

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110 054

No.PS/DE/2014/321

Dated: 26/09/2014

CIRCULAR

Subject: SWACHH VIDYALAYA-SWACHH DELHI ABHIYAN (2nd October to 31st October, 2014).

Hon'ble Prime Minister is going to launch the first phase of Swachh Bharat Abhiyan on October 2, 2014. Delhi Government is also actively participating in the Campaign. Directorate of Education has decided to organize the campaign under the name "SWACHH VIDYALAYA-SWACHH DELHI ABHIYAN" from 2.10.2014 to 31.10.2014 in all schools (govt/aided/unaided), Head Quarters, field offices/branches, sports complexes, Patrachar Vidyalaya, Science Centres and all other establishments of the Directorate of Education.

The larger aim of the campaign is to **make cleanliness a habit** at personal level, official level and community level among all our children, teachers, staff, officers and through them, in the community and the country.

The immediate outcomes expected of the Campaign are:

- Total cleanliness of schools, offices, stadia etc.
- Functional and Cleaned toilets
- Condemnation of unserviceable items like desks, old furniture, electrical items etc.
- Plantation at suitable locations within school premises.
- Awareness generation on hygiene and cleanliness among students, staff and local community

Suggested Action Points for the Principals and Teachers

The following are just a few indicative suggestions. We appreciate that Principals and Teachers know better, what exactly their schools require. Teachers are expected to cooperate fully with the Principals in all activities.

- Unlock & unblock every single toilet in the school.
- Cleaning of drinking water area.
- Get the facade and entrance of the building cleaned and decorated.

- Put up a flex banner at the entrance on the theme of "SWACHH VIDYALAYA-SWACHH DELHI" (template given).
- Plantation/potted plants on one/both sides of the path leading from the school entrance to the Principal's office.
- Plantation at suitable locations within the school compound.(Eco club Incharge)
- Cleaning and maintenance of playground.
- Use the days when children are away for holidays to get all the classrooms, verandas, stairs etc. washed clean.
- Removal of stains from the entire building, especially stairs& class rooms.
- Dusting of all library books and almirahs.
- Condemnation of unserviceable items.
- Weeding out old records.
- Place dustbins in classrooms and at suitable corners of the school.
- Involve School Management Committees (SMCs) and Parents Teachers Associations to ensure that parents and students work together to involve rest of the community.
- Students/Teachers to speak on Cleanliness, Hygiene during the campaign in Morning Assembly every day. Cleanliness Pledge daily in morning assembly.
- Organizing Debates/Discussions/Poster/Painting/Slogan/Essay Writing Competitions/skits on the importance of Green & Clean surroundings and submit best entries of the school directly in the School Branch.(Non exam days should be used for the purpose).
- Deputing in addition to the - class monitor, a separate 'Hygiene and cleanliness Monitor'
- Entrusting Students Council with the responsibility to monitor cleanliness drive.
- Ensure hand washing before and after MDM.
- Liasioning with PWD Officials for maintenance issues.
- Taking cooperation of local public representatives in maintaining and spreading the message of cleanliness.

Suggested Action Points for Students

Students should be told about these action points in morning assembly, through bulletin/notice board etc.

- Be especially careful about personal hygiene.
- Be watchful not to throw waste papers/wrappers/waste food articles in any part of the school building. Always use dustbins.
- Be careful not to spit in corners of the rooms, stairs, drinking water point etc.
- Be careful not to throw bottles, articles etc. in toilet pots.
- Deliver talks on Hygiene during Morning Assembly.

- Take cleanliness pledge every day during morning assembly.
- Participate in competitions/events organized by the school during the campaign.
- Wash your hands before and after the meals.
- Take the message of 'Cleanliness' from the school to the family and neighborhood.
- Talk to parents/neighbors about the importance of personal hygiene and keeping the locality clean.
- Plant saplings on your birthdays and look after it.

The success of the campaign depends on how actively our students are involved in it.

Suggested Action Points for SMC/PTA

- Attend all swachhata related meetings called by the HoS.
- Contribute and cooperate actively in all the activities being undertaken by the school.
- Offer valuable suggestion for the success of the campaign.
- Take the message of swachhata back home, to the family and the locality.
- Talk to your neighbors & RWAs on how to keep the area clean.

Suggested Action Points for Officers

- Start Cleanliness Drive from your Personal Branch.
- Inspect your personal and staff toilets and ensure their special cleaning.
- Get unserviceable items condemned and old record weeded out.
- Visit all your subordinate offices and ensure their special cleaning.
- Lend all possible support and assistance to HoSs in organizing these activities.
- **Visit the schools as per the Visit schedule given.**

All the Govt. Schools would be visited during the campaign not only by the senior officers of the DoE but by others as well. We expect everybody to participate enthusiastically in this National endeavour to make our beloved country 'Swachh Bharat'.


 (PADMINI SINGLA)
 DIRECTOR (EDUCATION)

26/9/2014

Copy to:

1. PS to Chief Secretary, Delhi Sectt., New Delhi.
2. Addl. Secretary to Lt. Governor for information please.

3. All Spl. Directors of Education/Addl. Directors of Education/
RDEs/DDEs/EOs/Branch In-charges, Directorate of Education.
4. All Heads of Govt./Govt. Aided/Unaided Schools.
5. PS to Principal Secretary (Education).
6. OS (IT) to upload on website.

Cleanliness Grading Format for Swachh Bharat Campaign

All the Govt. Schools would be visited during the Campaign period. Visiting officers would be filling in this grading format. Best School, Cleanliness grading wise, would be selected on daily basis during the campaign period and would be awarded. Their names and photos would be displayed on homepage of DoE website.

Name of the School _____ School ID _____

S. No.	Outcomes expected	Grading on scale of 1(Worst) to 5(Best)	Photos Upload (Before -After)
1.	Unlocked toilets		
2.	Unblocked toilets		
3.	Water connections in toilets		
4.	Proper toilet doors and bolts		
5.	Covered dustbins in toilets		
6.	Cleaned Water Tanks, cleaned drinking water area		
7.	Cleaned school entrance		
8.	Swachh Vidyalay- Swachh Delhi Flex banner at the entrance		
9.	Updated and corrected Bulletin Boards/Notice boards/name plates		
10.	Clean and green passage leading from school entrance to Principal's office		
11.	Cleaned Principal room and staff room		
12.	Clean and maintained school play grounds		
13.	Stain free school walls		
14.	Cob web free ceilings and walls.		
15.	No garbage & rubbish in backyard, open spaces		
16.	No weeds & old furniture on school roofs		
17.	Wash cleaned Class rooms, labs, library, stair cases, verandas, and school office		
18.	Dust bins in classrooms & other locations		
19.	Uncluttered space under stair cases		

20.	No holes in the boundary wall		
21.	Plantation done		
22.	Library books and almirahs dusted		
23.	Talk on cleanliness during Assembly		
24.	Debates, competitions, Lectures, Discussions organised on Swachhta		
25.	Poster making, Drawing, Painting/Sketching competitions on Swachhata		
26.	Held meetings of SMC/PTA or inviting parents to school and taken co-operation for the success of Swachhata Abhiyan in school and neighborhood		
27.	Condemnation of unserviceable goods		
28.	Weeding of old records		
29.	Total		