

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK JD, SECTOR III, SALT LAKE, KOLKATA – 700 098

NOTICE

SNB/Swachh Bharat Mission/14-15/1033

31st October 2014

As per the directives issued by the Department of Science and Technology, Ministry of Science and Technology, Government of India vide O.O.No. F.D-13023/1/2014 – Admin-II (B) dated 24th September 2014 and O.M. No. 10/01/2014-Dir(C) dated 26th September 2014 issued by Director (canteen), DOPT, Government of India the following guidelines (in brief) are to be followed and practiced as part of “Swachh Bharat Mission” :

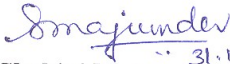
Guidelines for Cleaning of Office Premises:-

- Cleaning of premises including brooming of areas, cleaning of corridors by removing unwanted items, cleaning of toilets etc.
- Removal of all unserviceable e-waste material from the premises.
- Relocating of unserviceable stores lying in the corridors to the designated area.
- Removal of all normal waste (unserviceable/surplus) through vendors.

Guidelines for Cleaning of Canteens :-

- The floor of the canteen must be swept and mopped at regular intervals.
- Cleaning, rinsing and wiping of canteen crockery/cutlery and storing them properly on racks / shelves.
- Maintenance of personal hygiene of canteen workers.
- Maintenance of proper uniform for canteen employees.

For details and relevant orders, visit Centre's Website.


31.10.14
Shohini Majumder
Registrar

Copy to:

1. Director's Office
2. All Concerned
3. All Notice Boards

