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कारपोरेट कार्यालय :
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नेशनल फर्टिलाइजर्स लिमिटेड
(भारत सरकार का उपक्रम)
NATIONAL FERTILIZERS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

Ref. No.: NFL/CO/ADM/107(346)/2017-Vol II/

Date:21.09.2017

Shri P B Sahu,
Under Secretary to the Govt. of India,
Ministry of Chemical & Fertilizers,
Department of Fertilizers,
Shastri Bhawan,
New Delhi.

Sub: Observance of Swachta Pakhwada for raising the level of sanitation.

Dear Sir,

This has reference to your letter of even No. 34011/19/2014-Admn. dated 07.07.2017 regarding observance of Swachta Pakhwada from 16th to 31st Aug, 2017 as per the schedule prepared by Ministry of Drinking Water and Sanitation for raising the standards of cleanliness and improving the level of sanitation.

As per the directions, Swachta Pakhwada was observed in all the units and offices of NFL from 16th to 31st Aug, 2017. During this fortnight, various activities were undertaken and programmes were conducted to create awareness for raising the standards of cleanliness and sanitation amongst officials and general public.

Report in this regard is enclosed herewith for kind perusal along with relevant photographs, press release etc.

Thanking you,

Yours faithfully,
For National Fertilizers Limited,

(Ashok Shrivastava)
Chief Manager (HR)

Encls: As above.

Action Taken Report on o Observance of Swacchta Pakhwada for raising the level of sanitation from 16th to 31st Aug, 2017.

Department of Fertilizers, vide Letter No. 34011/19/2014-Admn. dated 07.07.2017 has directed to observe of Swacchta Pakhwada from 16th to 31st Aug, 2017 as per the schedule prepared by Ministry of Drinking Water and Sanitation for improving the level of sanitation. Considering the action plan drawn by DoF and the guidelines conveyed for raising the standards of cleanliness and improving the level of sanitation, Swacchta Pakhwada was observed at Corporate Office and in all the units/ offices of NFL from 16th to 31st Aug, 2017. During this fortnight, various activities were undertaken and programmes were conducted to create awareness for raising the standards of cleanliness and improving the level of sanitation amongst officials and general public. Some of the activities undertaken during this Pakhwada are as under:-

1. All the employees at Corporate Office, in all the units and offices of NFL have been administered oath on 16th August 2017 to maintain cleanliness in the office and its surroundings.
2. Banners, Standees and Slogans have been displayed in office premises, spreading the Swacchta message.
3. All the contractors have been advised for proper upkeep in respect of Housekeeping, Horticulture, maintenance of landscaping etc.
4. Daily upkeep of plants & plantation was also undertaken at Units and Offices of NFL to make green office premises.
5. Cleanliness and pest control drive has been undertaken on daily and weekly basis within the office premises. Cleanliness of staff workstations, equipments/ furniture, such as, computer, printers, photocopiers, telephone, fax machines, filing cabinets, almirahs, tables etc. have been undertaken.
6. In order to promote health, hygiene and cleanliness, the entire office area has been declared '**No Smoking**' and '**No Spitting**' zone with wall paintings/ banners/ digital screen and all the employees have been advised to strictly comply with the same.
7. Admin Dept. at Corporate office and in all the units and offices of NFL has asked the respective Authorities (Noida Authorities)/ Municipalities (in Units / Offices) were requested to take necessary action towards upkeep of roads, surroundings, drains, removal of garbage, fogging etc. The action has been taken by them.
8. Seminars / workshops to sensitize officials and general public residing in nearby areas have been organized. Further, Slogan, Essay and Speech competitions have been organized during this Pakhwada for creating awareness for raising the standards of cleanliness and sanitation amongst officials and the winners/runners were awarded prizes and appreciation letters.
9. Old records have been weeded out as per approved policy of the company.
10. Messages have been displayed on NFL's website / digital screen that the "NFL observes Swacchta Pakhwada during 16th to 31st August, 2017". The activities undertaken were also posted on social media to create mass awareness.
11. The "Best Maintained Wing/ Department/ Plant" was identified by a duly constituted committee and suitable reward was given to all the employees to motivate them for collectively taking responsibility for upkeep of their workstation / workplace.
12. Massive cleanliness drive was undertaken in all the units where in dustbins were made by utilizing the old waste drums by painting them with Blue (for Non Bio-degradable waste) and Green (for Bio-degradable waste) and have been installed at different locations.

In all, the initiatives taken on the guidance of Deptt. of Fertilizers have resulted in a positive attitude for raising the standards of cleanliness and improving the level of sanitation not only within office, but also in the surrounding areas. NFL is committed to make the cleanliness drive a continuing process throughout the year to achieve the desired goals of **Swachh Bharat Mission Abhiyan**.

(Ashok Shrivastava)
Chief Manager (HR)