



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

कोयर हाउस, एम.जी.रोड., कोची - 682016

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तार/ Gram : COIR BOARD

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A-59/24/2017-ADM(Establishment)-Part-1

07.11.2017

CIRCULAR

Sub: Special initiatives as per Swachhta Pakhwada based on the guidelines of Swachh Bharath Mission and Swachhta Action Plan (SAP) -2017-18

- Ref:1. This Office Circular No.A-59/24/2017-Adm.(E) dtd.08.06.2017**
2. Note No.A-59/24/2017-Adm.(E) dated 06.07.2017
3. Circular No.A-59/24/2017-Adm.(E)-Part II dtd.17.10.2017

I am directed to refer to the correspondence under reference on the subject cited and to request you to complete the activities under the Swachhta Action Plan pertaining to the periods indicated thereon. The reports with supporting photographs upto the period 15th November, 2017 on the activities may please be sent to Head Office on 16.11.2017, itself, instead of 04.12.2017, so as to enable this Office to send a full-fledged consolidated Action Taken Report on the Swachhta Action Plan to the Ministry. In this connection, it may also be pointed out that the adjudgment of the best efforts under Swachhta Action Plan implementation for recognition/ award trophies etc. in all the three categories mentioned in the Circular No.A-59/24/2017-Adm.(E)-Part II dated 17.10.2017 will also be considered from among these reports supported with photographs. Such awards are proposed to be given away during the Swachhta Pakhwada from 1st December, 2017 at an appropriate forum.

In view of the above, the heads of all Sub-Offices including CCRI, CICT, Regional Officers, Officers in charge of Sub Regional Offices and Showroom Managers are requested to personally visit the nearby coir units / clusters for ensuring compliance to the directions regarding implementation of the Swachhta Action Plan outside the premises of Coir Board in general and in particular to the following identified areas :

1. Campaign for waste reduction in coir industries
2. Monthly campaign with coir industries for maintaining cleanliness
3. Award for cleanest coir cluster and
4. Coir industries to be encouraged to build toilets for coir workers.

The Officers concerned may make available convincing photographs with captions including name of the unit/cluster etc., date, time etc. within the stipulated time for considering recognition.

All the Officers in charge of Sub Offices including Showrooms and Sections in Head Office will also ensure compliance to the activities relevant to them in the Action Plan and make available convincing photographs with captions including name of the Office / Section, date, time etc. within the stipulated time, for considering recognition.

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The Senior Officers from Head Office will be visiting CCRI, NCT&DC, Hindustan Coir and Regional Office, Kalavoor, SR&SD, Ernakulam for assessment of the progress in implementation of the Swachhta Action Plan, subject to availability of time. Therefore, Heads of these Offices will extend all assistance to the inspecting team and make available photographs also on the efforts of Swachhta Action Plan implementation.

This issues with the approval of the Competent Authority.

Hindi version will follow.


Administrative Officer

To

1. All Sections/ Branch Officers in Head Office
2. All Sub Offices and SR&SDs

Copy to : 1. E-Office Notice Board

2. Stock File
3. Coir Board Website