

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

परिपत्र/Circular

Subject: Swachhta Action Plan (SAP) formulation FY 2024-25 – reg.

DoCA, vide their e-mail dated 27 March 2024 forwarded therewith a copy of Office Memorandum ref. File No. S-18020/116/2023-SBM dated 18 March 2024 issued by Department of Drinking Water and Sanitation (DDWS), Ministry of Jal Shakti, Govt. of India, for formulation of Swachhta Acton Plan (SAP) for FY 2024-25 and allocation of Budget (copy enclosed).

As per above said OM following is desired:

- i) To formulate the SAP for FY 2024-25, inline with Categories Name mentioned at Annexure II.
- ii) Allocation of Budget for SAP for FY 2024-25.
- iii) Upload the SAP.

2. In this connection, all Nodal Officers of Swachhta Campaign of the Bureau are advised to formulate their month wise Swachhta Action Plan (SAP) for FY 2024-25 in line with SAP Categories Name mentioned at Annexure II in consultation with their HoDs and also requesting to increase their allocation under SAP on each successive year.

3. Regarding the budget allocation, Administration Department has provisionally allocated the budget for FY 2024-25 as details given below:

Sl. No.	Particular	No. of Offices	Budget to be allocated (in Rs.)	Total (in Rs.)
(i)	Branch Offices	38	15000/- each	5,70,000/-
(ii)	Laboratories	08	15000/- each	1,20,000/-
(iii)	Regional Offices	05	20000/- each	1,00,000/-
(iv)	NITS	01	20000/-	20,000/-
(v)	BIS HQs, New Delhi	01	25000/-	25,000/-


4. If any ROs/BOs/Labs/NITS including BIS HQs requires for additional budget for the said activities, necessary request may be sent, directly, to Finance Department with detailed justification under intimation to Administration Department.

5. Keeping in view of above, **all Nodal Officers of ROs/BOs/Labs/NITS including department of HQ are requested to provide their Swachhta Action Plan (SAP) in consultation with their HoDs and to send their SAP to Administration Department at e-mail: administration@bis.gov.in latest by 28 March 2024 (upto 1400 hrs).**

6. This issues with the approval of Competent Authority.

Encl: as above

Note: If any changes of Nodal Officer(s) in ROs/BOs/Labs/NITS including departments at BIS HQs should also be brought to the notice of Administration Department.


(Sandeep Meena)
Director (Administration)

संदर्भ : प्रशासन/01/58/2024
Ref: ADMN/01/58/2024

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित। Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

Fwd: Swachhata Action Plan Formulation FY 2024-25

From : Kumar Shantanu <ddga@bis.gov.in>
Subject : Fwd: Swachhata Action Plan Formulation FY 2024-25
To : Director Admin <dra@bis.gov.in>, ADMINISTRATION Admn <administration@bis.gov.in>

Wed, Mar 27, 2024 12:21 PM

2 attachments

From: "BIS DG Secretariat" <dg@bis.gov.in>
To: "Kumar Shantanu" <ddga@bis.gov.in>
Sent: Wednesday, March 27, 2024 12:20:10 PM
Subject: Fwd: Swachhata Action Plan Formulation FY 2024-25

From: "Under Secretary, PC" <uspc-ca@gov.in>
To: "BIS DG Secretariat" <dg@bis.gov.in>, "Director Admin" <dra@bis.gov.in>, "Director General (NTH)" <dgntb-wb@nic.in>, "Registrar NCDRC" <ncdrc@nic.in>, "Iqbal Ahmed" <dr.ncdrc@gov.in>, shaktinccf@gmail.com, mdnccf@nccf-india.com, rrsbhubaneswar@gmail.com, "rrsl guwahati" <rrsl.guwahati@gmail.com>, "rrsl ahd" <rrsl_ahd@yahoo.co.in>, rrsivar@gmail.com, "Deputy Director RRSL Guwhati" <gwh-rrsl@gov.in>, rrsalhd@yahoo.co.in, "ASHUTOSH AGARWAL" <ashutosh.agarwal13@nic.in>
Cc: "Shashi Bhushan" <shashibhushan.icoas@nic.in>, "TR Sathish Chandran" <schandran.73@nic.in>
Sent: Wednesday, March 27, 2024 12:14:17 PM
Subject: Swachhata Action Plan Formulation FY 2024-25

Sir,
As per OM S-18020/116/2023-SBM received from DDWS , Kindly provide the Swachhata Action Plan for the year 2024-25 along with the budget latest by 28th [March 2024](#) till 12:00 P.M. Template is attached in annexure I and SAP Categories are given in Annexure II.

Regards,
Under Secretary(P&C)
Department of Consumer Affairs



--
egkfun's'kd lfpoky; @ Director General Secretariat
Hkkjrh; ekud C;wjks @ Bureau of Indian Standards,

ekud Hkou] 9] cgknqj'kkg tQj ekxZ @ Manak Bhawan, 9, B.S. Zafar Marg,

ubZ fnYyh 110002 @ New Delhi 110 002

nwjHkk"k @ Phone : 011 23237991/23236980



 **DDWS SAP Annexures-1-6 (2).pdf**
864 KB

F. No.-S-18020/116/2023-SBM
Government of India
Ministry of Jal shakti
Department of Drinking Water & Sanitation

8th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi-110003
Dated: 18th March 2024

Office Memorandum

Subject: - Swachhata Action Plan(SAP) formulation FY 2024-25-Reg.


The Undersigned is directed to refer to the subject mentioned above and to say that the Swachhata Acton Plan is an inter-ministerial approach for mainstreaming Swachhata within the existing programme and schemes of Ministries and Departments. SAP is coordinated by the Department of Drinking Water and Sanitation (DDWS), Ministry of Jal Shakti.

2. Ministries and Departments are required to formulate an Annual Swachhata Action Plan (SAP) containing Swachhata activities and earmarking corresponding funds in their annual budget. In FY 2023-24, SAP implementing Ministries and Departments budgeted more than 24881.59 crore for innovative and outcome-based sanitation activities. Ministries and Departments are expected to increase their allocation under SAP each successive year.

3. The SAP for the Financial Year 2024-25 may be formulated and submitted to DDWS as well as uploaded on the designated SAP portal: <https://swachhataactionplan.gov.in/swachta/ministry/users/login> latest by 25th March 2024. The prescribed format is attached at Annexure -I for reference. List of proposed activities to be carried out under SAP is at Annexure-II.

4. As already communicated vide Ministry of Finance, budget division letter No. F-1(18)-8(AC)/2017 dated 2nd June 2017 (Annexure-III), it is expected to have Budget Head "96" to book and monitor SAP expenditure, if not already done. The list of Ministries/Departments done well in booking of expenditure under SAP FY 2023-24 is at Annexure-IV. Similarly list of Ministries/Departments having 'Nil' expenditure and not allocated any fund under SAP FY 2023-24 are at Annexure-V & Annexure-VI respectively.

5. It is requested that SAP for the Financial Year 2024-25 may be formulated and uploaded well in time. For any assistance in this matter, Shri Neeraj Tiwari, Consultant, DDWS (neerajtevari70@gmail.com, 8979216117) may kindly be contacted.


(Sanjay Kumar Sinha)
Director, SBM(G)

To
The Secretary (As Per List)

1. Department of Administrative Reforms and PG
2. Department of Agricultural Research and Education
3. Department of Agriculture, Cooperation & Farmers Welfare
4. Department of Animal Husbandry and Dairying
5. Department of Atomic Energy
6. Ministry of AYUSH
7. Department of Biotechnology
8. Department of Chemicals and Petrochemicals
9. Ministry of Civil Aviation
10. Ministry of Coal
11. Department of Consumer Affairs
12. Department of Commerce
13. Ministry of Corporate Affairs
14. Ministry of Culture
15. Ministry of Development of Northeastern Region
16. Department of Defence

17. Department of Defence Production
18. Defence Research and Development Organisation
19. Ministry of Earth Sciences
20. Department of Economic Affairs
21. Ministry of Electronics and Information Technology
22. Department of Empowerment of Persons with Disabilities
23. Ministry of Environment, Forests and Climate Change
24. Department of Expenditure
25. Ministry of External Affairs
26. Department of Fertilizers
27. Department of Financial services
28. Department of Fisheries
29. Ministry of Food Processing Industries
30. Department of Food & Public Distribution
31. Department of Higher Education
32. Department of Health and Family Welfare
33. Department of Health Research
34. Department of Heavy Industry
35. Ministry of Home Affairs
36. Ministry of Information and Broadcasting
37. Department of Investment and Public Asset Management
38. Department of Justice
39. Department of Legal Affairs
40. Ministry of Labour & Employment
41. Legislative Department
42. Ministry of Micro, Small and Medium Enterprises
43. Ministry of Minority Affairs
44. Ministry of Mines
45. Ministry of New and Renewable Energy
46. Ministry of Parliamentary Affairs
47. Department of Pension & Pensioners & Welfares
48. Department of Personnel & Training
49. Ministry of Petroleum & Natural Gas
50. Ministry of Ports, Shipping and Waterways
51. Department of Posts
52. Ministry of Power
53. Department of Promotion of Industry and Internal Trade
54. Department of Public Enterprises
55. Department of Revenue
56. Ministry of Road Transport and Highways
57. Department of Rural Development
58. Department of Scientific and Industrial Research
59. Department of School Education & Literacy
60. Ministry of Skill Development and Entrepreneurship
61. Department of Social Justice & Empowerment
62. Department of Space
63. Department of Sports
64. Ministry of Steel
65. Ministry of Textiles
66. Department of Telecommunications
67. Ministry of Tourism
68. Ministry of Tribal Affairs
69. Ministry of Railways
70. Department of Water Resources, River Development & Ganga Rejuvenation
71. Ministry of Women and Child Development
72. Department of Youth Affairs
73. Department of Science & Technology
74. Department of Ex-Servicemen Welfare
75. Ministry of Panchayati Raj

Copy to

1. The office of Cabinet Secretary, Cabinet Secretariat,
2. PPS to Secretary, DDWS, M/o Jal Shakti

Annexure -I

Swachhata Action Plan (SAP) template FY 2024-25

Name of Ministry:

Name of Department:

S. No	Programmes/Schemes/Activities	Source of Funding	
		From within the Ministry's allocated budget	PSU/Institute/Attached offices etc.
Total			

Name and mobile number of SAP nodal officer:

Nodal Officer of Ministry/Department

Annexure-II

S No	SAP Categories Name
1	Creation of Sanitation infrastructure
2	IEC activities/events
3	Clean habitations/ clean Factories/PHC/CHC/Hospitals
4	Solid Waste Management
5	Liquide Waste Management
6	E-Waste Management
7	Swachhata Awards and Incentives
8	Support to Open Defecation Free (ODF) work/Support to ODF Village
9	Creation of Green and Clean Belt in office premises
10	Swachhata volunteers for ground level activities.
11	Clean office premises/Shramdaan
12	Office Digitization
13	Maintenance of Swachhatata Assets
14	Workshop & Seminar/Training
15	Swachh Iconic Places
16	Restoration of Water Bodies
17	Toilet Renovation
18	Strengthening CBOs/NGOs/Community Org/Clubs
19	Promotion of Solar Energy
20	Rainwater Harvesting
21	Cleaning of villages near Ganga Bank
22	Menstrual Hygiene Management/Vending Machine/Incinerator
23	Swachh Vidyalaya initiative
24	Support to develop ODF Plus village
25	Retrofitting of Toilet
26	Setting up of Plastic Waste Management Unit
27	Setting up of GOBARdhan Plant
28	Setting up of Faecal Sludge Management Plan
29	Engagement of local celebrities for promotion of Swachhata
30	Promotion of products made by Waste
31	Swachhata Raths, Rallies,
32	Mass Swachhata Pledge
33	Cleaning of Ponds, Rivers, Beaches
34	Plantation drives
35	Selfy Booth
36	Signature Campaigns
37	Swachhata thematic paintings
38	Press Conference
39	Use of Social Media
40	Campaign on discarding the use of Single Use Plastic
41	Organising Nukad Natak on Swachhata theme
42	Exhibition of innovative local technologies adapted for SLWM
43	Activities during the festivals where melas, cultural programme are held
44	Monthly Festival for promoting Swachhta

F.No.1(8)-B(AC)/2017
Ministry of Finance
Department of Economic Affairs
(Budget Division)

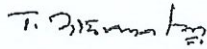
New Delhi,
2nd June, 2017.

OFFICE MEMORANDUM

Subject: Opening of separate budget head for Swachhta Action Plan (SAP).

The undersigned is directed to refer to this Ministry's O.M. of even number dated 21st March, 2017 (copy produced on the reverse) on the subject cited above, wherein all Ministries/Departments were requested to earmark funds for implementation funds for SAP and to provide them at detailed head level under the applicable scheme.

2. It has been decided in consultation with the office of the CGA that the omni-bus detailed head for SAP, wherever opened under the applicable scheme, will have the standard numeric code viz., '96' for the purpose of booking and monitoring the expenditure related to SAP. The Ministries/Departments may open this detailed head in consultation with this Division in terms of Rule 79 of GFR 2017.


(T.Uthaya Kumar)
Additional Budget Officer

Copy to

- (i) Secretaries of all Ministries/Departments
- (ii) Financial Advisers of all Ministries/Departments
- ✓ (iii) Secretary, Ministry of Drinking Water and Sanitation
- (iv) Dr. Shakuntla, Joint CGA, Office of the CGA with reference to UO No T-14018/06/2017/Swachhta Action Plan/Code 366-371 Dated 25.05.2017.

New Delhi,
21st March, 2017.


OFFICE MEMORANDUM

Subject: Opening of separate budget head for Swachhta Action Plan (SAP).

A reference is invited to the recommendations made by the Committee of Secretaries in the meeting held on 9.12.2016, whereby each Ministry may identify specific Swachhta elements in the schemes under implementation and create a separate budget head for earmarking funds for implementing Swachhta Action Plan (SAP). The issue regarding earmarking funds for implementation of Swachhta Action Plan has been examined by this Ministry and it is proposed to issue the following instructions for implementation of SAP:

- (i) The earmarking of funds by the Ministries/Departments under each scheme may be done after identifying specific Swachhta elements in applicable schemes under implementation;
- (ii) The earmarking of funds for SAP may be made, as per the decision by respective Ministry/Department on the quantum, within the overall budget provision provided against each scheme in the Demands for Grants of the Ministry/Department;
- (iii) As the SAP is part of the schemes implemented by Ministry/Department, the budget head therefor may be opened at 'detailed head' level under each scheme for booking SAP related expenditure;
- (iv) Necessary fund may be earmarked for implementation of SAP either through re-appropriation of funds or through Supplementary Demands for Grants, wherever considered necessary.

2. This has the approval of Secretary, Economic Affairs.


(Prashant Goyal)
Joint Secretary (Budget)

Copy to the following for information and necessary action:

- (i) Secretaries of all Ministries/Departments.
- (ii) Secretary, Ministry of Drinking Water & Sanitation with reference to his D.O.No.2/2/S(DWS)/2017 dated 15.3.2017.
- (iii) CGA, Ministry of Finance, Department of Expenditure. She is requested to facilitate Ministries/Departments to open accounting/budget heads at 'detailed head' level in the Detailed Demands for Grants towards implementation of Swachhta Action Plan.
- (iv) Financial Advisers of all Ministries/Departments.