ACTION PLAN FOR "MISSION SWACHH BHARAT"

PROGRAMMES

From 25.9.14 to 2.10.14 : By all RMs, BMs, HODs, Office In-charges and employees

1) Preparation of Banner displaying **MISSION SWACHH BHARAT**.
2) Cleaning of Toilets, pantry and canteen.
3) Mutilated files/papers to be identified and disposed.
4) Unused/old and scrap items to be disposed off.
5) To conduct Essay competition, quiz contest, painting contests etc.
6) To take a pledge on 'MISSION SWACHH BHARAT' on 2.10.14
7) Identifying 35 schools for construction of toilet blocks
8) Taking before and after photographs for work done in Swacchata Abiyan
9) Publishing of pledge and slogans on our official website

From 03.10.14 to 02.10.15: By all RMs, BMs, HODs, Office In-charges and employees

1) Dirty/old furniture/fixtures to be cleaned and maintained.
2) Arrangement to be made for safe keeping of files which are now kept in open.
3) Identification and destruction of redundant/old files and papers from Record Room.
4) Venetian blinds/curtains to be cleaned/replaced .
5) Cleaning programme to be conducted for one hour in the last working day of the week in the office and the common area of the office complex.
6) To conduct debate, workshop, quiz etc. once in every quarter.
7) Cleaning awareness programmes to be organized throughout the year in 35 schools, . where in, toilet blocks will be built by MSTC .
8) Photographs of "before and after" the efforts made during the Abhiyan to be taken and sent to Hqrs.
9) Identification of scrap dumps lying in various steel plants and with various customers of MSTC and selling them through e-auction.
10) Giving articles in Magazines regarding works done by MSTC for Swachchhata Abiyan.
11) Shramdan to be organised in all offices of MSTC once a month
12) Report of various steps as and when achieved. Report can be sent once a month

(S S CHAUDHURI)
CGM(HR)