

भा.मा.ब्यूरो मुख्या./प्रशा/परिपत्र (17)/2023

BIS HQ/ADMN/Circular (17)/2023

दिनांक: 17 मार्च 2023

Date: 17 March 2023

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

परिपत्र/Circular

Subject: Swachhta Action Plan (SAP) formulation FY 2023-24 – reg.

DoCA, vide their e-mail dated 15 March 2023 forwarded therewith a copy of Office Memorandum ref. File No. S/10/2016-O/o Secy.(DWS) dated 10 March 2023 issued by Department of Drinking Water and Sanitation , Ministry of Jal Shakti, Govt. of India, has requested to formulate SAP for the Financial Year 2023-24 and submitted to DDWS as well as uploaded on the designated SAP portal latest by 25 March 2023 and attached prescribed format for reference and requested to increase their allocation under SAP each successive year and it is also directed to open a separate Budget Head for Swachhta Action Plan expenditure vide, copy of Office Memorandum F. No. 1 (8)-B (AC)/2017 dated 2nd June 2017(copy enclosed).

2 . In this context, it is to mention that the Swachhata Action Plan (SAP) for 2023-24 has approved by the Competent Authority. Accordingly, month-wise Swachhata Action Plan (SAP) of the Bureau has been prepared for implementation in all offices of the Bureau, is given hereunder:

Sl. No.	Month & Year	Activities to be carried out
(1)	APRIL, 2023	<ol 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. 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

(2)	MAY, 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.
(3)	JUNE, 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. 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
(4)	JULY, 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.

		<ul style="list-style-type: none"> 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)	AUGUST, 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. 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
(6)	SEPTEMBER, 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. 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)	OCTOMBER, 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 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
(8)	NOVEMBER, 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. Regular sharing of Action Plan, photos, videos etc, with the department
(9)	DECEMBER, 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. 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
(10)	JANUARY, 2024	<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.

		<ul style="list-style-type: none"> 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 ROs/BOs/Labs/NITS may certify and provide the list to BIS HQs Administration Department. vii. Regular sharing of Action Plan, photos, videos etc, with the department.
(11)	FEBRAURY, 2024	<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
(12)	MARCH, 2024	<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

		<ul style="list-style-type: none"> 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 .
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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 "Swachhta Action Plan (SAP)". 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-off/e-waste items etc. and to send the same report along with amount received after disposed-off the said items, regularly, to the Administration Department at e-mail: administration@bis.gov.in.

10. Keeping in view of above, Heads of all ROs/BOs/Labs/ NITS are requested to implement the above mentioned Swachhata Action Plan (SAP) for the year 2023-24. 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/01/56/2023-24

Circulated to: 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.