

**PUJARI ANANDA RAO, M.Tech.**  
Managing Director (FAC)

Telefax: 040 2334 9998  
e-mail : ceswachhandhra@gmail.com  
URL : www.sac.ap.gov.in



**SWACHHA ANDHRA CORPORATION**

MA & UD Department,  
Government of Andhra Pradesh

#501, NCL Kaveri-I Apartments, Shanthi Nagar,  
Masab Tank, Hyderabad – 500028.

Letter No.020/SAC/MD, Dated: 29.02.2016

To  
The All Municipal Commissioners,  
Andhra Pradesh

Sir,

Sub: Theme Based Cleanliness drive as part of Swachha Andhra Corporation – In the Government Offices / Buildings and other Public Institutions – from 28.02.2016 to 15.03.2016-Reg.

Ref: Ministry of Urban Development, GoI Circular No. 15/38/2015/-SBM, Dated: 28.09.2015.

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I invite your attention to the above subject and reference and request you to take-up the Theme Based Cleanliness drive as part of Swachha Bharat Mission at Government Offices / Buildings and other Public Institutions from 28.02.2016 to 15.03.2016 as detailed in the annexure enclosed herewith.

The expenditure towards this special drive may be met from the funds already released to the ULBs under IEC activities.

Yours faithfully

MANAGING DIRECTOR (FAC)

Encl:- Details of the Programme



4. Following themes have been identified for consideration:


#	Areas / Theme	Stakeholders	Dates
1	Sardar Patel United clean India drive (Railways Stations, Metro Stations, Bus stands & stops, Auto/ Taxi stands, & Airports)	M/o Road Transport and Highways, M/o Railways, M/o Civil Aviation, AAI	11 <sup>th</sup> – 31 <sup>st</sup> Oct
2	Education Institutions ( <i>Schools, Colleges, Public Libraries, Anganwadis</i> )	M/o HRD	1 <sup>st</sup> Nov – 15 <sup>th</sup> Nov
3	Agriculture Mandis, Vegetable and Grain Markets	M/o Agriculture	16 <sup>th</sup> Nov – 30 <sup>th</sup> Nov
4	Religious Places, Tourism and Heritage sites ( <i>and surrounding areas</i> )	M/o Tourism, M/o UD, Department of Urban Development	1 <sup>st</sup> Dec – 15 <sup>th</sup> Dec
5	RWAs	Municipal Corporations	16 <sup>th</sup> Dec – 31 <sup>st</sup> Dec
6	Underpasses, Areas under Flyovers and Main Roads	M/o Road Transport and Highways	1 <sup>st</sup> Jan - 15 <sup>th</sup> Jan
7	Cantonment boards	M/o Defence	16 <sup>th</sup> Jan - 31 <sup>st</sup> Jan
8	Water Bodies ( <i>Areas surrounding lakes, riverfronts, beaches, ghats, waterways</i> ), Recreation Parks, Play Areas, Rest Areas & other Landscapes ( <i>linked to public gatherings</i> )	Department of Urban Development	1 <sup>st</sup> Feb – 15 <sup>th</sup> Feb
9	Hospitals and Health Centers/ Institutions	M/o Health	15 <sup>th</sup> Feb – 28 <sup>th</sup> Feb
10	Government Offices/ Buildings and other Public Institutions	All Offices	28 <sup>th</sup> Feb – 15 <sup>th</sup> Mar
11	Old cities and main markets	Municipal Corporations	15 <sup>th</sup> Mar – 31 <sup>st</sup> Mar

5. Concerned Ministries & departments will develop the relevant parameters to effectively monitor the drive's progress and evaluate the outcome of the initiatives undertaken. The concerned Ministries and departments will share the report on the parameters, outcomes and rating of the institutions with the Swachh Bharat Mission Directorate.



## Government Offices/ Buildings and other Public Institutions

- (i) Swachh Bharat Pledge in Groups during lunch time by employees of all Government Departments & other Public Institutions at office entrance/ open space within office compound.
- (ii) Get multiple copy of the Swachh Bharat Pledge signed by govt. employees and display the same at common places of Government offices/ buildings.
- (iii) Make 30 minutes to 1 Hr. mandatory training program for all Govt. employees on SBM mission including inspiration video, cleanliness linkages with health parameters etc.
- (iv) Prepare & Paste Swachh Bharat Posters in Reception area, lift, meeting hall, staircase turning area etc.
- (v) Constitute a Swachh Bharat Mission Team at District level which will visit Government offices/ buildings & other public institutions and certify them as "Swachh Karyalay".
- (vi) Recognition and Awards for Govt. employees for cleanliness maintained around there work place/ cubicals and display on Office notice board.
- (vii) Government office HoD has to visit each corner of office premises on every Tuesday & Thursday and maintain the report of same to be review by Swachh Bharat Mission Team.
- (viii) Rating of Office cleaner Vendor and allow them to charge some extra/ bonus amount based on higher rating by Swachh Bharat Mission Team.
- (ix) Organise Swachhta Awards at the level of departments and extend some benefits in the form of team lunch and mementos.

  
(Praveen Prakash)  
Joint Secretary (W&SBM)  
Tel: 2306 2309

Copy for kind information and necessary action to:

1. Chairman, Railway Board
2. Secretary, M/o Road Transport and Highways
3. Secretary, M/o Civil Aviation
4. Secretary, M/o HRD
5. Secretary, M/o Agriculture
6. Secretary, M/o Tourism
7. Secretary, M/o Defence
8. Secretary, M/o Health and Family Welfare
9. Principal Secretary (Urban Development), All States/ UT