

SWACHHTA ACTION PLAN (SAP)
Department of Expenditure
Ministry of Finance

| Sl. No. | Programmes/Schemes/Activities | Proposed Budget (Amount in Rs.) | Remarks |
|---------|---|---|--|
| 1. | Week-end Extensive cleaning of Ministry of Finance portion of North Block. | A tentative amount of Rs.10 lakh has been earmarked under the object head “Office Expense” for the various activities included in the SAP. The expenditure will be met from the existing fund available under object head “Office Expenses”. | Additional fund, if required, will be met through re-appropriation within the fund allocated to the Department of Expenditure. |
| 2. | Placing/Changing of Dustbin (Plastic) on half yearly basis. | | |
| 3. | Cleaning of corridor and stairs to be done daily. | | |
| 4. | Disposal bags in dustbins to be changed on daily basis. | | |
| 5. | Old Newspapers/discarded papers/waste papers to be sent to Airport Authority of India on fortnightly basis for recycling of paper with whom Department of Expenditure has entered into an MoU for this purpose. | | |
| 6. | Removal of cobwebs from rooms and corridors to be weekly basis. | | |
| 7. | All obsolete equipment/furniture and store to be collected at earmarked centralized space. | | |
| 8. | All obsolete furniture /equipment to be disposed off every quarter after following established procedure. | | |
| 9. | Weeding out of files to be carried out every quarter. | | |
| 10. | A list of files that need to be microfilmed shall be prepared for the entire Department and microfilming of such files shall be carried out by General Administration of the Department. | | |

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| 11. | A list of Dos and Don'ts for keeping the work area, homes and public places clean to be prepared and circulated to all officials of the Department. | | |
| 12. | A team (cleanliness committee) US (GAD), US (Admn.) and SO (GAD) to visit every room and sensitize the staff regarding keeping their work area/premises as well as their homes and public place clean. | | |
| 13. | All rooms occupied by Department of Expenditure shall be got whitewashed once every year. | | |
| 14. | Facilitate cleanest Division(s)/ Sections on quarterly basis. | | |
| 15. | Organization of Poster(s) / Slogan Competition / essay writing / inviting new concept on the theme of 'Swachh Bharat' on quarterly basis to create awareness. | | |
| 16 | Disposal of E-waste: The disposal of accumulated e-waste of the Department will be made half yearly basis. The available e-waste will auctioned under the relevant provision of GFR, through the firms registered with Ministry of Environment and Forest under the E-waste (Management and Handling) Rules, 2011, which will only participate in the auction process. | | |

SWACHHTA ACTION PLAN (SAP)
National Institute of Financial Management

| Sl. No. | Programmes/Schemes/Activities | Proposed Budget (Amount in Rs.) |
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| 1. | Cleaning of Sewer lines of entire campus once in a year | To be met from existing fund available under object head "Office Expenses". |
| 2. | Fortnightly Extensive cleaning of NIFM Campus. | -do- |
| 3. | Cleaning of sewage treatment plant on half yearly basis. | -do- |
| 4. | Placing/Changing of Dustbin (Plastic) on requirement basis. | -do- |
| 5. | Cleaning of Rooms/ Toilets/Corridor and Stairs of Administrative/ Hostels/ Sports Complex to be done daily. | -do- |
| 6. | Cleaning of Dandak Van/ Panchwati forest on half yearly basis | -do- |
| 7. | Disposal bags in dustbins to be changed on daily basis. | -do- |
| 8. | Old Newspapers/ discarded papers/ waste papers to be sent on requirement to M/s Jagruti Waste Paper Recycling Services, New Delhi for recycling of waste paper who provide us recycled paper rims in lieu of waste papers. | -do- |
| 9. | Removal of cobwebs from rooms and corridors to be done on weekly basis. | -do- |
| 10. | All obsolete equipment/furniture and store to be collected at earmarked centralized space and there disposal to be done on regular basis. | -do- |
| 11. | Cleaning of roof and removal of unwanted plants from the roof of entire NIFM Office/Hostel/Residential Area on quarterly basis. | -do- |
| 12. | All e-waste /cartridge to be disposed off separately every quarter after following prescribed safety norms in this respect. | -do- |

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| 13. | Weeding out of files to be carried out as per the orders. | -do- |
| 14. | A list of files that need to be microfilmed shall be prepared for the entire Department and microfilming of such files shall be carried out by Administration. | -do- |
| 15. | A list of Dos and Don'ts for keeping the work area, homes and public places clean to be prepared and circulated to all officials of the Department. | -do- |
| 16. | A nominated committee of three members to visit every room once in a month and sensitize the staff regarding keeping their work area/premises as well as their homes and public place clean. | -do- |
| 17. | All rooms of Administrative block/ Hostels shall be got whitewashed once every year. | -do- |
| 18. | Facilitate cleanest Division(s)/ Sections on quarterly basis. | -do- |
| 19. | Organization of Poster(s) / Slogan Competition / essay writing / inviting new concept on the theme of 'Swachh Bharat' on quarterly basis to create awareness. | -do- |
| 20. | Disposal of E-waste: The disposal of accumulated e-waste of the Department will be made half yearly basis. The available e-waste will auctioned under the relevant provision of GFR, through the firms registered with Ministry of Environment and Forest under the E-waste (Management and Handling) Rules, 2011, which will only participate in the auction process. | -do- |
| 21. | Cleaning of Green belt in front of main gate/ Rear gate side on quarterly basis. | -do- |
| 22. | Cleaning/ weeding of Tennis Court/Volley Ball court/Basket-ball court/ Cricket pitch fortnightly. | -do- |
| 23. | Picking of Polyenes/ Waste Material from entire NIFM Campus on regular basis | -do- |