

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

परिपत्र/ CIRCULAR

विषय: Observation of Cleanliness Drive during the period from 18 October 2021 to 31 October 2021 – reg.

This has reference to the letter No. N-21/03/2021-P&C dated 06 October 2021 of Department of Consumer Affairs (DoCA) wherein requested that cleanliness campaigns may be conducted in every office and its branches during the campaign. Photos/Videos before and after the campaign may be sent to this Department every week along with Action Taken Report. During the special campaign files of temporary nature may be identified and weeded out as per the extant instructions and photos of these drives before and after may be sent to the Department every week (copy enclosed).

2. Accordingly, Cleanliness Drive campaign in the Bureau will be conducted from 18.10.2021 to 31.10.2021 and DG:BIS will administered the Swachhata Pledge (copy enclosed at Annexure-A) on 20 October 2021 (1100 hrs) at BIS Auditorium to all HoDs and above and other remaining officials will be connected through virtual mode. In this connection, the required web-link will be provided by ITS department/Administration Department shortly and the same may be in all ROs/BOs/Labs/NITS through their concerned DDGs/HoDs at their respective offices.

3. All DDGs and HoDs of ROs/BOs/Labs/NITS including all departments at BIS HQs are requested to participate in the cleanliness drive in a big way during 18 October 2021 to 31 October 2021, as per the referral scheduled activities enclosed herewith as Annexure 'B'.

4. The plan for workshops/meetings on Solid Waste Management, Liquid Waste Management, Plastic Waste Management and Waste to Energy in all offices of the Bureau including Regional Branch Offices/Branch Offices/ Laboratories/NITS during this Drive for the period from 18.10.2021 to 31.10.2021 under Swachhta Action Plan (SAP) for the year 2021-22. In this regard, the departments like CED, CHD and MED may be requested to take necessary initiatives for conducting of workshops/webinars/meetings.

5. DDGs posted at BIS HQs may be participated, which has already been identified areas, during the Cleanliness Drive for the period from 18.10.2021 to 31.10.2021 campaign (copy enclosed at Annexure-C).

6. For wider publicity of cleanliness drive, all ROs/BOs/Labs/NITS are requested to arrange the banners and standees etc. as per their requirements.

7. Regarding the allocation of Budget for the activities to be undertaken during cleanliness drive, all ROs/BOs/Labs/NITS are requested to send their proposal along with complete details for budget allocation, directly, to the Finance Department.

8. Some photos and videos, before and after the cleanliness campaign shall be sent to Administration Department every week along with Action Taken Report and details of weeded out the files/records and other furniture, equipment's etc. as per their retention period, upto 31 October 2021 so that the consolidated report may be sent to DoCA.

9. This issues with the approval of the Competent Authority of the Bureau.

Encl: as above



(संदीप मीना)
निदेशक (प्रशासन)

संदर्भ: प्रशासन/01/29/2021

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

Copy to:

- (i) PS to DG:BIS – for information.
- (ii) PS to ADG – for information.
- (iii) ITS Department – to create web-link for 20.10.2021 at 1100 hrs and hoisting Swachhata Logo on BIS website.
- (iv) GSD – For arrangement of Banners & Standees.
- (v) CED/CHD/MED – For conduct workshop/meeting/webinar etc.
- (vi) PR Department - Arrangement of Photographer during campaign Cleanliness Drive and to use social media for posting the content related to Cleanliness Drive.

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।

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.

ANNEXURE-B

Sl. No.	Particulars / Activities	Concerned Department
1.	"Swachhata Pledge" (Annexure-C)	Admn. deptt. for HQs and Heads of all ROs / BOs / Labs / NITS
2.	A "Special Cleanliness Drive" will be carried out in all offices of the Bureau during the period from 18 October 2021 to 31 October 2021. All employees shall participate in the cleanliness drive and clean his/her table rack, computer and ensure dust free surrounding during the drive	All deptt. at HQs / ROs / BOs / Labs / NITS
3.	Files and records are to be weeded out as per their retention schedule	All deptt. at HQs / ROs / BOs / Labs / NITS
4.	All DDGs posted at BIS HQs may organize the cleaning of already identified area during Cleanliness Drive for the period 18 October 2021 to 31 October 2021 campaign (Annexure-C).	Administration Department & Concerned DDGs at BIS HQs
5.	At HQs, a random check of the cleanliness activities will be made by ADG with DDGA in the departments.	ADG at BIS HQs
6.	Action should be initiated to identify unserviceable furniture and equipment items for condemnation / disposal on or before 29 October 2021 and a Compliance Report may be submitted to Administration Department (SO-Disposal) at e-mail: administration@bis.gov.in	All deptt. at HQs / ROs / BOs / Labs / NITS
7.	Cleanliness/Swachhata related awareness programmes may also be organized to develop information, education and communication (IEC) dissemination on better hygiene related to COVID19 by all ROs/BOs/Labs/NITS	ROs / BOs / Labs / NITS
8.	Publicity of "Cleanliness Drive" by displaying the logo of Swachh Bharat Mission on all the banners/hoardings/back-drops of the meetings/conferences /programmes to be organized by the Bureau	GSD / Concerned Department
9.	To use social media for posting the content related to Cleanliness Drive. The details for tag the Swachh Bharat handles as follows: Twitter: @Swachhbharat, Facebook: SBMGramin and Instagram: Swachhbharatgrameen	PR Department
10.	The logo of Swachh Bharat Mission shall be displayed on website of the Bureau during the drive	ITS Department
11.	To review the work of toilets at HQs and other offices of the Bureau for Divyang access and ramp also.	Head (PMWD) for HQs and concerned heads of ROs / BOs / Labs / NITS

12.	To avoid the maximum limit of procurement for single plastic article, like plastic folders, Action may be taken to reuse and re-cycle the plastic folders already available.	Admn/GSD for HQs and heads of ROs / BOs / Labs / NITS
13.	Segregation of plastic waste at source by all employees of the Bureau. For this purpose, one Trash Bin on every floor for taking plastic waste.	Admin. / GSD for HQs and heads of ROs / BOs / Labs / NITS
14.	Segregation of e-waste at source:- to begin with, all batteries of wall clocks, mouse, keyboards, remotes should be collected back after use and arrangements may be made with accredited recyclers to take the e-waste for hazard free disposal	All deptt. at HQs / ROs / BOs / Labs / NITS
15.	Curb the use of Single Use Plastic (SUP) and discourage the use of Plastic in the Bureau	All deptt. at HQs and heads of ROs / BOs / Labs / NITS
16.	BIS will make the plan for workshops/ meetings/ webinar on Solid Waste Management, Liquid Waste Management and Waste to Energy in all offices of the Bureau including ROs/BOs/Labs/NITS under Swachhta Action Plan (SAP) 2021-22.	DDG (Standardization-I) & DDG (Standardization-II)
17.	Biodegradable and compostable plastic bag developed by DRDO etc. may be utilized for official meetings / events of the Bureau.	GSD / ROs / BOs / Labs / NITS
18.	Discontinuation of use of disposable (one time use) plastic water bottles will be monitored during the Cleanliness Drive period.	Admin. / GSD for HQs and heads of ROs / BOs / Labs / NITS
19.	Vermicomposting of bio degradable waste in all BIS Offices.	Admin. / GSD for HQs and heads of ROs / BOs / Labs / NITS
20.	Trimming of plants and other work of gardening.	GSD for HQs and ROs / BOs / Labs / NITS
21.	Cleaning of Equipment's, machineries, terrace, solar plant.	PMWD for HQs and ROs / BOs / Labs / NITS
22.	Cleaning of doors, windows, window glasses, fans etc.	GSD for HQs and ROs / BOs / Labs / NITS

Annexure –C

Date	Activity Head	Identified Area
18.10.2021	Shri A. K. Bansal, DDGA	The footpath of Manakalaya and road opposite Manakalaya
20.10.2021	Shri H. R. Ahuja, DDGF	The area opposite Manak Bhavan nearby Buddha Statue
21.10.2021	Shri J. Roy Chowdhury, Sc. G & DDG (Standardization-I)	Near BIS Club
22.10.2021	Shri Sanjay Pant, Sc. F & DDG (Standardization-II)	Adjoining road behind staff quarters area
25.10.2021	Shri Mahim Jain, Sc. G & DDG (Certification)	Staff Quarter Area
26.10.2021	Shri H.J.S Pasricha, Sc. F & DDG (CSM, FMC & MSC)	Near Gym
27.10.2021	Shri D. K. Agarwal, Sc. F & DDG (PRT & HM)	Near Garage
28.10.2021	Dr. Rajiv Kishore Jha, Sc. G & DDG(Labs)	Near AC Plant, behind Canara Bank

MOST IMMEDIATE

No. N-21/03/2021-P&C
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
Dated: 6.10.2021

To,


1. Director General,
Bureau of Indian Standards (BIS), Manak Bhawan, New Delhi
2. Director General, National Test House (NTH), Kolkatta
3. The Director, IILM, Ranch,

Subject: Campaign Drive for disposal of pending matters during
02.10.2021 to 31.10.2021 - regarding.

1. In continuation of this Department's letter of even number dated 15.9.21 and 28.09.2021 on the subject mentioned above, I am directed to say that first phase of special Campaign i.e. identification phase of pending issues from 13.9.21 to 30.09.221 has been completed. Now in the second phase i.e. upto 31st October, 2021 all pending matters such as Public grievances, references from Member of Parliament and State governments, Inter-Ministerial consultations, Easing Rules/Process parliamentary assurance etc are required to be disposed of and updated regularly on daily basis. An action taken report in this regard may please be sent to this Department on weekly basis.

2. Further it is requested that cleanliness campaigns may be conducted in every office and its braches during the campaign. Photos/Videos before and after the campaign may be sent to this Depeartment every week alongwith Action Taken Report. During the special campaign files of temporary nature may be identified and weeded out as per the extant instructions and Photoes of these drives before and after may also be sent to the Department every week.

Yours faithfully,


(Jasbir Tiwari)

Under Secretary to the Govt. of India
Tele: 2338 1233