



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
 (MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली - 110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

वेबसाइट/Website: www.epfindia.gov.in

No. HRM VIII/Misc/2018

Dated 04.09.2018

To,

All Additional CPFCs (Zones) including Addl. CPFC (ASD),
 Director (PDNASS)
 All Regional PF Commissioners (RO)/ZTIs

Subject: Action Taken for the Swachhta Action Plan, 2018

Reference: Minutes of the meeting taken by Secretary (L&E) held on 11.07.2018 on the progress of Swachhata Action Plan, 2018-19

Sir,

Please find enclosed herewith the minutes of the meeting taken by Secretary (L&E) held on 11.07.2018 on the progress of Swachhata Action Plan, 2018-19.

2. In this regard, please refer letter No. HRM-VIII/Misc/2018/20662 dated 06th March 2018 wherein it was suggested that cleanliness drive was to be carried out in all the offices. It was further suggested that in order to make Swachhta a round the year activity by forming a committee at regional offices.

3. It is to state that the special focus may be given to the following areas and action may be taken within the timeline provided:

Sl. No.	Action Point	Timeline
1	Weeding out of the old records/files.	31st of December 2018
2	Replacement of the irreparable chairs.	30th September 2018
3	Covering of the loose wires.	30th September 2018
4	Maintenance of Toilets	30th September 2018

4. Further, all the field offices including ZTIs are requested to provide the photographs, through email at rc.hrm@epfindia.gov.in of all the toilets as on date in the field office/ZTI through their Zonal Offices/PDNASS by 05th of September 2018, so that the same may be provided to Ministry.

Yours faithfully

Encl: As above

(Sushil Kumar Lohani, IAS)

Additional Central PF Commissioner (HQ)(HRM)

Copy to: Deepak Dan Barnwal, Under Secretary for Information

जारी किया
 ISSUED

TL-21.7.18

- Why one representative
in the meeting did not
mention about the work
undertaken by us?
- Action plan to be presented
by 31.7.18.

Acc (SAC) Dy

No. D-31016/3/2014-Adm-II
Government of India
Ministry of Labour and Employment

के.प्र.वि.आ. के. नि.स.
प्राप्त किया
27 JUL 2018
डायरी सं. 127386
31/7/18

Shram Shakti Bhavan, New Delhi
Dated: 20th July, 2018

OFFICE MEMORANDUM

Subject: Minutes of the Meeting held on 11.07.2018 to discuss the progress of Swachhata Action Plan, 2018-19.

The undersigned is directed to forward herewith a copy of Minutes of the meeting held under the Chairmanship of the Secretary, L&E on 11/07/2018 in main Committee room of the Shram Shakti Bhwan to discuss the progress of Swachhata Action Plan, 2018-19 for your information and further necessary action.

Acc (ASD) 21/7/18
Encl: As Above.
n/08
M.I. (Hem) (PS)

(Deepak Dan Barnwal)
Under Secretary to the Govt. of India

To

1. CPFC, EPFO, Bhikaji Cama Place, New Delhi - 110066.
2. DG (ESIC), 14, Panchdeep Bhawan, C.I.G Road, New Delhi - 110002.
3. DG, Mines Safety, Dhanbad, Jharkhand - 826016
4. DGFASLI, Central Labour Institute Building, N.S. Mankikar Marg, Sion, Mumbai - 400022.
5. DG, VVG NLI, Sector-24, Noida, Gautam Budh Nagar - 201301.
6. DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A, Chandigarh-160017.
7. Director (CBWE), North Ambazari Road, Nagpur.
8. CLC(C), S.S. Bhawan, Rafi Marg, New Delhi.
9. DDG (E), S.S. Bhawan, Rafi Marg, New Delhi.
10. All Bureau Heads: { AS(L&E)/Sr. LEA/AS&FA/JS & DGLW/JS (MG)/JS (RKG)/ JS (KR)/EA (DS)/ DDG/NKS/ EA (HLM)}
11. All Directors/Deputy Secretaries in the Ministry of Labour & Employment. {Dir (SS)/Dir. (V.K)/Dir (A.B)/DS (S.K.K)/DS (AT)/DS (MSN)/DS (VR)/DS (J.S.S)/DS (L.N)/DS (R.K)}

Copy to:
PPS to Secretary (L&E)

Minutes of the meeting to review the progress of Swachhta Action Plan (SAP) 2018-19.

A meeting to review the progress of Swachhta Action plan 2018-19 was held on 11/07/2018 under the Chairmanship of Secretary (L&E). A list of participants is at annexure.

2. Joint Secretary (Adm) initiated the discussion and briefed the importance of Swachhta Action Plan 2018-19. He also informed that as far as MOLE, Shram Shakti Bhawan is concerned, timely action according to SAP is being taken and the earmarked budget will be utilized as per plan.
3. Shri Rajkumar DG, ESIC informed that toilets in ESIC hospitals have been cleaned and weeding out of files have also been done. Secretary, (L&E) directed DG, ESIC that all hospitals of ESIC need to be cleaned. Secretary (L&E) also suggested that separate cleaning staff should be appointed for cleaning of toilets. ESIC should ensure immediate follow up action for this. Old files should also be weeded out timely.
4. Shri C. Chakraborty, Addl. CPC, EPFO briefed about work done in EPFO office. Secretary, however expressed concern about status of cleanliness in some of the EPFO offices as experienced by him and other senior officers during their visit, more particularly about visit of EA (DS) to Bandra office. Secretary (L&E) also opined that overall cleanliness of working environment is extremely important. Secretary (L&E) told that officers are surrounded by files which is serious threat of life to the employees. Toilets of the offices are very stinky, chairs are obsolete, wires are openly lying in the office. Further, he directed EPFO representative to arrange a special budget for changing of chairs, wherever required. Photos of toilets as on date should be sent to Ministry. A written instruction should be sent to all the 125 offices of EPFO from the HQ for SAP.
5. Shri Rajan Verma, Addl. CLC (C) stated that they are monitoring all the thirty five regional office regarding cleanliness drive. Addl. CLC (C) also mentioned that they refused to entertain physical file in order to improve the usage of e-office. Secretary (L&E) directed Addl. CLC (C) to send photograph of each 35 regional offices through whatsapp.
6. JS (MG) also emphasized on usage of e-office. Secretary (L&E) directed that most of the files should come through e-office. Discussing the status of Solar Rooftop in all Govt. Buildings coming under MOLE, Secretary (L&E) directed to seek possibilities to take the services of other PSU/PSE also apart from REIL and suggest to arrange a meeting with MNRE as the deadline which was March 2017 has already been missed. JS (RKG) informed that REIL has already tendered for installation of Solar Rooftop. Secretary (L&E) directed to put up the file.
7. JS (RKG) requested to DGFASLI to send a report of all major ports regarding Swachh Bharat Mission. DGFASLI mentioned that their campus need to demolish and new infrastructure need to build. What is the action in this regard.

8. DGMS submitted that more than 170 mines were inspected during Swachhata Pakhwada. Toilets have been cleaned and weeding out of old files were done. Secretary (L&E) directed to send the relevant videos of all the mines.

9. CBWE told that they have spent 100% allocated budget and break up will be provided. They have conducted seminar in Offices, ITI's, and also hold march in residential areas for awareness. CBWE also assured that cleanliness activities mission will be done in every residential complex of the office.

10. VVGNI has achieved 100% e-filing target, VVGNI was also advised to install 100% recycle waste material in their Campus. JS (RKG) also proposed to hold the next meeting on Swachhata at VVGNI. JS (MG) stated that VVGNI can get carbon credit by recycling waste garbage. Secretary (L&E) directed to hold next meeting of SAP in VVGNI.

11. DGLB assured that they will spend 60 crores in constructing a building within 18 months. Which is the main action envisaged on their part following the fact that maintaining cleanliness in the rented buildings was practically very difficult to implementing SAP. Secretary asked him to workout strategy to address these issue and allocated dedicated budget.

12. DDG (Employment) informed that there is functional issue in implementing SAP. Secretary asked him to workout strategy to address these issue and allocate dedicated budget for SAP.

13. Secretary (L&E) also proposed to give every month an award in the form of a memento to the Section of the Ministry, who performed best during the month to motivate the staff for inculcating a habit of cleanliness.

14. Secretary (L&E) summed up the discussion with a request :

- To all bureau head/heads of organization to furnish the progress reports of Swachhta Action Plan 2018-19
- All organizations under MoLE may send –small videos of their campus/building covering all the aspects of Swachh Bharat Mission monthly and if possible the 'before-after' scenario pictures.
- Next meeting of SAP 2018-19 will be held in VVGNI. Its date and time will be informed subsequently.