



225C, A.J.C. BOSE ROAD, KOLKATA - 700 020. INDIA
PHONE : 91-33-2290-0964, 2287-9627 / 7557 / 0568
website : www.mstcindia.co.in • www.mstcecommerce.com

ACTION PLAN FOR “MISSION SWACHH BHARAT”

PROGRAMMES

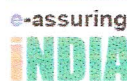
From 25.9.14 to 2.10.14: By all RMs, BMs, HODs, Office In-charges and employees

- 1) Preparation of Banner displaying **MISSION SWACHH BHARAT**.
- 2) Cleaning of Toilets, pantry and canteen.
- 3) Mutilated files/papers to be identified and disposed.
- 4) Unused/old and scrap items to be disposed off.
- 5) To conduct Essay competition, quiz contest, painting contests etc.
- 6) To take a pledge on ‘MISSION SWACHH BHARAT’ on 2.10.14
- 7) Identifying 35 schools for construction of toilet blocks
- 8) Taking before and after photographs for work done in Swachhata Abiyan
- 9) Publishing of pledge and slogans on our official website

From 03.10.14 to 02.10.15: By all RMs, BMs, HODs, Office In-charges and employees

- 1) Dirty/old furniture/fixtures to be cleaned and maintained.
- 2) Arrangement to be made for safe keeping of files which are now kept in open.
- 3) Identification and destruction of redundant/old files and papers from Record Room.
- 4) Venetian blinds/curtains to be cleaned/replaced .
- 5) Cleaning programme to be conducted for one hour in the last working day of the week in the office and the common area of the office complex.
- 6) To conduct debate, workshop, quiz etc. once in every quarter.
- 7) Cleaning awareness programmes to be organized throughout the year in 35 schools, where in, toilet blocks will be built by MSTC .
- 8) Photographs of “before and after” the efforts made during the Abhiyan to be taken and sent to Hqrs.
- 9) Identification of scrap dumps lying in various steel plants and with various customers of MSTC and selling them through e-auction.
- 10) Giving articles in Magazines regarding works done by MSTC for Swachhata Abiyan.
- 11) Shramdan to be organised in all offices of MSTC once a month
- 12) Report of various steps as and when achieved. Report can be sent once a month


(S S CHAUDHURI)
CGM(HR)



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• CMMI Level 3 Appraised