

No.1-567/2015-Fin (LA) Vol-1,
Government of Himachal Pradesh,
Local Audit Department.

- 2374 - 2375

From:

The Director,
Local audit Department,
H.P. Shimla-171009.

To

Special Secretary (RD) to the
Government of Himachal Pradesh,
Shimla-9.

Dated, Shimla-171009, the, 2015.

15 MAY 2015

Subject:-

Regarding Action plan for Swachh Bharat by 2019.

Sir,

In continuation of this office order of even No. dated 26-02-2015 and with reference to your letter No. SMG-19/2010-1-RDD-SBM-G(Review) dated 20-01-2015, I am directed to enclose herewith the five year Action Plan of Local Audit Department to achieve the goal of Swachh Bharat by 2019 for your information and record. It is, however, added that the requisite action on all the points included in the Action Plan for the year 2014-15 has already been taken by the department and similar action will be ensured in future as per plan.

P-9

P-1-2

Yours faithfully,

15 MAY 2015

Additional Director,
Local Audit Department,
H.P. Shimla-171009.

Encl. As Above

o/c

Endst No: As above.

Dated Shimla-9 the

Copy forwarded to the Deputy Secretary (Finance) to the Government of Himachal Pradesh (**Finance-D Section**), HP Shimla -2 for information alongwith enclosure.

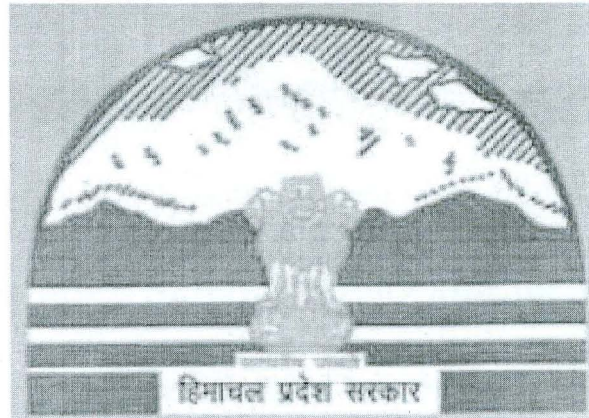
15 MAY 2015

Additional Director,
Local Audit Department,
Himachal Pradesh Shimla-9.

o/c



“SWACHH BHARAT MISSION”



**ACTION PLAN OF THE
LOCAL AUDIT DEPARTMENT
HIMACHAL PRADESH,
BLOCK NO-38,
S.D.A. COMPLEX, KASUMPATI,
SHIMLA-9**

The “Swachh Bharat mission” launched on 2nd, October, 2014 by the Government of India aims at ensuring access to sanitation facilities (including toilets, solid and liquid waste disposal systems and village cleanliness) and safe and adequate drinking water supply to every person by 2019.

The Local Audit Department, H. P also launched “Swachh Bharat Mission” at its Head Quarter Office at Block No 38, SDA Complex, Kasumpti, Shimla-171009 and for this purpose a series of cleanliness drives including cleaning and sweeping of offices, corridors and premises, weeding out old records, disposing of old waste material was undertaken in the premises and areas in the vicinity.

The Additional Director (Head of Office) on 2nd October, 2014 administered “Swachhta Pledge” to all the officers and officials posted at the Headquarter. Thereafter cleaning and Sweeping operations was undertaken collectively by all the employees in the office, corridors and premises followed by inspection by the Director (Head of Department). This is a continuing activity since then in the Department.

ANNUAL ACTION PLAN FOR 2014-2015

- Declaration of Nodal Officer for monitoring cleanliness related activities in the office who is to report to officers in case of any deficiency.
- Providing of adequate cleaning material to “Safai Karamchari” of the office.
- Hiring of additional “Safai Karamchari” on outsourcing basis, if required.
- Motivation of staff to follow cleanliness in the office premises.
- All wash basins, drainage system and tiles will be well maintained.
- To give special focus to clean and upkeep the toilets of the office.
- Cleaning and dusting of work stations on daily basis by the employees.
- Regular cleaning of almirahs and disposal of obsolete items.
- Daily cleaning of the washrooms.
- Regular cleaning of windows and corridors.
- Potable drinking water will be ensured in the office.
- Well maintenance of the walls of rooms and premises will be ensured.
- The office and its premises will be declared as “Smoke Free Zone”.

ANNUAL ACTION PLAN FOR 2015- 16, 2016-17, 2017-18

AND 2018-19

- All the points mentioned in the Action Plan for 2014-15 above will be followed.
- Constitution of a committee to monitor the cleanliness work and declare cleanest work stations on a monthly basis.
- To organize different events like Slogan/Poem/Essay.
- White washing of rooms and premises in a phased manner after receiving additional budget from the Finance Department.
- Reviewing and weeding out of the old record in accordance with provision of the office manual.
- Removal/ auction of the unserviceable items of the store.
- Regular identification of surplus and unserviceable items/articles and equipments and their disposal as per prevalent rules/instructions.
- Brain storming and awareness on cleanliness.
- Regular identification of seepages in the rooms/corridors/lobbies and immediate rectification.
- Repair/replace water/sewerage points wherever and whenever needed.
- Progressive digitization of records.
- Reorganise the seating arrangements to make the office look cleaner and better organized.
- Regular suggestions will be invited from staff on cleanliness related issues to ensure proper implementation.