

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (39)/2024
BIS HQ/ADMN/Circular (39)/2024

दिनांक : 12 सितम्बर 2024
Date: 12 September 2024

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: 'Swachhta Hi Seva' Action Plan 2024 - reg.

This is in continuation of our earlier Circular ref. No. BISHQ/ADMN/Circular (38)/2024 dated 30 August 2024 on the above subject. Now, Administration Department has received a letter ref. N. V-11/2/2024-BIS dated 10 Sept 2024 regarding 'Swachhata Hi Seva' Action Plan - 2024 issued by the Director (BIS Section), DoCA, Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India (**copy enclosed**).

2. As per the said letter, BIS Section, DoCA has intimated regarding the tentative Action Plan of 'Swachhata Hi Seva' and General Cleanliness and Awareness activities, which is scheduled during from 17 Sept 2024 to 02 October 2024 and also requested BIS to furnish an Action Taken Report (ATR).

3. In this regard, the Competent Authority of BIS has approved the following action to be taken by the concerned departments for organizing the event 'Swachhta Hi Seva' (SHS) from 17 Sept 2024 to 02 October 2024, details of which are given hereunder:

| Activity to be carried out | Date, Day and Time (Tentative) | Venue | Chief Guest/ Dignitary attending the event |
|--|--|------------------------------------|---|
| <ul style="list-style-type: none">• Launching of "Swachhaga Hi Seva"• Swachhta Pledge• Launch of cleanliness drive at BIS identified and simultaneously at all attached/ subordinate/autonomous organisations offices/units of DoCA by | 17.09.2024 (Tuesday) 1000 hrs | Lal C.Verman Manak Bhavan, BIS HQs | Digitally launch of 'Swachhta Hi Seva' by Hon'ble Minister, CA, F&PD. Swachhta Pledge will be administered by Hon'ble Minister, CA, F&PD to all employee of BIS. All HoDs and above at BIS HQs to be present in the Lal C Verman Conference Hall for Swachhta Pledge and remaining employees of ROs/BOs/Labs/ NITS including BIS HQs |

| | | | |
|--|---|---|---|
| HoD in presence of its employees. All such offices/labs will be connected through VC for launch by Hon'ble Minister. | | | may be joined through VC. The event will be followed by Hi-Tea. (Copy of Swachhta Pledge is attached at Annexure 1). |
| Plantation Campaign #Plant4Mother (#एक पेड़ मां के नाम) | 1030 hrs | BIS Premises, nearby Mahatma Buddha Statue | Hon'ble Minister, CA,F&PD, the Secretary, CA, F&PD and DG:BIS |
| Distribution of Safety Kits (Masks, Sanitizer, Soaps and other hygiene related products) to Safai Mitras. | 1040 hrs | Main Building Gate of Manak Bhavan | Hon'ble Minister, CA,F&PD will distribute of the Safety Kits to Safai Mitras of BIS. |
| Essay and other Competitions (Painting, Slogan) on cleanliness. | 19.09.2024 Thursday 1100 hrs | All offices of BIS | TN&MD to arrange essay and other competition (Painting and Slogan on cleanliness) in all offices of BIS in consultation with BIS Standard Club. |
| Organizing a Safai Mitra Suraksha Shivir Health and wellness camp for preventive healthcare treatment in presence | 20.09.2024 (Friday) | NITS, Noida | NITS, Noida may arrange Suraksha Shivir Health and wellness camp for preventive healthcare treatment in presence Hon'ble MoS, CA,F&PD and Distribution of the Safety Kits to Safai Mitras of BIS. |
| Observance of Swachh Bharat Diwas and reporting of cleanliness of identified CRU by the all attached/ subordinate offices of DoCA. Launch of documentary/ film on work done in last 10 years towards promoting swachhta campaign. | 02.10.2024 (Wednesday) | | Public Relation Department may arrange for documentary/film on work done in last 10 years towards promoting swachhta campaign in consultation with Admn. Deptt, HQs |

4. In view of above and General Guidelines for awareness activities during SHS from 17 Sept 2024 to 02 October 2024 may also be followed, details of which are given below:

| Sl. No. | Activity | Activities to be carried out by |
|---------|---|---|
| 1. | Display of Banner at prominent places in offices and website. | ROs/BOs/Labs/NITS/HQs will display the Banner/Standees at prominent places in their respective offices. ITSD may display the Banner on BIS website. |
| 2. | Banner to be posted on the website of Department. | ITSD may display the Banner on BIS website. |
| 3. | Segregation and safe disposal of paper, plastic and e-waste. | ROs/BOs/Labs/NITS/HQs for strictly compliance |
| 4. | Promoting the use of paper folders over plastic and discouraging single-use plastic. | |
| 5. | Cleaning of all rooms, including electric fittings, fans, and utilities (water dispenser, vending machines). | |
| 6. | Cleaning common areas and organizing the collection and disposal of old, unusable articles. | |
| 7. | Running a special campaign to dispose of obsolete items and scrap. | |
| 8. | Disposal of accumulated e-waste. | |
| 9. | Mobilising cleanliness drive with partnership of Consumer welfare organizations. Engagement of influencers and brand ambassadors to drive campaign message. | |
| 10. | Cleaning of record room, disposal of files and visit by Secretary (CA) to record room. | |
| 11. | Field visits by GA division staff to review activities undertaken during SHS at Krishi Bhavan, Shastri Bhavan and Jam Nagar Hutments. | |

5. For smooth organizing the event, duties and responsibilities alongwith budget provision are also mentioned at Annexure 2.

6. The above has been perused/examined and it is observed that all above events may be organized in all offices of BIS. The expenditure incurred on this occasion/events may be booked under the Budgetary Head for Swachhata Campaign (Repair & Maintenance) (Budget Code: 2904). If any additional budget is required, necessary request may be sent to Finance Department with proper justification.

7. During the above events, all concerned departments along with NITS, GSD, ITSD, Admn. Deptt., TN&MD, PR Deptt, and Maintenance Cell etc. are also requested to make needful arrangement for Hon'ble Minister of Consumer Affairs, Food and Public Distribution; and New and Renewable Energy, Govt. of India.

8. All HoDs and above at BIS Hqs are requested to kindly attend the above said event in Lal C Verma Conference Hall, Manak Bhavan, HQs and remaining officials of all offices of BIS will join the said event through VC.

9. VC link will generate by ITSD and the same may be communicated to all offices of BIS well in time.

10. This issues with the approval of Competent Authority of BIS.

Encl: as above



(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/09/71/2024

Circulated to: all employees including contractual staff of all ROs/BOs/Labs/NITS including departments at BIS HQs for kind information and compliance, please.

Fwd: Swachhata Hi Seva Action Plan 2024 -regarding

PC

Planning Coordination <pnc@bis.gov.in>

Tue, 10 Sep 2024 5:19:52 PM +0530

To "ADMINISTRATION Admn" <administration@bis.gov.in>

Cc "Kumar Shantanu" <ddga@bis.gov.in>

Sent by chirag.shah@bis.gov.in

आदरणीय महोदया/ महोदय,

अनुगामी मेल कृपया अवलोकन और आवश्यक कार्रवाई के लिए अग्रेषित किया जा रहा है।

सादर

चिराग शाह

वैज्ञानिक सी / उप निदेशक

योजना एवं समन्वय विभाग (P & C)

हम ईमेल के द्वारा हिन्दी पत्राचार को बढ़ावा देते हैं

==== Forwarded message =====

From: Under Secretary <usbis-ca@gov.in>

To: "BIS Secretariat" <dg@bis.gov.in>, "Planning Coordination" <pnc@bis.gov.in>

Date: Tue, 10 Sep 2024 17:10:00 +0530

Subject: Swachhata Hi Seva Action Plan 2024 -regarding

==== Forwarded message =====

Sir,

PFA on the above subject for necessary action.

Thanks & Regards,

बलदेव सिंह /Baldev Singh

अवर सचिव (बी आई एस)/Under Secretary (BIS)

Room No. 466-A, Krishi Bhawan,

Department of Consumer Affairs (DoCA)

MINISTRY OF CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION

New Delhi-110001

Phone #23384627

⌵ **1 Attachment(s)** • Download as Zip



Letter dt 10.09.2024.pdf

1'01.8 KB • 🔗

V-11/2/2024-BIS

Government of India/ भारत सरकार
Ministry of Consumer Affairs, Food and Public Distribution
उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय
Department of Consumer Affairs/ उपभोक्ता मामले विभाग
[BIS Section]

Room No. 456, H-Wing
Krishi Bhawan, New Delhi.
Dated 10th Sep, 2024

To
The Director General,
Bureau of Indian Standards
New Delhi

Sub:- Swachhata Hi Seva Action Plan 2024

I am directed to forward herewith the tentative action plan of 'Swachhata Hi Seva' and General Cleanliness and Awareness Activities (**copy enclosed**) which is scheduled during 17/09/2024-02/10/2024 and to request BIS to furnish an action taken report in this regard.

Yours faithfully,


(ABS Shalini)
Director (BIS)
Tel-23381120

Email: abs.shalini@gov.in

Encl: As above

Department of Consumer Affairs
Draft Swachhata Hi Seva Action Plan 2024

| Date | Day | Venue | Chief Guest/ Dignitary attending the event | Activity |
|------------|-----------|-------------------------|---|--|
| 17/09/2024 | Tuesday | Manak Bhawan, BIS HQ | Hon'ble Minster, CA,F&PD | Launching of "Swachhata Hi Seva" <ul style="list-style-type: none"> ➤ Taking swatchta Pledge. ➤ Launch of cleanliness drive at BIS identified and simultaneously at all attached/subordinate/autonomous organisations offices/units of DoCA by HoD in presence of its employees. All such offices /labs will be connected through VC for launch by Hon'ble Minister. ➤ Distribution of Safety Kits(Masks, sanitizer, soaps and other hygiene related products) to SafaiMirtras |
| 19/09/2024 | Thursday | Krishi Bhawan | | Essay and other Competitions(Painting, slogan) on cleanliness in DoCA |
| 20/09/2024 | Friday | NIITS, Noida | Hon'ble MoS CA,F&PD | Organizing a Safai Mitra Suraksha Shivar Health and wellness camp for preventive healthcare treatment in presence |
| 21/09/2024 | Saturday | NTH, Ghaziabad | Sec (CA) | Swachhata ki Bhaagidari: (Ek Ped Maake Nam) plantation, beautification, trimming of and simultaneously at all attached/subordinated/autonomous organisations offices/units of DoCA by the respective HoDs |
| 02/10/2024 | Wednesday | | | Observance of Swatch Bharat Diwas and reporting of cleanliness of identified CTU by all the all attached/subordinate offices of DoCA <ul style="list-style-type: none"> • Launch of documentary/film on work done in last 10 years towards promoting swatchta campaign. |

**Subject to approval of Hon'ble Minister/MoS*

General Cleanliness and Awareness Activities during SHS between 17/09/2024 to 02/10/2024

1. Display of Banner at prominent places in office and website.
2. Banner to be posted on the website of Department.
3. Segregation and safe disposal of paper, plastic, and e-waste.
4. Promoting the use of paper folders over plastic and discouraging single-use plastic.
5. Cleaning of all rooms, including electric fittings, fans, and utilities (water dispensers, vending machines).
6. Cleaning common areas and organizing the collection and disposal of old, unusable articles.
7. Running a special campaign to dispose of obsolete items and scrap.
8. Disposal of accumulated e-waste.
9. Mobilising cleanliness drive with partnership of Consumer welfare Organisations.
10. Engagement of Influencers and brand ambassadors to drive campaign message.
11. Cleaning of record room, disposal of files and visit by Sec (CA) to record room.
12. Field visits by GA division staff to review activities undertaken during SHS at KrishiBhawan, ShastriBhawan, and Jam Nagar Hutments.

SWACHHTA PLEDGE

Mahatma Gandhi dreamt of an India which was not only free but also clean and developed.

Mahatma Gandhi secured freedom for Mother India.

Now it is our duty to serve Mother India by keeping the country neat and clean.

I take this pledge that I will remain committed towards cleanliness and devote time for this.

I will devote 100 hours per year, that is two hours per week, to voluntarily work for cleanliness.

I will neither litter nor let others litter.

I will initiate the quest for cleanliness with myself, my family, my locality, my village and my work place.

I believe that the countries of the world that appear clean are so because their citizens don't indulge in littering nor do they allow it to happen.

With this firm belief, I will propagate the message of Swachh Bharat Mission in villages and towns.

I will encourage 100 other persons to take this pledge which I am taking today.

I will endeavour to make them devote their 100 hours for cleanliness.

I am confident that every step I take towards cleanliness will help in making my country clean.

स्वच्छता शपथ

महात्मा गांधी ने जिस भारत का सपना देखा था उसमें सिर्फ राजनैतिक आजादी ही नहीं थी, बल्कि एक स्वच्छ एवं विकसित देश की कल्पना भी थी।

महात्मा गांधी ने गुलामी की जंजीरों को तोड़कर माँ भारती को आज़ाद कराया।

अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें।

मैं शपथ लेता हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय दूँगा।

हर वर्ष 100 घंटे यानी हर सप्ताह 2 घंटे श्रमदान करके स्वच्छता के इस संकल्प को चरितार्थ करूँगा।

मैं न गंदगी करूँगा न किसी और को करने दूँगा।

सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गांव से एवं मेरे कार्यस्थल से शुरुआत करूँगा।

मैं यह मानता हूँ कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहां के नागरिक गंदगी नहीं करते और न ही होने देते हैं।

इस विचार के साथ मैं गांव-गांव और गली-गली स्वच्छ भारत मिशन का प्रचार करूँगा।

मैं आज जो शपथ ले रहा हूँ, वह अन्य 100 व्यक्तियों से भी करवाऊँगा।

वे भी मेरी तरह स्वच्छता के लिए 100 घंटे दें, इसके लिए प्रयास करूँगा।

मुझे मालूम है कि स्वच्छता की तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

Annexure 2**Duties and Responsibilities
for
'Swachhta Hi Seva' (SHS) from 17 Sept 2024 to 02 October 2024**

| Sl. No. | Activities to be carried out | Department |
|---------|--|---------------------------|
| (i) | Creation of Digital launching of "Swachhta Hi Seva" (SHS) | ITSD |
| (ii) | Generation of VC link for all offices of BIS and alongwith dedicated technical supporting staff. | ITSD |
| (iii) | Display of Banner and Logo on BIS website | ITSD |
| (iv) | Arrangement of Swachhta Pledge | Administration Department |
| (v) | Procurement of Plants. 04 Nos. of Plants may be procured by GSD alongwith display of details on name plate upto Rs. 10,000/- | GSD |
| (vi) | Procurement of 4 bouquets/plants pots upto Rs. 5000/- for dignitaries | GSD |
| (vii) | Procurement of Safai Kits. (One Safai Kits contains one each item i.e. Masks, Sanitizer (Small size Bottle), Soap, duster, cap, gloves) for 150 Nos. of Safai Mitras. Rs. 30,000/- for 150 Safai Kits. | GSD |
| (viii) | Arrangement of Refreshment Packets. 200 Nos. of Refreshment packets for Safai Mitras and others @ Rs. 110/- each (Total Rs. 22000/-) Refreshments for HoDs and above and others @ Rs. 110/- each (total 200 Nos. of packets X Rs. 110/- = Rs. 22000/-) | GSD |
| (ix) | Arrangement of Banners /Standees. 04 Banners and 04 Standees of upto Rs. 25000/-. | GSD |
| (x) | Security, Housekeeping, Canteen, Parking arrangement | GSD |
| (xi) | Arrangement of ACs, Mike, Podium, with sufficient battery back-up alongwith two technical expert | Maintenance Cell |
| (xii) | Arrangement of photos and videography. (Rs. 5000/- or on actual basis) | PR Department |
| (xiii) | Arrangement of Essay Competition TN&MD may arrange an essay competition in all offices of BIS in consultation with BIS Standard Clubs. | TN&MD |
| (xiv) | Arrangement of Suraksha Shivar Health and wellness camp for preventive healthcare treatment in presence Hon'ble MoS, CA,F&PD and Distribution of Safety Kits to Safai Mitras of BIS | NITS, Noida |