

## INTER OFFICE MEMO

**From: ED(A) HO**

**To: All Regional Offices/HSMI**

No. F. HUDCO/ADMN/SAP/2018-19

27<sup>th</sup> August, 2018

**Subject: Observing Swachhata Hi Seva from 15<sup>th</sup> September to 2<sup>nd</sup> October (SHS) - 2018**

Please find enclosed herewith a copy of letter No. 1(31)/2017-Coord dated 21<sup>st</sup> August, 2018, received from the Secretary, Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises, on the captioned subject.

As per aforesaid letter, HUDCO's establishments are required to formulate a detailed plan for implementation of the identified activities listed in the Annexure to the letter. The details of the activities undertaken alongwith the photographs and period/dates and number of employees participated is to be furnished to DPE in the enclosed proforma by 09<sup>th</sup> October, 2018.

Accordingly, all the Regional Offices are requested to do the needful under SHS, make the campaign a great success and send the report on Swachhata Hi Seva at [admnhudco@gmail.com](mailto:admnhudco@gmail.com), as well as hard copies to Administration Wing latest by 08<sup>th</sup> October, 2018.



**J Prem Nawaz**  
**Executive Director (HRMA)**





D.O.No. 1(31)/2017-Coord  
Dated, August 21, 2018

Dear Chief Executive,

It has been decided to observe the Swachhata Hi Seva (SHS) - 2018 campaign from 15th September to 2nd October, 2018 as part of the 150th Birth year celebrations of Mahatma Gandhi.

2. In this regard, Ministry of Drinking Water & Sanitation has requested this Department to lead a special campaign in CPSEs through engagement of their Staff/employees across their units and residential complexes on pan-India basis. A list of illustrative activities suggested by Ministry of Drinking Water & Sanitation as part of SHS campaign is enclosed herewith for perusal.

3. This being an important campaign of Govt. of India, I would request you to formulate a detailed plan for implementation of the identified activities under SHS and motivate your officers/ staff to take personal interest in making the campaign a great success. The details of activities undertaken alongwith the photographs and period/ dates and number of employees participated may be furnished to DPE in the enclosed proforma by 09<sup>th</sup> October, 2018.

With regards,

Yours sincerely,

(Seema Bahuguna)

CMDs/MDs of all CPSEs.



**Proforma for furnishing information on SHS activities by CPSEs**

Name of the CPSE:-

S.No.	List of activities (suggested by M/o Drinking Water & Sanitation)	Site of activity undertaken	Period/ dates	No. of employees participated
1	Toilet pit-digging exercise and other toilet construction activities			
2	Organize cleaning of streets, drains and back alleys through awareness drives			
3	Organize waste collection drives in households and common or shared spaces			
4	Conduct door-to-door meetings to drive behaviour change with respect to sanitation behaviours			
5	Organize awareness campaigns around better sanitation practices like using a toilet, handwashing, health and hygiene awareness, etc.			
6	Perform Swachhata related Nukkad Nataks/street plays, folk song and dance performances			
7	Conduct Village or School-level rallies to generate awareness about sanitation			
8	Make wall paintings in public places on the theme of Swachhata			
9	Volunteer for segregation of solid waste into non-biodegradable and biodegradable waste			
10	Mobilize community to build compost pits, where organic matter decomposes to form manure			



### ANNEXURE A: List of Illustrative Activities

As a part of the SHS Campaign, the activities that citizens may undertake are as follows:

- Toilet pit-digging exercise and other toilet construction activities
- Organize cleaning of streets, drains and back alleys through awareness drives
- Organize Waste collection drives in households and common or shared spaces
- Conduct Door-to-door meetings to drive behaviour change with respect to sanitation behaviours
- Organize awareness campaigns around better sanitation practices like using a toilet, handwashing, health and hygiene awareness, etc.
- Perform Swachhata related Nukkad Nataks /street plays, folk song and dance performances
- Conduct Village or School-level Rallies to generate awareness about sanitation
- Make wall paintings in public places on the theme of swachhata
- Volunteer for segregation of solid waste into non-biodegradable and biodegradable waste
- Mobilize community to build compost pits, where organic matter decomposes to form manure