

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: **Swachhata Action Plan (SAP) for the FY 2022-23-reg.**

Ministry of Consumer Affairs, Food & Public Distribution (Department of Consumer Affairs) vide their letter No. F.NO N-21/14/2022- P&C dated 06 April 2022 on the above subject, for kind perusal (copy enclosed).

2. Swachhata Action Plan (SAP) for 2022-23 has approved by the Competent Authority. In this regard, month-wise Swachhata Action Plan (SAP) of the Bureau for the FY 2022-23 is given hereunder:

Sl . No.	Month & Year	Activities to be carried out	Concerned Offices of the Bureau
1.	April, 2022	(i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Drive for Disposal of old furniture/other equipment etc. and thereafter maintain the record of disposal items and intimate the amount of disposal items to BIS Hqs Administration Department. etc. (vi) Regular sharing of Action Plan, photos, videos etc, with the department	All ROs/BOs/LABs/ NITS including Departments of HQs
2.	May,2022	(i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets.	All ROs/BOs/LABs/ NITS including Departments of HQs

		<ul style="list-style-type: none"> (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Technical officials may take Innovative activities undertaken like (a) Awareness programs (b) conducting workshops, meetings/webinar on Solid Waste Management, Liquid Waste Management and Waste to Energy etc. atleast once in a quarter in their respective offices. (vi) Drive for Weeding out of all old files/records, as per BIS Retention policy and Head of RO/BO/Labs/NITS may certify and provide the list to BIS hq Administration Department. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	
3.	June,2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Cleanliness of Record room. (vi) Segregation of Plastic and e-waste items, and disposed accordingly as per the e- waste guidelines/norms of their state/UT government and thereafter maintain the separate account and intimate the amount of disposal items to BIS Hqs Administration Department. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	All ROs/BOs/LABs/ NITS including Departments of HQs
4.	July, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. 	All ROs/BOs/LABs/ NITS including Departments of HQs

		<ul style="list-style-type: none"> (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Implementation of e-Waste Management. (vi) Vermicomposting of the bio degradable waste in all BIS Offices (vii) Reduction of Single Use Plastic articles. (viii) Discontinuation of use of disposable (one time use) plastic water bottles etc. (ix) Implementation of Plastic Management Rules by technical officers in their respective offices. (x) Regular sharing of Action Plan, photos, videos etc, with the department 	
5.	Aug, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Implementation to the Rain water harvesting system in all offices of the Bureau. (vi) Plantation & increase the greenery in all offices of the Bureau. (vii) Planting of saplings in the campus (viii) Regular sharing of Action Plan, photos, videos etc, with the department 	All ROs/BOs/LABs /NITS including Departments of HQs
6.	Sept, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. 	All ROs/BOs/LABs/ NITS including Departments of HQs

		<ul style="list-style-type: none"> (v) Planting of saplings in the campus (vi) To minimize the Air pollution in all offices of the Bureau as per the norms. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	
7.	Oct, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) To ensure the cleanliness of their drinking water facility i.e. RO etc. (vi) Weeding out of old furniture, ACs, Office equipment etc. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	All ROs/BOs/LABs/ NITS including Departments of HQs
8.	Nov, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) To promote the Jute Bags and other recyclables items (vi) Regular sharing of Action Plan, photos, videos etc, with the department 	All ROs/BOs/LABs/ NITS including Departments of HQs
9	Dec, 2022	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light, roof, stairs, terrace etc. 	All ROs/BOs/LABs/ NITS including Departments of HQs

		<ul style="list-style-type: none"> (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Drive for Disposal of old furniture/other equipment etc. and thereafter maintain the record of disposal items and intimate the amount of disposal items to BIS Hqs Administration Department. etc. (vi) Regular sharing of Action Plan, photos, videos etc, with the department (vii) 	
10.	Jan, 2023	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Technical officials may take Innovative activities undertaken like (a) Awareness programs (b) conducting workshops, meetings/webinar on Solid Waste Management, Liquid Waste Management and Waste to Energy etc. atleast once in a quarter in their respective offices. (vi) Drive for Weeding out of all old files/records, as per BIS Retention policy and Head of RO/BO/Labs/NITS may certify and provide the list to BIS hq Administration Department. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	All ROs/BOs/LABs/ NITS including Departments of HQs
11.	Feb, 2023	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. 	All ROs/BOs/LABs/ NITS including Departments of HQs

		<ul style="list-style-type: none"> (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) Cleanliness of Record room. (vi) Segregation of Plastic and e-waste items, and disposed accordingly as per the e- waste guidelines/norms of their state/UT government and thereafter maintain the separate account and intimate the amount of disposal items to BIS Hqs Administration Department. (vii) Regular sharing of Action Plan, photos, videos etc, with the department 	
12.	March, 2023	<ul style="list-style-type: none"> (i) To reduce the paper use in all offices of the Bureau & effective implementation of the e-Office Management. (ii) Cleanliness of internal Toilets, common areas, corridors and sections. Availability of Divyangjan accessible toilets. (iii) Cleanliness of outside area, doors, windows, glasses, fans, tube light roof, stairs, terrace etc. (iv) Cleanliness of equipment's, machineries, tables chairs, and almirah etc. (v) To promote the Jute Bags and other recyclables items (vi) Plantation & increase the greenery in all offices of the Bureau. (vii) Reduction of Single Use Plastic articles. (viii) Planting of saplings in the campus (ix) Discontinuation of use of disposable (one time use) plastic water bottles etc (x) Regular sharing of Action Plan, photos, videos etc, with the department . 	All ROs/BOs/LABs/ NITS including Departments of HQs

3. For effective monitoring and periodically inspections of activities to be carried out under the Swachhta Action Plan (SAP) for the year 2022-23 by the following officers of the Bureau:

Sl. No.	Monitoring of Swachhta Action Activities	Responsible Person/Department	Concerned Offices of the Bureau
1.	Daily/Weekly monitoring	SO PS, if SO is not available	All ROs/BOs/LABs/NITS including Departments of HQs
2.	Fortnightly monitoring	Any one Group A officer	All ROs/BOs/LABs/NITS including Departments of HQs

3.	Monthly monitoring	Head of all Ros/ BOs/ LABs/ NITS including Departments of HQs	All ROs/BOs/LABs/NITS including Departments of HQs
4.	Quarterly Monitoring	Concerned DDGs at Ros/ Bos/ Labs/ NITS; At BIS HQ: ADG	All ROs/BOs/LABs/NITS including Departments of HQs
5.	Surprise visit/inspection	Once in a quarter, Branch Office/Lab/NITS of each ROs	DDGA or a Representative of Administration Department

4. Swachhta Pakhwada will be celebrated as per the directions received from DoCA, which will be informed accordingly.
5. Publicity of swachhata related activities by displaying the logo of Swachh Bharat Mission on all the banners/hoardings/back-drops of meeting/conferences/ programmes to be organized by the Bureau.
6. To use/enhancement on social media for posting the content related to swachhta pakhwada. The details for tag the swachh bharat handles as follows: Twitter:@Swachhbarat,facebook:SBMGramin,Instagram:Swachhbharatgrameen and also KOO app by PR Department at Hqs.
7. The logo of swachh Bharat Mission shall be displayed on website of Bureau by ITSD.
8. The expenditure to be incurred from the Budget Head "Hiring Charges of Housekeeping & Security" (Budget Code: 3026). If additional budget to be required, they may send their request to Director (Finance) with proper justification.
9. In view of above, all ROs/BOs/Labs/ NITS are required to implement the said Swachhata Action Plan (SAP) in their respective offices and to send the report along with photos/videos, if any, to the Administration Department. It is also requested to maintain the separate record of items/goods, which are to be weeded out/disposed/ e-waste items etc. and to send the same report along with amount received after disposed, to the Administration Department at e-mail: administration@bis.gov.in.
10. Keeping in view of above, all Heads of ROs/BOs/Labs/ NITS are requested to implement the above mentioned Swachhata Action Plan (SAP) for the year 2022-23. in their offices of the Bureau.
11. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/01/40/2022

Circulated to: Heads of all ROs/BOs/Labs/NITS including HQs through BIS Intranet for kind information and compliance, please.

F.NO N-21/14/2022-P&C

Government of India

Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi-110001.
Dated the 06th April, 2022

OFFICE MEMORANDUM

Subject:- Meeting for preparing Swachhata Action Plan (SAP) for the FY 2022-23.

The undersigned is directed to forward herewith the OM No S/10/2016-O/o Secy (DWS) on the above captioned subject received from Ministry of Jal Shakti, Department of Drinking Water and Sanitation. A meeting has been scheduled to be held on 08.04.2022 at 1500 hrs (3 PM) under the Chairmanship of JS(VM) in his room.

2. Representatives of DG-NTH, DG-BIS, MD-NCCF, Dir-IILM and DDs- RRSLs to attend through VC mode.
3. This issues with the approval of the competent authority.

Encl: As above



(Surendra Singh)

Director to the Government of India

Tel: 2338-4390

e-mail: surendra.singh13@nic.in

Mob: 9910168408

To,

- 1) All the Divisional heads
- 2) DG-BIS/DG-NTH/MD-NCCF/DIR-IILM/DDs RRSLs

DDA - on leave

DRA

AD

SO


11/4/22.

बाहर जाने वाली डक
Outgoing Dak
श्री.सी.ए. अफसर नं. 195
DDGA Dy. No. 08/04/2022
दिनांक
Date