

**MOST URGENT  
PERSONAL ATTENTION**

No.EDN-H(Ele.)(4)4-10/2014-15 Swachh  
Directorate of Elementary Education  
Himachal Pradesh.

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)  
06 APR 2015  
शिमला - 1

Dated Shimla-171001,

To

1. All the Deputy Directors (Elementary/ Higher Education), Himachal Pradesh.
2. All the Block Elementary Education Officers, Himachal Pradesh.
3. All the Principal- DIETs, Himachal Pradesh.

Subject:- Regarding Annual Action Plan for 2014-15 and Five Year Plan 2014-2019 regarding "Swachh Bharat Mission".

Sir,

Please find enclosed herewith photocopy of D/O No. 561/2/2/2014-CA.IV, dated 27.11.2014 of Cabinet Secretary, Government of India received through Principal Secretary (RD) to the Government of Himachal Pradesh, Shimla-2 vide his letter No.SMG-19/2010-I-RDD-SBM-G(Review)-, dated 20.01.2015 on the subject cited above.

In this context, as you are already aware that the Hon'ble Prime Minister of India has launched a National Cleanliness Drive under the "Swachh Bharat Mission" on October 2<sup>nd</sup>, 2014 focusing on improving cleanliness in urban and rural areas by bringing about behavioral change. Therefore you are requested to strictly follow Annual Action Plan for 2014-15 and Five Year Plan 2014-19 as per enclosed annexure-I and annexure-II to achieve the utmost aim of "Swachh Bharat Mission" by 2019.

You are further requested to inspect the schools in a regular manner to monitor the cleanliness programs viz. Annual Action Plan/ Five Year Action Plan under "Swachh Bharat Swachh Vidyalaya Mission" and send the Action Taken Report (ATR) quarterly to this office.

***Your personal attention in this regard would be highly solicited.***

Encls:As Above.

  
DIRECTOR

April, 2015

Endst. No. Even, dated Shimla-171001,

Copy for information to:-

1. The Additional Chief Secretary (Education) to the Government of Himachal Pradesh.
2. The Principal Secretary (R D) to the Government of Himachal Pradesh, Shimla-171002 w. r. t. his letter referred to above.
3. Guard file.

—sd—  
DIRECTOR

**Annual Action Plan for 2014-2015 under “Swachh Bharat Mission” for all Educational Offices of H.P. State.**

<b>Sr. No.</b>	<b>Months</b>	<b>Activities</b>
1.	January, February, March	<p><b><u>Daily Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. Clean toilets daily (provision of soap for hand wash).</li><li>2. Installation of wash basin in all the offices and provision of soap for hand wash.</li><li>3. Sweep the office rooms and varanda and its surrounding.</li></ol> <p><b><u>Weekly Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. 1<sup>st</sup> and 3<sup>rd</sup> Saturday clean drinking water and its surroundings.</li><li>2. 1<sup>st</sup> and 3<sup>rd</sup> Saturday clean shelves, files, table, office room, store, surrounding, library, computer systems, office rooms from 4:00 to 5:00 pm.</li></ol> <p><b><u>Monthly Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. “Swachh Bharat Mission” must be the main Agenda of your meetings.</li><li>2. Inspection of schools by the CHTs/ BEEOs/ DDEEs/ Principal DIETs from time to time in a regular manner to maintain the cleanliness programme in all the schools under “Swachh Bharat Swachh Vidyalaya Mission”.</li></ol> <p><b><u>Quarterly Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. Prepare the ATR (action taken report) regarding “Swachh Bharat Mission” and send it to this office in time.</li></ol> <p><b><u>Annual Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. Annual maintenance of the buildings including white wash and painting.</li></ol> <p><b><u>Other necessary Activities:-</u></b></p> <ol style="list-style-type: none"><li>1. On 19<sup>th</sup> November celebrate ‘World Toilet Day’.</li><li>2. Repeat 14<sup>th</sup> Nov. to 19<sup>th</sup> Nov. all six activities.</li><li>3. No smoking and clean the office etc. posters are there in the general place of your office.</li></ol>
2	April, May, June	Repeat all the above mentioned activities.
3	July, August, September	-do-
4	October, November, December.	-do-

**Five Year Action Plan for 2014-2019 under “Swachh Bharat Mission” for all Educational Offices of H.P. State.**

Sr. No.	Months	Year 2014-15/ 2015-16/ 2016-17/ 2017-18/ 2018-19
		<b>Activities</b>
1.	January, February, March	<p><b><u>Daily Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. Clean toilets daily (provision of soap for hand wash).</li> <li>2. Installation of wash basin in all the offices and provision of soap for hand wash.</li> <li>1. Sweep the office rooms and varanda and its surrounding.</li> <li>2. Renovation of the non-functional toilets in the schools.</li> </ol> <p><b><u>Weekly Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> and 3<sup>rd</sup> Saturday clean shelves, files, table, office room, store, surrounding, library, computer systems, office rooms from 4:00 to 5:00 pm.</li> </ol> <p><b><u>Monthly Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. Time to time send the reminder to offices/ schools under your offices regarding “Swachh Bharat Mission”.</li> <li>2. Inspection of schools by the BEEOs/ DDEEs from time to time in a regular manner to maintain the cleanliness programme in all the schools under “Swachh Bharat Swachh Vidyalaya Mission”.</li> </ol> <p><b><u>Quarterly Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. Prepare the ATR (action taken report) regarding ‘Swachh Bharat Mission’ and send it to this office in time.</li> </ol> <p><b><u>Annual Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. Annual maintenance of the buildings including white wash and painting.</li> </ol> <p><b><u>Other necessary Activities:-</u></b></p> <ol style="list-style-type: none"> <li>1. On 19<sup>th</sup> November celebrate ‘World Toilet Day’.</li> <li>2. No smoking and clean the office etc. posters are there in the general place of your office.</li> </ol>
3.	April, May, June	Repeat all the above mentioned activities.
4.	July, August, September	-do-
5.	October, November, December.	-do-