

INTEGRAL COACH FACTORY, CHENNAI – 600 038

No.PB/LW/264

Office of the PCPO
Date: 12.09.2018

CIRCULAR

Sub: Swachhta Hi Sewa – Pakhwara from 15th September to 2nd October 2018.

Further to this Office circular of even number dated 12.09.2018, Railway Board letter No. 2017/EnHM/08/11 dated 05.09.2018 on the above subject is enclosed for compliance.



SPO/HQ

Encl: as above.

महा प्रबंधक का कार्यालय
Office of the General Manager
आ.र.स.
I.R. No. 26871/RB
10 SEP 2018
सवारी डिब्बा कारखाना चेन्नई - 600 028
Integral Coach Works, Chennai - 600 028

Government of India
Ministry of Railways
(Railway Board)

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M/A

PCPO
CHER/18

No.2017/EnHM/08/11 New Delhi, dated 5.9.2018

The General Managers
All Zonal Railways/Pus

✓
ICF, Chennai

Sub: Swachhta Hi Sewa - Pakhwara from 15th Sept' 2nd Oct'2018

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


Please refer to CRB's letter dated 9.8.2018 and 24.8.2018 wherein details of activities to be carried out in the forthcoming Swachhta Pakhwara were advised alongwith an appeal to Railwaymen and Station Managers.

In this regard, Mass mobilization is to be done on 15.9.2018 - focus being on numbers mobilized viz pensioners and their families/friends, employees and their families/friends and public/NGOs/Passengers etc. The numbers mobilized to be advised category wise in above three heads. Swachhta Pledge should be administered to all staff.

All railway staff and PSU staff to do atleast 6 hrs Shramdan on 15.9.2018 from 11am onwards. Focus should be on visible change in cleanliness. The staff can pick up any place of their choice for shramdan.

Swachhta logo with spectacles and "Swachh Rail Swachh Bharat" should be displayed in offices and at prominent places.

The activities to be performed during the shramdan in offices are listed in Annexure-I.


(Alok Kr Tewari)
06.09.2018
PED/EnHM
Railway Board

Copy to :Heads of Training Institutes, MD/KRCL,IRCTC & other PSUs

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प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
आ.र.स.
I.R. No.
11 SEP 2018
12432
सवारी डिब्बा कारखाना चेन्नई - 28
Integral Coach Works

2018-09-05-SWATCH

Dy CPO
2
12/09/18

24/02
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2/15
2018
Railway Board
Ministry of Railways
New Delhi

2018/EnHM/08/11

Annexure-I to Railway Board's letter no.2017/EnHM/08/11 dated 5.9.2018

- All unwanted/obsolete papers/documents/files should be weeded out.
- Closed files should be recorded. Wherever desirable only digitized copy be retained and hard copy destroyed.
- Old/unwanted furniture items should be removed.
- Non-functional electronic/electric items like photocopiers/computers should be disposed off.
- Cobwebs to be removed and glasses cleaned.
- All corridors, toilets and circulating area to be maintained properly.
- Resources like paper, electricity and water to be conserved. Leaking taps should be repaired and water conservation nozzle to be fitted in taps. Dysfunctional lights should be replaced.
- All signages should be cleaned and improvised.
- Encroachments should be removed.
- Road kerbs to be painted.
- Floors to be cleaned & mopped
- Walls to be cleaned of spitting spots or pasted posters.

