

इंटर ऑफिस मेमो

प्रेषक: कार्यकारी निदेशक(प्रशासन), मुख्यालय	प्राप्तकर्ता सभी क्षेत्रीय कार्यालय/एचएसएमआई
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सं. एफ. हडको/एडीएमएन/एसएपी/2018-19

27.अगस्त.2018

विषय: 15 सितंबर से 2 अक्टूबर, 2018 तक स्वच्छता ही सेवा का आयोजन

कृपया उपरोक्त विषय पर सचिव, लोक उद्यम विभाग, भारी उद्योग मंत्रालय एवं लोक उद्यम से प्राप्त दिनांक 21 अगस्त, 2018 के पत्र संख्या 1(31)/2017-समन्वय की प्रति संलग्नित।

उपरोक्त पत्र के अनुसार, हडको के प्रतिष्ठानों को पत्र के अनुलग्नक में सूचीबद्ध चिन्हित गतिविधियों के कार्यान्वयन हेतु एक विस्तृत योजना तैयार करनी होगी। गतिविधियों का विवरण, फोटोग्राफ, अवधि/तिथियाँ और भाग लेने वाले कर्मचारियों की संख्या सहित, संलग्न प्रपत्र में 09 अक्टूबर, 2018 तक डीपीई को प्रस्तुत किया जाना है।

तदनुसार, सभी क्षेत्रीय कार्यालयों से अनुरोध है कि वे स्वच्छता ही सेवा के अंतर्गत आवश्यक कार्य करें, अभियान को सफल बनाएँ और स्वच्छता ही सेवा पर रिपोर्ट admnhudco@gmail.com पर भेजें, साथ ही उसकी हार्ड कॉपी प्रशासन विभाग को 8 अक्टूबर, 2018 तक भेजें।

जे प्रेम नवाज़
कार्यकारी निदेशक (एचआरएमए)

INTER OFFICE MEMO

From: ED(A) HO

To: All Regional Offices/HSMI

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

27th August, 2018

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

Please find enclosed herewith a copy of letter No. 1(31)/2017-Coord dated 21st 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 09th 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, as well as hard copies to Administration Wing latest by 08th 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 09th 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