



D.O. No. AA/GAX/SBA
Date: 29th Sept. 2014

Sub: Swachh Bharat Abhiyaan – 25.09.2014 to 02.10.2019

Please find enclosed D.O. No. CSR-15/0006/2014 –Dir (CSR) dtd. 24.09.14 from Secretary DPE on the above subject along with its enclosures for compliance. To ensure the desired outcomes following guidelines may be followed while formulating the action plans for cleanliness:

- 1) Administering of Swachh Shapath to employees on 02.10.14 as per the text enclosed in Townships / residential clusters.
- 2) Cleanliness campaign should cover the entire premises of BHEL including factories, administrative blocks, the townships, schools, shopping centres etc.
- 3) Wherever required, to make the premises presentable white-washing, painting, polishing may be undertaken particularly in the buildings where it is long overdue and which are giving a dilapidated look.
- 4) There is a need to bring renewed thrust on implementation of 5S concept in the working areas to ensure a healthy and presentable working environment.
- 5) Weeding out of old record and disposal of waste material should be given priority by formulating time bound action plans with clear-cut responsibility matrix.
- 6) Cleaning of drains, overflowing manholes etc. resulting in spillage and accumulation of waste water in the service lanes or on the roads may please be addressed on priority.
- 7) Solid waste management, discharge of effluents needs to be reviewed and corrective actions wherever required should be taken on priority.
- 8) Trimming of hedges and creation of composting pits for horticultural waste to discourage the burning of dry leaves needs to be undertaken in a planned manner.
- 9) Creating awareness about discouraging the use of plastic bags and bottles and their safe disposal, so that these do not choke the drains needs to be ensured through the participation and cooperation of all the employees.

- 10) The sanitary workers involved in house-keeping and cleaning activities need to be given proper safety gear like gloves, masks, aprons etc. to ensure their protection from the occupational hazards involved in cleaning.
- 11) Modernisation of cleaning equipment like portable sanitation trolleys need to be encouraged within the offices so that cleaning and moping equipments, cleaning agents and detergents are properly stored.
- 12) Safe disposal of bio-medical waste needs to be ensured in our hospitals and dispensaries.
- 13) Wherever the community centres, grounds etc. are allocated for social functions, marriages etc., it should be ensured that the left overs are not strewn around and these are restored clean as soon as the function is over.
- 14) The required banners (as per specimen enclosed), posters, slogans etc. may please be displayed at prominent places in BHEL premises for generating awareness in this regard.
- 15) Surprise checking by Heads of Units in this regard will further help in ensuring cleanliness.
- 16) Floor-wise coordinators for respective floors of administrative buildings may please be identified to ensure cleanliness in their respective floors.
- ✓ 17) Cleanliness of the common areas like toilets, stairs, passages, walkages & lifts etc. may please be given special emphasis.
- 18) A brief of the activities undertaken upto 02.10.2014 including the required photographs may please be sent to Head Corporate Communication for compiling the information in this regard.

Your kind cooperation is requested for making this company a mass movement as desired by the Government.

With regards,



(R. Krishnan)

To:

All Heads of Regions & Divisions.