

BUREAU OF INDIAN STANDARDS
(ADMINISTRATION DEPARTMENT)

C I R C U L A R

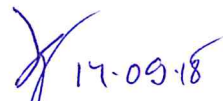
Subject: The observation of “Swachhata Hi Seva 2018 (SHS)” Campaign from 15th September 2018 to 2nd October 2018.

Department of Consumer Affairs (DoCA), vide its letter No.D-31016/5/2016-GEN Section dated 10 September 2018, in connection with the captioned matter, has forwarded a list of the suggested activities which may be undertaken during the period of SHS 2018 campaign on the 150th Birth Anniversary of Mahatama Gandhi. In this connection, the following **Action Plan for implementation of Swachhta Hi Seva 2018 campaign** has been approved by Director General of the Bureau:

- (i) A “**Special Cleanliness Drive**” will be carried out in all offices of the Bureau from **15th September 2018 to 2nd October 2018**. All employees shall participate in the cleanliness drive and clean his/her table, rack, computer and ensure dust-free surrounding during the drive. Files and records are to be weeded out as per their retention schedule.
- (ii) Action will be initiated to identify unserviceable furniture and equipment items for condemnation/ disposal before 02nd October 2018 and a compliance report will be submitted to HQs by 03rd October 2018.
- (iii) Perform Swachhta related Nukkad Nataks/ street plays, folk song and dance performances.
- (iv) The Tagline “**Swachhata Hi Seva 2018 (SHS)**” shall be displayed on website of the Bureau during the observance of SHS 2018 campaign.
- (v) Publicity of “**Swachhata Hi Seva 2018 (SHS)**” through banners/ hoardings/ back-drops of the meetings/ conferences/ programmes to be organized by the Bureau during the period from 15th September 2018 to 2nd October 2018.
- (vi) Make wall paintings in the premises of industrial estate on the theme of swachhata.
- (vii) Building compost pits during the SHS campaign 2018.

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- (viii) At HQs of the Bureau, a random check of the cleanliness activities will be undertaken by DDGs in the Departments under their control. DDGRs, Heads of BOs, Heads of Labs/NITS will take a random check of the cleanliness activities in their respective offices.
- (ix) An awareness programme on "Domestic Solid Waste Management" with the Noida RWAs during the SHS campaign 2018 will be organized by BIS-NITS, Noida.
- (x) An action taken report along with photographs on the above shall be sent by all Departments at HQs/ ROs/ BOs /Labs /NITS to the Administration Department by 03rd October 2018 so that a consolidated report may be sent to DoCA.


(N. Vittoba)
Director (Administration)

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Circulated to:All Departments of BIS at HQs/ROs/BOs/Labs/NITS through BIS intranet.