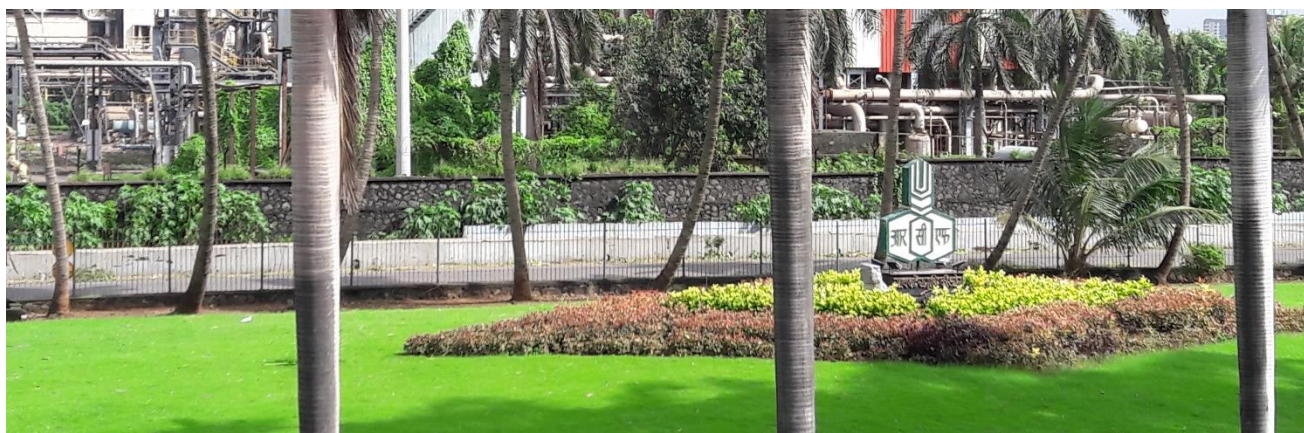


# RASHTRIYA CHEMICALS AND FERTILIZERS LTD.

Chembur, Mumbai 400074



## National Cleanliness Campaign

Observance of Swachhata Pakhwada (16<sup>th</sup> Aug – 31<sup>st</sup> Aug 2017  
for raising level of sanitation

Hon'ble Prime Minister of India had announced "Swachh Bharat Mission" on 02<sup>nd</sup> October 2014. We have successfully conducted various phases of Abhiyan in colony as well as factory area as a step towards clean India Mission. It is heartening to note that various Departments of the Company as well as Organizations functioning in the company have actively participating in this National Mission.

As per memorandum dated 29/06/2017 from Ministry of Chem& Fertilizers, Dept of Fertilizers, we observed "Swachhata Pakhwada" from 16<sup>th</sup> August, to 31<sup>st</sup> August, 2017 for improving sanitation and cleanliness in offices at;

- A} Administration & Corporate buildings, JET & ARK, Priyadarshini, Township Civil offices
- B} Office Premises in Factory area

**Glimpses** of activities carried out as per schedule at RCF during the pakhawada;

### **ACTION PLAN**

Detailed action plan for **Swachhata Pakhwada** is as under :-

Day	Area of Operation	"Swachhata" Activities
16/08/2017 11.00 AM	Administration building	Oath Taking ceremony at Admin building by ED Tr. Importance of cleaning –Lecture by BMC Officer.
16/08/2017 3.00 – 5.00pm	Administration building, JET & ARK, Priyadarshini	Display of banners at admin building ground floor office cleaning.
17/08/2017 3.00 – 5.00pm	JET complex & ARK guest house	Cleaning of office equipments /furniture ( computers, Printers, photocopiers, telephones, filing cabinets, almirah, tables chairsetc)
18/08/2017 3.00 – 5.00pm	Admin building - first floor offices	Cleaning of office equipments /furniture ( computers, Printers, photocopiers, telephones, filing cabinets, almirah tables chairsetc)
19/08/2017 2.00–4.00pm	Admin & Priyadarshini	Dusting and washing of corridors.

21/08/2017 3.00–5.00pm	Admin building - First&second flooroffices	Cleaning of office equipments /furniture ( computers, Printers, photocopiers, telephones, filing cabinets, almira tables chairsetc)
22/08/2017 3.00 – 5.00pm	Priyadarshini – 10 <sup>th</sup> & 9 <sup>th</sup> floor offices	Cleaning of office equipments /furniture ( computers, Printers, photocopiers, telephones, filing cabinets, almira tables chairsetc)
23/08/2017 2.00 – 5.00pm	Administrative Building, CMDC	Seminar on 'Swachhata Abiyan'
24/08/2017 3.00 – 5.00pm	Samwad& HRD Hall at Admin building, Board room & Conference room at Priyadarshini.	Cleaning of office equipments /furniture ( computers, Printers, photocopiers, telephones, filing cabinets, almira tables chairsetc)
26/08/2017 11.00AM to 1.00 PM	Admin &Priyadarshini	Cleaning of water coolers, Cleaning of cobwebs
28/08/2017 3.00 – 5.00pm	Conference halls at JET & ARK	Pest Control
29/08/2017 3.00 – 5.00pm	Admin building, JET complex & ARK guest house	Identification of old unused items and plan for disposal
30/08/2017 3.00 – 5.00pm	Township Civil offices	Pest Control
31/08/2017 4.00 – 5.00pm	Administrative Building, CMDC	Concluding session

The Swachhta Pakhawada was inaugurated on 16<sup>th</sup> August 2017 under leadership of CGM(HR) with Swachhata Oath given by ED(Tr). All the staff in administration building participated in the function. It was followed by housekeeping activities as per schedule at every office and workplaces.

## INAUGURATION OF PAKHAWADA

Executive Director administering Swachhata Oath at admin reception area.



### स्वच्छता शपथ

मैं शपथ लेता/ती हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूंगा/गी और उसके लिए समय दूंगा/गी ।  
मैं न गंदगी करूंगा/गी न किसी और को करने दूंगा/गी ।  
सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गाँव से एवं मेरे कार्यस्थल से शुरुआत करूंगा/गी । मैं यह मानता/ती हूँ कि जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहाँ के नागरिक गंदगी नहीं करते और न ही होने देते हैं।  
इस विचार के साथ मैं गाँव-गाँव और गली-गली स्वच्छ भारत मिशन का प्रचार करूंगा/गी ।  
मैं आज जो शपथ ले रहा/ही हूँ, वह अन्य १०० व्यक्तियों से भी करवाऊंगा/गी । वे भी मेरी तरह स्वच्छता के लिए १०० घंटे दें, इसके लिए प्रयास करूंगा/गी ।  
मुझे मालूम है कि स्वच्छता कि तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

## ADMINISTRATIVE BUILDINGS & GUEST HOUSES

### A) DISPLAY OF BANNERS / STANDEES

Banners / standees promoting messages of swachhata are displayed at appropriate places.

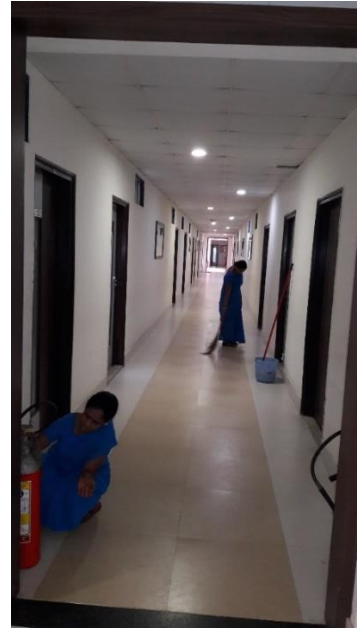


### B) CLEANING/HOUSEKEEPING IN OFFICES

Cleaning of office equipments/gadgets in offices



**Cleaning of corridors in Main admin building**



**Cleaning in Office of ARK guest house.**



**Cleaning of Board room at ARK Guest house.**



**CJ CLEANING OF WATER COOLERS**

**Cleaning of water coolers at JET guest house**



## DJ PROMOTION OF SWACHHATA IN NEARBY SOCIETY.

Participation by RCF ED and senior officers in local Marathon Event at Chembur, Mumbai on 20/08/2017 with swachhata message.



## F] AWARENESS PROGRAMS / SEMINARS

Organised seminar by eminent faculty Mr Kranti Shah, a PADMASHRI on 23/08/17



### GJ DISPOSAL OF LONG TIME UNUSED ITEMS:

Items lying for long times were identified and were disposed of as per criterion.



After



### IJ PEST CONTROL

Pest Control at ARK Conference Hall



Pest Control at JET hostel complex



### jj EDUCATION PROGRAM FOR FARMERS AT VILLAGES;

Marketing offices have planned programs for farmers in their respective area offices to educate families of farmers regarding sanitations.

# FACTORY PREMISES.

## AJ Technical Building office complex:

Designated place has been provided for gadgets like helmets and HDPE bags, dustbins, extinguishers.



## Cleaning of Water coolers



## Removal of redundant material



## SAP / CNA plant office



## ANP Plant office



## Urea/Ammonia Plant offices



**The Pakhawada**, packed with various activities and participation at all possible levels and cross section of society concluded on 31<sup>st</sup> August 2017 with happy note and motivation for continual efforts towards swachhata at work place as appropriately mentioned in one of the display

**“This is your home six days a week – Help Keep It Clean”**

Dhanywaad.

(Pravin Dandekar)  
Asst General Manager(Admin)  
For RCF LTD., Chembur, Mumbai



82150/HR  
10/07/17

for min  
B.S. Hedao  
12/7/17

ED (Thd)  
ED (Trombay)  
CGM (HR)

28/11/17  
02/07/17

Agm (A)

G.M. (HR & M)  
12/7

For Compliance P1.  
No.34011/19/2014-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

ED (HR)  
3-4  
10/7/17

Shastri Bhawan, New Delhi  
Dated the 29<sup>th</sup> June, 2017

**OFFICE MEMORANDUM**

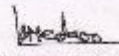
Subject: Observance of Swacchta Pakhwada for raising the level of sanitation.

The undersigned is directed to state that it has been decided that all Ministries/Departments of the Government should take the lead on sanitation in their respective sectors by observing at least one fortnight of cleanliness drive and related activities under the banner of the "Swachhta Pakhwada". In this regard, the Department of Fertilizers is observing a Swacchta Pakhwada from 17<sup>th</sup> to 31<sup>st</sup> July, 2017 by drawing a detailed action plan (copy enclosed) for raising the standards of cleanliness.

2. All the PSUs are requested to organise Swacchta Pakhwadas in their offices including in and around their factories and field offices for improving sanitation. They should also ensure that washroom facilities at appropriate places outside the offices/factories are provided. In addition to the detailed action plan drawn up by this Department, the PSU may also consider additional action plans as per their requirement.

3. It is requested that after observing the Pakhwada, a report may please be furnished to this Department for sending a consolidated report to Ministry of Drinking Water and Sanitation.

Yours faithfully,

  
(B.S. Hedao)  
Under Secretary to the Govt. of India  
Phone No.23386151

To

**All the CMDs of PSU under DOF.**

## Guidelines for actions to be taken in the Pakhwada.

### Action plan for Swachhta Pakhwada from 17<sup>th</sup> to 31<sup>st</sup> July, 2017 in Dept. of Fertilizers

1. An oath taking session for all employees on the date of the Pakhwada to maintain cleanliness in the office and its surroundings.
2. Putting of banners, standees and slogans spreading the swachhta message to sensitize officials on the importance of swachhta in day-to-day activities.
3. Strict compliance of instructions for 'No smoking' and 'No spitting'.
4. Daily upkeep of plants.
5. Upkeep and cleaning of equipment/furniture such as computers, printers, photocopiers, telephones, Fax machines, filing cabinets, almirahs, tables, chairs, etc.
6. In addition to the daily cleaning, weekly cleanliness drive on Saturday for complete dusting of rooms and washing of corridors.
7. Weekly cleanliness of water coolers.
8. Cleaning of dustbins in the evening after closing of office.
9. A pest control drive of all halls in the Department.
10. Disposal of all old and unused items during the Pakhwada
11. Whitewashing of walls wherever required.
12. Providing of tissue papers and towels in the washrooms.
13. Fortnightly cleaning of cob webs.

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All the CEOs of FFI under DDA