

**Press Information Bureau
Government of India**

Different Departments Of Ministry Of Finance To Take Coordinated Actions To Make Swachh Bharat Campaign A Great Success; Action Plan Drawn To Keep The Office Premises Neat And Clean; Goal Is To Provide An Aesthetic And Congenial Working Atmosphere For One And All

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Different Departments of the Ministry of Finance, Government of India will coordinate and actively participate to make Swachh Bharath Campaign a great success. This campaign will be formally launched nation-wide by the Prime Minister of India on 2nd October, 2014.

Different Departments under the Ministry of Finance and their attached and subordinate offices will be undertaking the efforts to keep the office premises clean and neat.

1. Finance Secretary will administer the Swachhata Shapath on 2nd October, 2014 at 12.00 noon in North Block.
2. Thereafter officers/officials will voluntarily carry-out cleaning of their premises from outside and inside.
3. For the continuous upkeep of the premises, an Action Plan (October 2014 – October 2015) for Swachh Ministry of Finance has also been drawn which will be implemented in due course.

The Vision Statement of ‘Swachh North Block, Finance Ministry’ is to ensure that the rooms, corridors and gardens are cleaned-up and maintained in a clean and green way to provide an aesthetic and congenial working atmosphere for one and all.

The important measures under the Action plan are:

- The house keeping activities are divided into Daily, Weekly and Monthly activities for better implementation and monitoring.
- Special provisions are made for waste disposal, especially for e-waste, furniture, old news papers, old vehicles etc. A quarterly report on waste disposal will be prepared and approved by the Secretary.
- Detailed provisions for repair of building as per requirement with assistance of CPWD are prepared.
- The parking area of North Block will be demarcated and amenities for drivers will be provided.
- Special drive on awareness creation, with captions and signage for keeping office premises clean.
- Head of Office will hold a meeting of his staff every Friday afternoon to discuss the Do's and Don'ts, and social responsibility of each individual in maintaining cleanliness. This will be followed by physical cleaning of the office spaces.

- Cleanliness committee will be formed to inspect rooms and to adjudge 'Cleanest room of the week/month'.
- An Essay competition and a Cartoon competition on Swatchh Bharat efforts will be conducted.
- Separate space on website of department called 'Endeavours for Swatchh Bharat' will be kept for hoisting the activities/events/function there.
- Whenever good suggestions are received, they will be shared with all
- Action will be taken against offenders/habitual offenders who indulge in behaviour not conducive to cleanliness.
- Special drive will be undertaken to weed out old files.
- For upkeep and maintenance of Church Road Hutment building CPWD will be requested to address the issue and repair the building to make it worthy of being inhabited

Three Departments of the Ministry of Finance located in North Block viz. Department of Expenditure (DoE), Department of Revenue (DoR) and Department of Economic Affairs (DEA) will coordinate strongly for ensuring uniformity in cleanliness and infrastructure especially in corridors and common spaces. The Care-takers of the three Departments will have a bi-weekly meeting and Director (Administration) of the three Departments will have a monthly meeting. The monthly meeting will also have a representative of the CPWD from its Civil & Electrical Wing to discuss issues of infrastructure pertaining to them.

Once the Action plan is implemented, its functioning will be reviewed from time to time by the Committee of Directors and changes, improvements, if required, will be made in the Action Plan to achieve the goal of Swatchta. Provision will be made for regular reporting and timely review of the action plan.

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