



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

No. 13-Admn(1)/2015-II

24<sup>th</sup> June, 2019

C I R C U L A R

25 JUN 2019

Subject : Implementing Swachhata Pakhwada by the Ministry of Shipping and its department during 16<sup>th</sup> to 30<sup>th</sup> September, 2019

'Swachha Bharat Abhiyan' was introduced by the Hon'ble Prime Minister of India in order to ensure improved work culture and work environment including hygiene and cleanliness of the work place. Accordingly, all the Ministries /Departments had undertaken, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. To give a boost to the said abhiyan, Ministry of Shipping, has advised all the Ministries and Departments, that they should significantly enhance the level of work of Swachh Bharat Mission, by organizing "Swachhta Pakhawada" and swachhta related activities in a campaign mode, which will be monitored by the Ministry of Drinking Water and Sanitation for evaluation and ranking of the campaign.

3. Accordingly, Ministry of Shipping has organized the "Swachhta Pakhwada" to be conducted from 16.09.2019 to 30.09.19, during which the Ministry /departments shall carry out the activities such as upkeep and cleaning the office premises including the common areas like toilets, common corridors, stair and lift etc.; outside area of the office including the parking area, pathways, etc.; disposal of unused articles/ furniture/ equipments, e-waste, etc.; weeding out of the old files / records, etc.; repair and maintenance of the office premises and outside areas, etc. In addition, to above, during this campaign, the awareness drive shall be organized amongst the employees to ensure regular cleanliness in their divisions and encourage them to give Shramdan.

4. Special pest control drive shall be undertaken in the entire office space including the canteen area, if any.

5. It is stated that the 'Swachhata Pakhwada' has been announced to re-focus the public attention on the need for cleanliness. To achieve the 'Clean India', all the official of the Directorate & allied offices are hereby requested to ensure regular cleanliness in their divisions and also requested to give the "Shramdan" at their work place as well as at their residential areas. All are requested, as responsible citizens of India, to throw the rubbish only in the dustbin and do not spit in the public area and help to keep the public areas clean.



[Rajesh Kumar]

Assistant Hydrographic Surveyor

To,

1. All officers of the Directorate
2. All Branches of the Directorate
3. All Allied offices of the Directorate, with a request to ensure the conduct of the activities during the "Swachhata Pakhwada" and submit the Action Taken Report to the Directorate by 05.10.2019. The Principal Officers of the MMDs shall ensure the coordination of these activities for all their subordinate offices.
4. Canteen in-charge of the DGS
5. Sr.PS to DG
6. Sr.PS to Additional DG
7. Computer Cell with a request to publish the said circular on the DGS website.