

Most Immediate

F.No. A-13021/1/2014-Admn. (Vol.2)

Government of India

Ministry of Rural Development

Department of Land Resources

G-Wing, NBO Building

Nirman Bhavan, New Delhi

Dated: 15th June 2017

To:

1. The Secretaries in-charge of Revenue Departments of all States / UTs
2. The Inspectors General of Registration of all States / UTs

Subject: Promotion of *Swachhta* in all Revenue Offices and all Registration Offices in the State / UT.

Sir,

1. I am directed to refer to the above-mentioned subject and to say that promotion of *Swachhta* is in overall national and public interest. *Swachhta* will not only benefit the people of the country, improve their health and surroundings, but also help advance the nation's image in the international arena, and add towards attracting investment, tourism, etc.
2. It is requested that drinking water, sanitation, cleanliness and other *swachhta* activities may be ensured in all revenue and all registration offices (/ centres / units) at the state, district and tehsil levels on a continuing basis throughout the year/s.
3. Periodic focussed drives and awareness campaigns may also be taken up as appropriate from time to time.
4. Particular attention may be paid to impeccable standards of drinking water, sanitation and cleanliness of the premises and offices, for both the government officers / officials and the common people who visit.

5. Elements of self-responsibility and self-discipline may also be imbibed, so that the officers / officials in the offices are self-motivated to ensure holistic *swachhta* for self and surroundings.
6. While proactively adopting *swachhta* activities, the common people may also be concurrently made aware, encouraged and motivated for adopting sanitation, cleanliness and other *swachhta* practices.
7. It may be emphasized that the *swachhta* activities may be professionally grounded, to ensure their sustainability (institutionalized mechanisms for ensuring sustainability of the *swachhta* activities may be put in place).
8. Drinking water and sanitation being the core fundamentals of *swachhta*, synergy and coordination with the Drinking Water and Sanitation Departments of the State / UT may also be taken up in a concerted manner.
9. For disposing e-waste generated in the offices, the E-Waste (Management) Rules, 2016 may be scrupulously adhered to.
10. It is requested that suitable instructions may kindly be issued for all offices (centres / units) within June 2017 positively. A copy may be endorsed to this Department.
11. Good practices adopted in any particular office (centre / unit) may be introduced in other similarly situate offices (centres / units).
12. Progress of action taken at each and every office (centre / unit) may kindly be monitored on a monthly basis.
13. Action taken reports may be sent to this Department on a quarterly basis. The first action taken report for the next quarter ending September 2017 may kindly be sent by 07th October 2017 to Joint Secretary (LR).

Yours faithfully,




(P.C. Prasad)

Deputy Secretary to the Government of India

Tele: 23062456

Not on original

Copy to: Secretary, Ministry of Drinking Water and Sanitation, Government of India, with the request that complementary guidelines as suitable may kindly be considered for communicating to the Secretaries In-charge of Revenue Departments and Inspectors General of Registration of All States / UTs. A copy of the guidelines so issued may kindly be provided to this Department.


(P.C. Prasad)

ok
gswd
Ave
15/6/2017