



केन्द्रीय विद्यालय संगठन(मुं)  
18 सारथागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, Institutional Area, S.J. Marg, New Delhi 110016.  
Tel.: 26858570 Extn. No. 213 Fax 26514179  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F11029/12/2014-KVS(HQ)/Acad/ Swachhta Abhiyan / Dated - 23.06.2015

The Deputy Commissioner / Director  
All Regional Offices/ZIETs  
Kendriya Vidyalaya Sangathan

41647-79

Subject: Swachh Bharat Abhiyan-Special cleanliness drive from 22<sup>nd</sup> June to 26<sup>th</sup> June, 2015-regarding.

Sir/Madam,

The Government of India has issued directions to launch Special cleanliness drive from 22<sup>nd</sup> June to 26<sup>th</sup> June, 2015, as part of Swachh Bharat Abhiyan launched earlier and communicated vide letter No. 110365/02/2010-KVS(HQ) dated 20.09.2014. Please find enclosed a copy of Ministry of HRD Letter NO. 7-54/2015-UT-2 dated 18.06.2015 on the above mentioned subject.

The Deputy Commissioners of the Regions are directed to issue suitable instructions to all the Kendriya Vidyalayas under their jurisdiction to join this Swachh Bharat Abhiyan-Special cleanliness drive from 22<sup>nd</sup> June to 26<sup>th</sup> June, 2015. It is important that Regional Offices, KVs and ZIETs are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority.

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/furniture/electronics & electrical equipments, etc.
- (iv) Weeding out of old files/record, etc.

It is once again reiterated that the cleanliness drive of KVS offices and Kendriya Vidyalaya should be participative in nature and involvement of all viz. students, teachers, staff, officers, and other stakeholders must be ensured. You are requested to personally monitor this "Swachh Bharat Abhiyan-Special cleanliness drive from 22<sup>nd</sup> June to 26<sup>th</sup> June, 2015 and thereafter at regular intervals, as already communicated in earlier letters in particular letter dated 20.09.2014.

This is for your information and necessary action. Action taken report in this regard should be submitted to this office latest by 28<sup>th</sup> June 2015.

Yours faithfully,

Enclosed: As above 6 pages

(U.N.Khware)

Additional Commissioner (Acad.)

प्रतिलिपि:-

1. DC (EDP) with the request to upload the same on K.V.S website.
2. प्रशासनिक अधिकारी सेवा एवं आपूर्ति अनुभाग केन्द्रीय विद्यालय संगठन (मुं)  
को मुख्यालय परिसर में आवश्यक कार्यवाई हेतु।

IMMEDIATE

F. No. 542015-EE  
Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy  
UI-2 Section

New Delhi dated 18<sup>th</sup> June, 2015

To

The Commissioner  
Kendriya Vidyalaya Sangathan  
18 Institutional Area  
Shaheed Jeet Singh Marg  
New Delhi-110016

*Pl apprise*  
*Law*  
*19/6*  
*AC (S/CS)*  
*AC (S/CS)*  
*AO. (S/S)*

Subject: Swachh Bharat Abhiyan – Special cleanliness drive from 22<sup>nd</sup> June to 26 June, 2015 – regarding.

Sir,

I am directed to forward herewith a copy of Note No.F.8-17/2015-EE.1 dated 15<sup>th</sup> June, 2015 together with a copy of d.o. dated 8<sup>th</sup> June, 2015 on the subject mentioned above and to request that KVS may kindly furnish status report in the matter to this Ministry urgently.

Yours faithfully,

(Lakhmi Chand Mehra)

Under Secretary to the Government of India

Encl: As above

*817/11-18/15*  
*19/6*

केंद्रीय विद्यालय संगठन (के.वी.एस.)  
KVS Acad. Ctrn. (ACed)  
19 JUN 2015  
डाकरी सं./Dy. No. 951

8.15.15 1065(1)/70

No.F.8-17/2015-EE.1  
Government of India  
Ministry of Human Resource Development  
Department of School Education and Literacy

Shastri Bhawan, New Delhi,  
Dated the 15<sup>th</sup> June, 2015

**Subject:** Swachh Bharat Abhiyan – Special cleanliness drive from 22<sup>nd</sup> June to 26<sup>th</sup> June, 2015 - Regarding.

Please find enclosed a copy of Cabinet Secretary's D.O. letter No. CS-8683/2015 dated 8.6.2015 on the above mentioned subject. It has been directed to give attention on specific activities of cleanliness during a weeklong cleanliness drive, which will be held on 22.6.2015 to 26.6.2015 at all Ministries/Departments of the Government of India as well as its attached and subordinate offices.

2. It is requested to kindly direct the concerned Divisions/Sections to become a part of cleanliness drive and strictly implement the programme following the activities stipulated in the aforesaid D.O. letter.

3. A status report on the work done during the cleanliness drive may also be sent to the National Coordinator, Swachh Bharat Mission (i.e. the Secretary, Ministry of Drinking Water and Sanitation) by 29.6.2015 positively under intimation to Department of School Education & Literacy.

Encl. as above

*DSCUD*  
*USCSG*

*Sathon*  
*15/6*

(Dr. N.K. Sahu)  
Adviser(SE & L)  
Phone:23388632

- JS (SE-II)
- JS (TE)
- JS (SE-I)
- JS (AE)
- EA (SE&L)

*Pl. get status reports from*  
*1) KVS ) US(UT-2*  
*2) NVS ) US(UT-3*  
*3) NCERT ) Sch. 4*

Copy to:

- Chairman, CBSE
- Commissioner, KVS
- Commissioner, NVS
- Chairman, NIOS
- Chairperson, NCTE

- Director, NCERT
- Director, CTSA
- Director, NBB
- Director, DAE

*[Signature]*  
*16.6.15*

*[Signature]*  
*17.6.15*

अजित सेठ  
AJIT SETH



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O.No.CS-8683/2015  
8<sup>th</sup> June 2015

Dear Secretary,

Please refer to my letter dated 5<sup>th</sup> June 2014 (copy enclosed) wherein I had stressed upon the need for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place. I had also requested Ministries/ Departments to undertake, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. While each of the Ministries/ Departments and States have prepared their own Annual Action Plans, it is felt that a boost needs to be given to the Swachh Bharat Abhiyan, especially in the context of the Government offices, for the benefit of those working within as well as those who visit government offices. It is important that government offices are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority:

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/ furniture/electronics & electrical equipment, etc.
- (iv) Weeding out of old files/ records, etc.

3. A week long cleanliness drive will be held from 22<sup>nd</sup> to 26<sup>th</sup> June 2015 at all Ministries/ Departments of the GoI as also the State Governments. The drive should cover not only the main Ministry/ Department but all its attached and subordinate offices as well. Public Sector Banks, Public Sector Undertakings, Research Organizations, and other Agencies/ Organizations under various Ministries/ Departments may also be asked to undertake this drive. I request you to kindly send a report by 29<sup>th</sup> June to the National Coordinator, Swachh Bharat Mission (i.e. the Secretary, Ministry of Drinking Water and Sanitation) on all the activities during the cleanliness week.

4. In order to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. Ministry of Drinking Water and Sanitation has been asked to devise a system for monitoring of regular inspections by Ministries/ Departments.

5. You would appreciate that cleanliness is an all-time activity to be conducted regularly and the week long drive is only to bring the matter into focus once again. I urge your cooperation in keeping government offices clean.

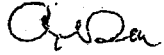
Warm regards,

Yours sincerely,

Sd/-  
(Ajit Seth)

**All Secretaries, Govt. of India**

Copy to: **Secretary, Ministry of Drinking Water and Sanitation**, to set up a system for regular inspection across the Ministries

  
(Ajit Seth)



सत्यमेव जयते

IMMEDIATE

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

June 5, 2014

Dear Secretary,

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4<sup>th</sup> June, 2014 at 6.00 PM onwards.

2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis:-

- a) In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
- b) Every Department should identify and repeal at least 10 rules or processes, and even archaic Acts, that are redundant and would not lead to any loss of efficiency.
- c) Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged).
- d) Every Department should encourage use of ICT in submission of information and eventually universalize it.
- e) Decision making layers should be reduced, to a maximum of four layers.
- f) Files and papers should be weeded out in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3 - 4 weeks.
- g) Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
- h) Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned.
- i) Each Department should workout modalities of fulfilling promises made to the people.
- j) Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise.
- k) Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister].

19.11

19.11.14

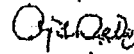
IMMEDIATE

- 2 -

3. I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9<sup>th</sup> June 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9<sup>th</sup> June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6<sup>th</sup> June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included in your monthly d.o. letter for the month of June 2014.

With regards,

Yours sincerely,



(Ajit Seth)

Shri Pankaj Jain  
Secretary,  
Deptt. of Drinking Water and Sanitation  
New Delhi

pt