



# कयर बोर्ड Coir Board

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

कयर हाउस, एम.जी.रोड., कोच्ची - 682016  
Coir House, M.G. Road, Kochi - 682016  
तार/ Gram : COIR BOARD  
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल/ E-mail : coir@md2.vsnl.net.in  
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

A-59/24/2017-Adm(E)

08.06.2017

## CIRCULAR

### **Sub: Swachhta Action Plan (SAP) of Coir Board-proper and effective implementation - instructions - reg.**

Please refer to the subject cited. In this connection it is informed that the Board has chalked out an Action Plan for implementation of different plan and programmes connected with Swachh Bharat Mission for 2017-18 and 2018-19. A copy of the same is attached herewith.

All Branch Officers at H.O, Heads of Sub-Offices of the Board, stakeholders are requested to take concerted efforts to ensure completion of location wise action plans within the date lines, particularly viz., **(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 measurable achievements may be reported to the HO regularly, preferably on a monthly basis, without fail.**

Shri.V.P.Gopalakrishnan, Administrative Officer, has been nominated as the Nodal Officer for Swachhta related activities of the Board. For effective reporting and monitoring of SAP, an SAP portal-Swachhtaactionplan.com has been launched by the Ministry of Drinking Water and Sanitation.

This has the approval of Competent Authority.

  
**Administrative Officer**

Encl:a.a  
To

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

Copy to :

1. Director(Mktg.)
2. Director(RDTE), CCRI, Kalavoor
3. Joint Director(Plg.)
4. Senior Accounts Officer
5. Weaving Master, Hindustan Coir
6. All Regional Officers of Coir Board
7. President, FICEA
8. Stock File
9. E-Office Notice Board

## Swachhta Action Plan(SAP)

Name of the Office: Coir Board, Ministry of MS&ME

**2017-2018**

List of Programmes/Schemes/Activities:

Sl. No.	Programmes/Schemes/Activities	Location and dates of completion	Proposed Budget
1	<p>All the sub offices of Coir Board including Head Office must take concerted efforts to ensure visibility and publicity regarding this important initiative of the Hon'ble Prime Minister.</p> <p>Cleaning and dusting of office premises/corridors and stairs on daily basis.</p> <p>Swachhta Pledge.</p> <p>Coir Board will promote the Swachhta message through digital display boards, banners, posters, hoardings, pamphlets.</p> <p>Third International Yoga Day will be conducted in all Coir Board establishments on 21/06/2017</p>	<p>Coir Board HO and sub-offices</p> <p>April-June,2017</p>	
2	<p>Constitution of a committee to monitor the cleanliness in work Environment and declaration of cleanest office premises on monthly basis.</p>	<p>Coir Board H.O</p> <p>July, 2017</p>	
3	<p>Conducting of Record Review by the participation of all concerned and weeding out of unwanted records, in accordance with Record Retention Schedule. Regular cleaning of almirahs and disposal of obsolete items.</p> <p>Independence Day of Republic India will be celebrated by hoisting National Flag in all Coir Board establishments and competitions and other events will be organised to spread the message of Mission Swachh Bharat.</p>	<p>All establishments</p> <p>August, 2017</p>	



4	Identification of seepages in the rooms/corridors/lobbies/toilets and immediate rectification. White washing of rooms/office premises wherever required.	All establishments September, 2017	
5	Special focus on the cleanliness of office surrounding areas/common areas/lift/lawn and parking area. Repair of defective electric point, wherever needed and proper of dusting/cleaning of office gadgets and electrical fittings etc.	All establishments October, 2017	
6	Inspection of office premises of Coir Board by the Nodal Officer or any other officer authorized for taking the stock of progress made in the proper cleanliness in these offices.	All establishments November, 2017	
7	Disposal of the old and unusable furniture/fixtures/stationery including electrical and electronic equipments.	All establishments November, 2017	
8	Swachhta Workshops. Foster healthy competition Seminar on Critical illness and lifestyle diseases will be conducted. Blood Donation Camps among Coir Board Staffs and Coir workers will be conducted.	All establishments November, 2017	
9	Vermi-composting/composting of biodegradable waste management and other activities on generation of wealth from waste.	All establishments December, 2017	
10	Evaluation of progress made/targets achieved in attaining the objectives for Swacchta Action Plan(SAP) during the year. Distribution of prizes to the winners of Essay/Debate competitions.	All establishments 1-15, December,2017	
11	Inspection of Coir Board office Premises by one or two senior level officers for taking the stock of progress made in the process of cleaning in these offices.	All establishments 1-15, December,2017	

12	Evaluation of progress made, Targets achieved in attaining the Mission Swachh Bharat during the year. Distribution of prizes to the winners of the best cleanliness area/office. Award would be instituted for the cleanest Coir Cluster. Coir industries would be encouraged to build toilets for coir workers.	All establishments 1-15, December,2017	
	Total		Rs.5.00 Lakhs

## **2018-19**

### **Name of the Office: Coir Board, Ministry of MS&ME**

List of Programmes/Schemes/Activities:

<b>Sl. No.</b>	<b>Programmes/Schemes/Activities</b>		<b>Proposed Budget</b>
1	Digitalization of office records/E-office Republic Day of India will be celebrated by hoisting National Flag in all Coir Board establishments and competitions and other events will be organised to spread the message of Mission Swachh Bharat.	All establishments January, 2018	
2	Sanitation campaigns shall be organized by all establishments of Coir Board by involving and with the help of Coir workers, stakeholders in their respective areas.	All establishments February,2018	
3	Various day to day activities of the Swachhta Action Plan(SAP) will be uploaded in the Coir Board website as well as in the relevant Swachh Bharat Mission(SBM) web site Reports regarding important events including photographs and videos will also be uploaded in connection with the execution of action plan for the entire Mission Swachh Bharat	All establishments March, 2018	
4	During Swachhta Action Plan(SAP) continuous involvement of print and electronic media shall be ensured for adequate publicity of the Mission	All establishments April, 2018	



	Swachh Bharat. Independence Day of Republic India will be celebrated by hoisting National Flag in all Coir Board establishments and competitions and other events will be organised to spread the message of Mission Swachh Bharat.		
5	A Special Programme on Waste Matters minimizing wastes and saving resources, pollution prevention, 3 R's-Reduce, Reuse and Recycle etc, latest environment management practices to improve environmental performance and productivity etc will be conducted.	All establishments May, 2018	
6	Sewage water will be treated and used for agricultural, horticultural purposes in flush tanks of toilets owned by Coir board. International Yoga Day will be celebrated with special emphasis in Swachhta awareness.	All establishments June, 2018	
7	Health and Wellness events such as Medical Camps, Yoga Camps etc will be organized by Coir Board. Seminar on Critical illness and lifestyle diseases will be conducted. Blood Donation Camps among Coir Board Staffs and Coir workers will be conducted.	All establishments June, 2018	
8	Swachhta Awareness Campaigns on WASH(Water Sanitation And Hygiene)will be conducted through Coir Board establishments.	All establishments July, 2018	
9	Competition within the Coir Board establishments will be organized to foster healthy competition.	All establishments August, 2018	
10	Yoga will be inducted into the curriculum of the trainees NCT&DC and conduct Yoga class regularly to promote Yoga among students/trainees/trainers/officers/ staff/Coir Workers etc.	All establishments September, 2018	

11	Conduct workshop on Cleanliness of Waste Management including interactive sessions between Coir workers and Coir Board staff members through CCRI, CICT, ROs, Sub ROs, SR&SDs. Wide publicity will be given through workshops on environmental activities.	All establishments October, 2018	
12	Conduct Swachhta Activities relevant to skill development, Start up India(Seminar on Entrepreneurship through Coir Board establishments)	All establishments November,2018	
13	Inspection of Coir Board office Premises by one or two senior level officers for taking the stock of progress made in the process of cleaning in these offices.	All establishments November,2018	
14	Evaluation of progress made, Targets achieved in attaining the Mission Swachh Bharat during the year. Distribution of prizes to the winners of the best cleanliness area/office.	All establishments 1-15,December, 2018	
	Total		Rs.5.00 Lakhs