imposition of penalty under "polluter pays principle"** should be vigorously taken during the Pakhwara.

At the end of the Pakhwara a press conference should be held. During "Samwad" efforts should be made not only to create awareness about cleanliness but also about the good work done by the Railways in this regard should be brought to the notice of general public.

- 1) **15/09/2018 : Swachch Awareness** :This day should be started by administering Swachhta pledge to Railway Staff and their families as well as safai karamcharis. On this day Parbhat Pheris should be taken out in the morning with the slogan "Swachch Rail Swachch Bharat" with a view to raise awareness of all railway employees and their families to ensure cleanliness in the vicinity of their habitat. **Nukkad Nataks** be organized with the help of NGOs, Religious bodies and School children at railway stations for awareness of passengers. Workshops and training programmes should be conducted by EnHM officers and staff. The officers and staff of other departments involved in passenger services should also be part of the training programme. They should also be given brief on objectives and content of "Swachhta Pakhwara".
- 2) **16/09/2018: Swachch Samwad (Cleanliness dialogue/Public)**: All DRMs should organize seminars on Sanitation and upkeep of railway stations by involving NGOs, Charitable institutions, Scouts & Guides, Unions and all employees to undertake cleanliness drive on their nearest railway stations. Passengers and other Stakeholders can also be involved in Painting & Poster competitions on the theme of cleanliness.
- 2.1) **17/09/2018 : Swachch Samwad (Cleanliness dialogue/In-house)**: Seminar and Workshops should be organized on Sanitation and upkeep of railway Colonies and other Institutions on Railway premises. Cleanliness awareness campaign to be organized by displaying anti-littering notices in all institutions on the Railway premises like Railway Colonies, Rest Houses

and Dormitories, Running Rooms, Hospitals and Health Units and Schools. For this use of CCTVs, awareness posters and slogans, Nukkar shows etc. may be undertaken.

- 2.2) Awareness should be made through Public Announcement System and through posters encouraging more and more use of paperless travel in all classes of travel which is currently also introduced in non-reserved coaches in around 11 zones. Feedback may be taken from travelling public regarding cleanliness awareness including messages on 139.
- 3) **18/09/2018 : Swachh Stations (Clean Stations):** Intensive Cleanliness drive at all A1 and A category stations should be undertaken. Availability and working of cleaning machines, tools & plants, protective gears for cleaning staff must be ensured. Adequate provision of dustbins at stations are to be ensured. At A1 & A category stations, separate dustbins shall be provided for segregated collection of waste in terms of extant Board's instructions. A campaign for 'fill the dustbin', 'donate the dustbin' may be taken up to generate the awareness among the rail users.
 - 3.1) **19/09/2018 : Swachh Stations (Clean Stations):** This day should be dedicated to intensive cleaning of all stations other than A1 and A category. Segregation of waste should be encouraged by setting up of separate dustbins. Plastic bottle crushers can be installed with CSR fundings so that plastic thrown does not choke drains or water outlets.
 - 3.2) All efforts should be made to ensure at least one platform at important stations to be "zero waste" i.e. litter-free. During the 'swachhta pakhwara'. It should be ensured that equipment using Solar Power should be functional, wherever installed. Efforts should be made to discourage use of plastic and during the period atleast one station in the Zonal Railway should be plastic free. The activities should be monitored through CCTVs and details of activities should be logged and sent to Railway Board at the end of the "Swachhta Pakhwara" as part of comprehensive report.
- 4) **20/09/2018: Swachh Railgaadi (Clean Train):** Intensive inspection/cleaning of listed trains should be undertaken by teams of officers and staff to ensure cleanliness onboard the trains.
- 4.1) **21/09/2018 : Swachh Railgaadi (Clean Train):** Intensive inspection/cleaning of all other trains not covered in drive dated 21/08/2018 should be undertaken on this day.
- 4.2) All trains have to be inspected in the washing lines, in railway yards and also at stations. Train inspections to include checks on toilets and quality of linen. Suggestions/feedback should also be obtained from passengers and immediate action initiated.
- 5) **22/09/2018 : Community Day/Sewa Diwas:** Efforts should be made on mass mobilization on this day all station masters will seek cooperation from general public, railway employees, railway colony staff and other stake holders, NGOs/Charitable organizations to not litter the Railway premises and to keep it clean. A combined shramdaan should be done by all for cleaning the station premises and its surroundings. If the gathering is in a large number, a two hour slot can be given to each group for their contribution. Photographs to be taken and uploaded. Number of people who participate on this day to be particularly consolidated

and advised to Board. Care should be taken to ensure safety while working on/near tracks and not hinder the operation of trains.

Cooperation of passengers be sought in keeping the coach clean through PA system on the Railway Station. They can also be administered Swachhta pledge through pamphlets. CPROs be advised to launch awareness campaign with "Meri Seat Mera Dabba" theme.

- 6) **23/09/2018: Swachh Parisar (Clean Work Place):** Intensive drive should be undertaken to clean up and improve offices including Hospitals, Schools, Coaching Depots and Lobbys and approaches to metro stations with the help of NGOs. Required amenities in the circulating areas of station complexes be ensured and unauthorized encroachments removed. Cleaning of all drains at stations and other units to be undertaken.
- 6.1) **24/09/2018: Swachh Parisar (Clean Residentail Premses) :** Residential premises including Rilway Colony, Retiring/Waiting Rooms, Rest Houses and Dormitories, Running Rooms etc. should be taken up for intensive cleaning on this day. Plasters wherever falling should be repaired alongwith other repairs on walls/roofs/floors and electric fittings should be carried out.
- 6.2) Intensive drive should be undertaken to clean up garbage in Railway colonies. Participation under CSR be called for setting up of waste to energy plants in railway colonies. Railway hospitals/Health Units should be cleaned intensively on this day. Efforts for segregation of waste be given a push. Children should be encouraged to keep the premises clean. Beautification of premises by pruning of trees, plantation and landscaping can be undertaken.
- 7) **25/09/2018 : Swachh Ahar:** On this day intensive cleaning of all canteens should be taken up.
- 7.1) **26/09/2018 : Swachh Ahar :** In continuation of station vending units, on this day, intensive cleaning of all pantry cars in trains should be taken up.
- 7.2) All Catering stalls on the stations should be directed to clean their premises and ensure that clean and hygienic food is served. Samples of food can be taken for checking and feedback of passengers obtained on the quality of food served.
- 8) **27/09/2018 : Swachh Neer (Clean Water):** Intensive inspection of all water installations including filter plants, sources of water supply, water taps for drinking water at stations, and for availability of water in trains shall be undertaken.
- 8.1) **28/09/2018 : Swachh Neer (Clean Water) :** Intensive inspection of all water installations in offices, Railway Colonies/Hospitals/Health Units/Schools should be taken up on this day.
- 8.2) It must be ensured that quality potable water is available for passengers and there is no shortage of water supply at any of passenger service locations like waiting rooms, retiring rooms, platforms, trains, etc. Inspection of water vending machines, water coolers should be

undertaken for cleaning and sample checks should be conducted on quality of water. Efforts for setting up rain harvesting plants and recycling plants should be strengthened. It should be ensured that there is no problem of water stagnation anywhere in Railway premises.

- 9) **29/09/2018: Swachh Prasadhan:** The day should be dedicated to intensive cleaning of all toilet blocks at railway stations, coaching depots, trains and surrounding areas. Water availability, leaking pipes, drainage systems should be paid attention to and broken items replaced wherever required. **People should be encouraged to desist from open defecation in areas approaching railway stations or on tracks.**
- 10) **30/09/2018: Swachh Competition:** A sense of healthy competition for cleaning should be inculcated and commendation be given to those units which are found perennially/regularly cleaned. Supervisors/staff working on cleaning activities should be suitably recognized.
- 11) **01/10/2018 (Review/Briefing):** On this day, the work carried out during the pakhwara should be reviewed and a detailed report with photos and videos should be uploaded on the website of each Railway. Due coverage of the drive should be ensured in social/print/electronic media.

All Zonal Railways shall ensure to act on the various actionable points advised for improvement of cleanliness in the station premises vide Railway Board's Letter No.2015/EnHM/08/01(Pt.1) dt. 28.07.2016. SAG officer for AI category and JAG officer for A category Station shall be nominated / deputed to oversee the campaign.