



भारत सरकार

जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय

केन्द्रीय जल आयोग

राष्ट्रीय जल अकादमी



स्वच्छता सर्वेक्षण 2018

Swachh Bharat Mission
स्वच्छ भारत अभियान



A REPORT ON SWACHHTA SARVEKSHAN 2018
16TH MARCH 2018 -31ST MARCH 2018

Pune
March 2018

Conducted by



Parameters for Swachhta Sarvekshan 2018 : NWA Pune

स्वच्छता सर्वेक्षण के लिए मापदण्ड 2018 : राष्ट्रीय जल अकादमी पुणे

S.No.	Parameter	Sub Parameters	Photograph/Description
1	Cleaning of Water Bodies/ Lakes / Nala/Tanks etc	No of Water bodies/ Lakes cleaned : 03	Details on Page 6-9 and Figure No 1 to 4
		Proper disposal of removed material : YES	Details on Page 9
		Improvement in Water quality: YES	Details on Page 9-10 and Figure No 5
		Display of banner for Public awareness : YES	Details on Page 11 and Figure No 6
2	Waste Water Management/ Ground Water Recharge System	Rain Water Harvesting system : YES	Details on Page 12-13 and Figure No 7-8
		Properly working condition : YES	Details on Page 13 and Figure No 9
		Regular cleaning / maintenance : YES	Details on Page 13
		Reuse of Waste Water : YES	Details on Page 13-14
		Safe disposal of Waste Water : YES	Details on Page 14 and Figure No 10
3	Solid Waste Disposal Segregation of Waste i.e. Wet & Dry Waste Management	Waste bins at appropriate places YES	Details on Page 14
		Segregation of Waste : YES	Details on Page 14 and Figure No 11
		Colour coding for dry and wet waste bins YES	Details on Page 15 and Figure No 12
		Disposal System (Municipal/ Self): SELF	Details on Page 15
	E-Waste	Disposal of E- Waste to recycler/vendor: YES	Details on Page 15
4	Recycling System	Proper disposal of waste paper : YES	Details on Page 15
	Compost System	Composting of Kitchen waste : YES	Details on Page 15-16 and Figure No 13
5	Environmental Sanitation	Proper hygiene in Canteen/Pantry and washrooms : YES	Details on Page 16 and Figure No 14
		Potable drinking Water facility : YES	Details on Page 17 and Figure No 15
		Regular monitoring of TDS levels of drinking Water : YES	Details on Page 18
		Water less Urinal System : NO	Details on Page 18
		Use of organic fertilizer for Horticulture : YES	Details on Page 18

S.No.	Parameter	Sub Parameters	Photograph/Description
6	Cleaning of Toilets/ Wash Basins / Cleaners Sink/ Dustbins Periodical Cleaning Management	Toilets for Divyang YES	Details on Page 18 and Figure No 16
		Display of toilet cleaning Chart YES	Details on Page 19 and Figure No 17
		Hand Sanitizer/ Liquid Soaps :YES	Details on Page 19 and Figure No 18
		Waste bins for Disposals :YES	Details on Page 20
		Dual Flush System :NO	Details on Page 20
7	Staff Welfare activity Drinking Water Management Staff Canteen Arrangement RO /UV Systems	Availability of Potable/RO treated Water :YES	Details on Page 20 and Figure No 19
		Availability of Water Cooler :YES	Details on Page 20
		AMC of RO and Water cooler System : YES	Details on Page 21
		Availability of Canteen/Pantry facility : YES	Details on Page 21 and Figure No 20
		Pleasing ambience of staff Canteen/Pantry : YES	Details on Page 21
		Quality of Food (Excellent/Good/Fair): Excellent	Details on Page 21
		Cleanliness of Kitchen/Pantry : YES	Details on Page 21
		Availability of Fridge/deep fridge in Canteen/Pantry : YES	Details on Page 21 and Figure No 21
		Uniform of Canteen/Pantry staff :YES	Details on Page 22 and Figure No 22
Quality & Maintenance of Crockery / Cutlery : YES	Details on Page 22 and Figure No 23		
8	Payment to Clients/ Staff Tender System Digital & Online	Digital Payments : YES	Details on Page 22
		Abolish of Cheques :YES	Details on Page 22
		Online Tendering process :YES	Details on Page 23
		Online RTI Portal :NO	Details on Page 23
		E-Procurement by GeM : YES	Details on Page 23
9	File Management System E-Gov	Biometric Attendance: YES	Details on Page 23 and Figure No 24
		Online Leave System :NO	Details on Page 23
		LAN System / E Filing :YES	Details on Page 23
		Common platform for data sharing digitally YES	Details on Page 23
		Online Annual Performance Appraisal Report (APAR) :YES	Details on Page 24

S.No.	Parameter	Sub Parameters	Photograph/Description
10	Swachhta Pakhwara Activity/ Annual Swachhta Plan	Display of Banners of Swachhta Pakhwara YES	Details on Page 24 and Figure No 6
		Submission of Annual Swachhta Action Plan YES	Details on Page 24 and Figure No 25-26
		Pre & Post photographs of Activity: YES	Details on Page 25-28 and Figure No 27
		Appreciation of the best performer (Y/N) : YES	Details on Page 28
11	Renovation of Office Rooms/ Store Rooms	Proper seating plan (Cubical/Partition/Open hall) with Modular Furniture : YES	Details on Page 28-29 and Figure No 28
		Proper placement of office equipments (Photocopy, Computers etc.): YES	Details on Page 29
		Fire Fighting Equipment's : YES	Details on Page 29 and Figure No 29
		Functioning of AC/Water coolers : YES	Details on Page 29 and Figure No 29
		Availability of Venetian Blinds / Curtains : YES	Details on Page 30 and Figure No 30-31
12	Auction of Unwanted furniture items	Any auction done during Pakhwada or any proposal under consideration (Y/N): NO	Details on Page 31
		Weeding out of old records : YES	Details on Page 31
		Proper stacking of unwanted furniture Items : YES	Details on Page 31 and Figure No 32
		Maintenance of Old Files/ Records : YES	Details on Page 31
13	Innovative Activity by Organization	Installation of rooftop solar panel : YES	Details on Page 31-33 and Figure No 33-34
		E- Library (Y/N); NO	Details on Page 33 and Figure No 35
		Separate common rooms for Women Employees (Y/N): YES	Details on Page 33
		Assistant in case of Medical Emergency (Doctor, Nurse staff)- (Y/N) : YES	Details on Page 33 and Figure No 36
		Swachhta Pakhwara Activity on Website (Y/N) : YES	Details on Page 34
14	Employee Feedback	Feedback from the Trainee Officers and Guest Visiting NWA, Pune.	Details on Page 34
15	Independent field observation	View of Committee members	Details on Page 35

Name:-		
Designation:-		
Organization:-		
Date:-		
WAPCOS Swachhta Sarvekshan Team		
	Name	Name
	Designation	Designation

TABLE OF CONTENTS

1.0	CLEANING OF WATER BODIES /LAKES /NALA /TANKS ETC (CLEANING OF WATER BODY/ LAKE ETC)	5
1.1	NUMBER OF WATER BODIES/ LAKES CLEANED	5
1.2	PROPER DISPOSAL OF REMOVED MATERIAL (Y/N)	9
1.3	IMPROVEMENT IN WATER QUALITY (Y/N)	9
1.4	DISPLAY OF BANNER FOR PUBLIC AWARENESS (Y/N)	11
2.0	WASTE WATER MANAGEMENT/ GROUND WATER RECHARGE SYSTEM (RAIN WATER HARVESTING SYSTEM)	12
2.1	RAIN WATER HARVESTING SYSTEM (Y/N)	12
2.2	PROPERLY WORKING CONDITION (Y/N)	13
2.3	REGULAR CLEANING/ MAINTENANCE (Y/N)	13
2.4	REUSE OF WASTE WATER (Y/N)	13
2.5	SAFE DISPOSAL OF WASTE WATER (Y/N)	14
3.0	SOLID WASTE DISPOSAL (SEGREGATION OF WASTE I.E. WET & DRY WASTE MANAGEMENT)	14
3.1	WASTE BINS AT APPROPRIATE PLACES (Y/N)	14
3.2	SEGREGATION OF WASTE (Y/N)	14
3.3	COLOUR CODING FOR DRY AND WET WASTE BINS (Y/N)	15
3.4	DISPOSAL SYSTEM (MUNICIPAL/ SELF)	15
3.5	DISPOSAL OF E-WASTE TO RECYCLE/VENDOR (Y/N)	15
4.0	RECYCLING SYSTEM (COMPOST SYSTEM)	15
4.1	PROPER DISPOSAL OF WASTE PAPER (Y/N)	15
4.2	COMPOSTING OF KITCHEN WASTE (Y/N)	15
5.0	ENVIRONMENTAL SANITATION	16
5.1	PROPER HYGIENE IN CANTEEN/PANTRY AND WASHROOMS (Y/N)	16
5.2	POTABLE DRINKING WATER FACILITY (Y/N)	17
5.3	REGULAR MONITORING OF TDS LEVELS OF DRINKING WATER (Y/N)	18
5.4	WATERLESS URINAL SYSTEM (Y/N)	18
5.5	USE OF ORGANIC FERTILIZER FOR HORTICULTURE (Y/N)	18
6.0	CLEANING OF TOILETS/ WASH BASINS/ CLEANERS SINK/ DUSTBINS (PERIODICAL CLEANING MANAGEMENT)	18
6.1	TOILETS FOR DIVYANG (Y/N)	18
6.2	DISPLAY OF TOILET CLEANING CHART (Y/N)	19

6.3	HAND SANITIZER/ LIQUID SOAPS (Y/N)	19
6.4	WASTE BINS FOR DISPOSALS (Y/N)	20
6.5	DUAL FLUSH SYSTEM (Y/N)	20
7.0	STAFF WELFARE ACTIVITY DRINKING WATER MANAGEMENT (STAFF CANTEEN ARRANGEMENTS RO/UV SYSTEMS)	20
7.1	AVAILABILITY OF POTABLE/RO TREATED WATER (Y/N)	20
7.2	AVAILABILITY OF WATER COOLER (Y/N)	20
7.3	AMC OF R.O. AND WATER COOLER SYSTEM (Y/N)	21
7.4	AVAILABILITY OF CANTEEN/PANTRY FACILITY (Y/N)	21
7.5	PLEASING AMBIENCE OF STAFF CANTEEN/ PANTRY (Y/N)	21
7.6	QUALITY OF FOOD (EXCELLENT/GOOD/FAIR)	21
7.7	CLEANLINESS OF KITCHEN/PANTRY	21
7.8	AVAILABILITY OF FRIDGE/ DEEP FRIDGE IN CANTEEN/PANTRY	21
7.9	UNIFORM OF CANTEEN/PANTRY STAFF	22
7.10	QUALITY & MAINTENANCE OF CROCKERY/ CUTLERY	22
8.0	PAYMENT TO CLIENTS/ STAFF, TENDER SYSTEM (DIGITAL & ONLINE)	22
8.1	DIGITAL PAYMENTS (Y/N)	22
8.2	ABOLISH OF CHEQUES (Y/N)	22
8.3	ONLINE TENDERING PROCESS (Y/N)	23
8.4	ONLINE RTI PORTAL (Y/N)	23
8.5	E-PROCUREMENT BY GEM (Y/N)	23
9.0	FILE MANAGEMENT SYSTEM (E GOVERNANCE)	23
9.1	BIOMETRIC ATTENDANCE (Y/N)	23
9.2	ONLINE LEAVE SYSTEM (Y/N)	23
9.3	LAN SYSTEM/ E-FILING (Y/N)	23
9.4	COMMON PLATFORM FOR DATA SHARING DIGITALLY (Y/N)	23
9.5	ONLINE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) (Y/N)	24
10.0	SWACHHTA PAKHWADA ACTIVITY/ ANNUAL SWACHHTA PLAN	24
10.1	DISPLAY OF BANNERS OF SWACHHTA PAKHWADA (Y/N)	24
10.2	SUBMISSION OF ANNUAL SWACHHTA ACTION PLAN (Y/N)	24
10.3	PRE & POST PHOTOGRAPHS OF ACTIVITY (Y/N)	25
10.4	APPRECIATION OF THE BEST PERFORMER (Y/N)	28
11.0	RENOVATION OF OFFICE ROOMS/ STORE ROOMS	28
11.1	PROPER SEATING PLAN (CUBICAL/PARTITION/OPEN HALL) WITH MODULAR FURNITURE	28
11.2	PROPER PLACEMENT OF OFFICE EQUIPMENTS (PHOTOCOPY, COMPUTERS ETC.) (Y/N)	29
11.3	FIRE FIGHTING EQUIPMENTS (Y/N)	29
11.4	FUNCTIONING OF AC/ WATER COOLERS	29
11.5	AVAILABILITY OF VENETIAN BLINDS/ CURTAINS	30
12.0	AUCTION OF UNWANTED FURNITURE ITEMS	31
12.1	ANY AUCTION DONE DURING PAKHWADA OR ANY PROPOSAL UNDER CONSIDERATION (Y/N)	31
12.2	WEEDING OUT OF OLD RECORDS (Y/N)	31

12.3	PROPER STACKING OF UNWANTED FURNITURE ITEMS (Y/N)	31
12.4	MAINTENANCE OF OLD FILES/ RECORDS	31
13.0	INNOVATIVE ACTIVITY BY ORGANIZATION	31
13.1	INSTALLATION OF ROOFTOP SOLAR PANELS (Y/N)	31
13.2	E-LIBRARY (Y/N)	33
13.3	SEPARATE COMMON ROOMS FOR WOMEN EMPLOYEES (Y/N)	33
13.4	ASSISTANCE IN CASE OF MEDICAL EMERGENCY (DOCTOR, NURSE, STAFF) (Y/N)	33
13.5	SWACHHTA PAKHWADA ACTIVITIES ON WEBSITE (Y/N)	34
14.0	EMPLOYEE FEEDBACK	34
15.0	INDEPENDENT FIELD OBSERVATION	35
15.1	VIEW OF COMMITTEE MEMBERS	35

National Water Academy (NWA) Campus

NWA campus spread over 5 hectares is located in the serene, green and clean environs with River Mutha and NDA on tiny hills on one side and CWPRS colony on the other. It is about 10 Km from the main Pune city. This location of NWA keeps it away from the hectic and crowded life of the city, yet provides all the benefits available in a large city. The Wi-Fi enabled NWA complex has office buildings on one side of the Sinhagad Road and the residential accommodation on the other side. The main office building houses the state-of-the-art lecture halls, well equipped library, geo-informatics lab, computer facilities, video conferencing hall etc. The green building concept can be seen as manifested in this Main Building in terms of air circulation/ventilation, sunlight and natural disinfection. The residential campus houses Ganga, Krishna & Godavari guest houses for the participants; for the visiting faculty, and also quarters for NWA officials. The well-decorated rooms of the guest house are furnished with modern amenities like Air Conditioner, LED TV, Refrigerator, Microwave Oven, Kitchenette, etc. The campus has ample facilities for recreation and physical fitness like swimming pool, gymnasium, billiards, jogging track, music room etc. The lush green campus with well maintained and landscaped gardens, lawns, bountiful trees provides a perfect ambience for learning and academic excellence.





Team of NWA including Officers, Staff and Outsourced Personnel

1.0 Cleaning of Water Bodies /Lakes /Nala /Tanks etc (Cleaning of Water Body/ Lake etc)

1.1 Number of Water Bodies/ Lakes cleaned

The water bodies were identified keeping in view the importance of Pune City. The surface water bodies were selected in such a way that they are visible to the large number of people and so that the common man can take motivation and inspiration from the initiative of cleaning of water bodies. Accordingly, NWA had identified **3 Water Bodies viz. (1) Jhambulwadi Water Body (Lake); (2) Left Bank of Mula River which cuts right through the city (River); (3) Khadakwasla Dam Back Water (Reservoir).**

The various activities carried out were de-weeding (below and above water surface), de-silting and de-cluttering. Representative Water Samples were also collected from these locations to assess the various physical and biological parameters. The samples were tested in the Level-II Water Quality Laboratory of Upper Krishna Division (UKD) as part of a joint activity of NWA and UKD under '**Swachhta Pakhwada 2018**'.



Figure 1. De-weeding on the shore of Lake Jhambulwadi (19.03.2018)



Figure 2. De-weeding under water of Lake Jbambulwadi (19.03.2018)



Figure 3. De-cluttering of Left Bank of Mutha River (21.03.2018)

Tree Plantation along Khadakwasla Reservoir Rim



Before cleaning surrounding of reservoir of Phase-II



Watering Tree



After cleaning surrounding of reservoir of Phase-II



Figure 4. Tree Plantation along Khadakwasla Reservoir Rim (Phase-I) as a part of Catchment Area Treatment to check soil erosion ; cleaning of surroundings of reservoir of Phase-II (26.03.2018)

1.2 Proper disposal of removed material (Y/N)

Yes, the removed material was disposed in the existing disposal locations from where regular cleaning is done.

1.3 Improvement in Water Quality (Y/N)

Yes, visually there was definite improvement in physical quality of water and in the appearance of landscape. The water samples have been given to UKD Water Quality Lab for testing of biological and physical properties. However, to effect changes in the biological properties may need large scale holistic efforts.



Collecting Water from Water Bodies & Lakes

Water Quality Samples & Labs

Figure 5. Water Quality Samples and Water Quality Testing Lab

1.4 Display of banner for Public Awareness (Y/N)

Yes, banners were displayed for public awareness related to integrated mitigation of water-land-air pollution.



Figure 6. Banners for Public Awareness

2.0 Waste Water Management/ Ground Water Recharge System (Rain Water Harvesting System)

2.1 Rain Water Harvesting System (Y/N)



Figure 7. Rainwater Harvesting System

Yes, NWA has an appropriate design of Rain Water Harvesting System and consequent Ground Water Recharge through combination of trenches, contours, landscaping etc so that the water collected in the campus is directed towards low lying areas wherein it gets percolated to the ground water table. Further, the Rooftop Rain Water Harvesting System has been renovated during this Swachhta Pakhwada and the roof top rain water collected from the Main Office Building is led to a percolation tank.



Roof top rain water would be collected through PVC Pipes and directed towards sand-gravel filter chamber for removing dirt, silt etc and recharge the ground water

Figure 8. Roof Top Rain Water Harvesting & Ground Water Recharge

2.2 Properly Working Condition (Y/N)

Yes, the system is in properly working condition and ground water is recharged during the monsoon season. Even as on date (March 2018), the depth of GWT at one bore location is around 10 to 12 feet below ground level from where GW is being extracted for horticulture use, swimming pool, consumption during emergency water cuts etc.



Figure 9. Working System and use of Ground Water

2.3 Regular Cleaning/ Maintenance (Y/N)

Yes, the rain water harvesting system is regularly being cleaned and maintained especially before the start of monsoon season.

2.4 Reuse of Waste Water (Y/N)

Yes, being a self contained campus, NWA has its own waste water management system, wherein waste water from guest house, hostel, office campus, residential campus are led to the decentralized septic tanks through closed underground pipe network with manholes for maintenance purpose. The effluent from the septic tanks of NWA

campus is led to the adjoining soak pits after proper **on-site biological treatment**. The recharged ground water quality is also monitored from time to time for pathogenic bacteria, as infiltration through these soak pits is continuously taking place underground.

2.5 Safe disposal of Waste Water (Y/N)

Yes, septic tank is designed with an objective of zero sewage disposals so that the sewage effluent from the septic tanks of NWA campus is led to the adjacent soak pits after on-site treatment. The ground water quality is also being tested from time to time for pathogen content as recharging through soak pits is continuously taking place.



Figure 10. Safe Disposal of Waste Water using Septic Tanks within NWA Campus

3.0 Solid Waste Disposal (Segregation of Waste i.e. Wet & Dry Waste Management)

3.1 Waste Bins at appropriate places (Y/N)

Yes, adequate numbers (12 nos.) of dual waste bins are positioned at appropriate places. Since the Waste Bins are made of plastic body, they are placed in the shade outside and accessible to all.

3.2 Segregation of Waste (Y/N)

Yes, the NWA campus has made arrangements for segregation and disposal of various types of waste generated by means of installation of separate waste-bins for disposing biodegradable and non-biodegradable solid wastes. The waste bins are also indicated with coloured pictures of wastes for which they are meant for. Time to time monitoring is also being done till segregation is followed as a habit without mixing the two.



Figure 11. Segregation of Waste

3.3 Colour coding for Dry and Wet Waste Bins (Y/N)

Yes, the colour **GREEN** stands for **Biodegradable** or **WET** waste and the colour **BLUE** designates **Non-Biodegradable** or **DRY** waste.



Figure 12. Colour coding for Dry and Wet Waste Bins

3.4 Disposal System (Municipal/ Self)

Self Managed disposal system at NWA.

3.5 Disposal of E-Waste to recycle/vendor (Y/N)

Yes, the old computers, printers and other E-waste are generally upgraded and exchanged with new electronic items with the Vendor under BUYBACK option. Till date no E-waste has been disposed off outside the NWA Campus.

4.0 Recycling System (Compost System)

4.1 Proper disposal of waste paper (Y/N)

Yes, the waste papers (biodegradable) from the office, colony and guest house are collected, segregated and disposed properly. Waste papers are not burnt to emit green house gases (CO, CO₂) rather they are shredded and decomposed/transformed into organic compost rich in carbon amenable to reuse as fertilizers.

4.2 Composting of Kitchen Waste (Y/N)

Yes, recently, an Automatic Drum type Solid Waste Digester/Composter machine of capacity 22-25 kg/day has been installed near the Kitchen/Mess of NWA to process and treat the biodegradable waste of the residential colony and guest house including kitchen waste and horticulture waste into fertile compost/manure. This will lead to **sustainable waste management** and serve as a model for the adjoining rural areas worth replicating, since they are struggling with waste management.



Solid Waste Compost Machine

Installation of Solid Waste Compost Machine



Figure 13. Composting of Waste in NWA

Organic waste from the quarters and guest house as well as dry leaves from the garden are recycled through solid waste composters and the end product i.e. organic compost is used in garden/horticulture as manure thereby reducing/eliminating the load of chemical fertilizer and consequent leaching/ ground water contamination.

5.0 Environmental Sanitation

5.1 Proper Hygiene in Canteen/Pantry and Washrooms (Y/N)

Proper sanitation and hygiene is given utmost priority in NWA. Thus, proper hygiene in all the areas viz. Canteen/Mess, Toilets, Washrooms etc is maintained by NWA through **constant monitoring, feedback loop and efficient housekeeping services.**

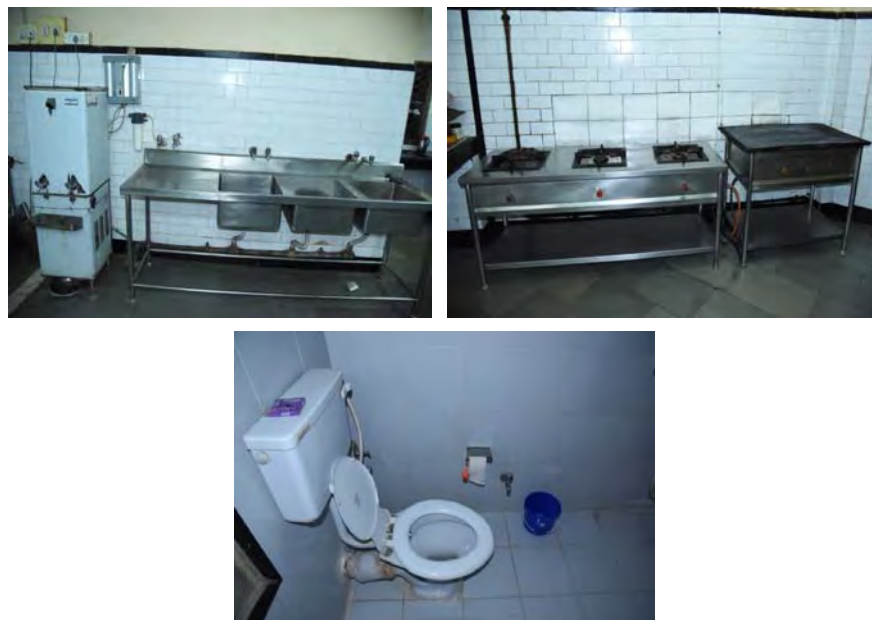


Figure 14. Proper Hygiene in Canteen/Pantry and Washrooms

5.2 Potable Drinking Water facility (Y/N)

Yes, the water supply from the Khadakwasla Right Bank Canal is pumped to NWA Campus and treated within the campus by means of sedimentation, sand filtration and chlorination units for day-to-day use. The water quality report also indicates appreciable improvement in various parameters before and after treatment. This treated water is further purified into potable water through R.O. (Reverse Osmosis) filter units installed for drinking purpose.

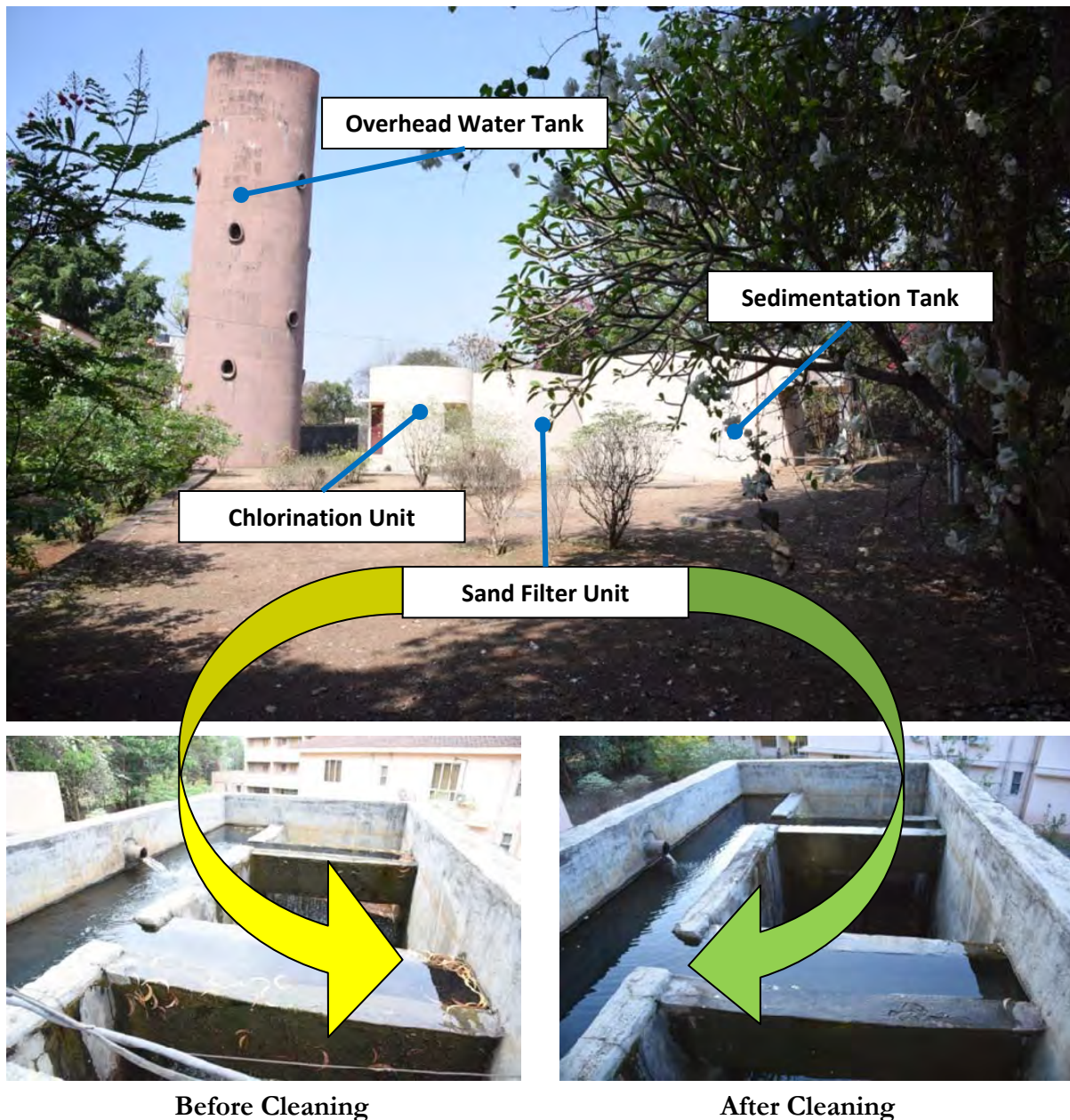


Figure 15. Potable Drinking Water Facility

5.3 Regular Monitoring of TDS levels of Drinking Water (Y/N)

Yes, regular monitoring and testing is being done at the Type-II Water Quality Laboratory in UKD (same building). The TDS of the water after treatment has been observed to be in the range of 40 to 60 mg/lit corresponding to a tolerance limit of 500 mg/lit.

5.4 Waterless Urinal System (Y/N)

No, there is no waterless urinal system at present at NWA as it has been constructed more than 15 years old. While renovation and modernization or construction of new buildings this aspect will be taken care of and incorporated in sanitary fixtures.

5.5 Use of organic fertilizer for Horticulture (Y/N)

Yes, organic waste from the kitchen/mess, residential quarters and guest house as well as dry leaves from the garden are recycled through automatic drum type solid waste composter and the end product i.e. organic compost is used in garden/horticulture as fertilizer thereby reducing/eliminating the load of chemical fertilizers and its consequent leaching/ ground water contamination.

6.0 Cleaning of Toilets/ Wash Basins/ Cleaners Sink/ Dustbins (Periodical Cleaning Management)

6.1 Toilets for Divyang (Y/N)

Yes, there is a special toilet for DIVYANG within Main Office Building as part of “Accessible India” and with proper handrail supports, access through ramps etc.



Figure 16. Disable Friendly Campus with handrail supports and ramps and Toilets for Divyang

6.2 Display of Toilet Cleaning Chart (Y/N)

Yes, the toilet cleaning chart is maintained, monitored and displayed for information of all. For periodical cleaning management, cleaning charts of the various items and areas have been worked out and cleaning of toilets /wash basins etc is carried out accordingly.

JONES LANG LASALLE CAFETERIA										Activity : ITR	
Cafeteria Checklist 1										Location :	
Sl. No.	Disinfectant	Window Glass	Floor/Walls	W.C. / P. / Urinals	C- FOLD	Tables & chairs	Water cooler	Sink	Sign ITR Staff	Sign Supervisor	
1	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
2	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
3	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
4	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
5	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
6	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
7	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
8	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
9	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
10	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
11	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
12	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
13	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
14	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
15	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
16	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
17	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
18	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
19	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
20	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
21	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
22	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
23	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
24	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
25	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
26	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
27	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
28	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
29	✓	✓	✓	✓	✓	✓	✓	✓		Atul	
30	✓	✓	✓	✓	✓	✓	✓	✓		Atul	

C = Cleaned R = Replaced ✓ = Checked

Figure 17. Toilet Cleaning Chart

6.3 Hand Sanitizer/ Liquid Soaps (Y/N)

Yes, the toilets and washrooms are provided with hand sanitizers/ liquid soaps and also hand dryers. Further, fresheners and naphthalene balls are placed inside the washrooms duly provided with exhaust fans for ventilation.

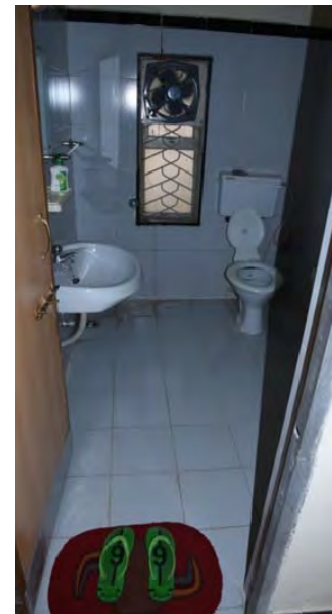


Figure 18. Hand Sanitizer and Liquid Soaps in toilets and washrooms

6.4 Waste bins for disposals (Y/N)

Yes, for proper disposal of waste, dustbins/waste bins are placed in the washrooms & various utility areas for collection and disposal of the waste appropriately.

6.5 Dual Flush System (Y/N)

No, Dual Flush System is not installed in the toilets as it has been constructed more than 15 years old. While renovation and modernization or construction of new buildings takes place this aspect will be taken care of and incorporated in sanitary fixtures.

7.0 Staff Welfare activity Drinking Water Management (Staff Canteen arrangements RO/UV Systems)

7.1 Availability of Potable/RO treated Water (Y/N)

Yes, potable water is available at NWA. NWA gets water supply from the canal, and NWA has its own water treatment plant where the water is treated appropriately for its use. After that the same is treated again in the R.O. filters. Also, in the Water Quality Lab (UKD) available in the NWA Campus, the treated water is tested periodically for its quality and this water is used in the Guest house, Canteen, Office and Residential Campus for drinking and cooking purposes.



Figure 19. Potable/RO treated Water and cooler at NWA Campus

7.2 Availability of Water Cooler (Y/N)

Yes, at the different floors of office, guest house, lecture rooms etc there is facility of water cooler with both hot and cold water taps/outlet. Even water cooler with aqua guard is provided at security offices, swimming pool complex etc.

7.3 AMC of R.O. and Water Cooler System (Y/N)

Yes, the R.O. system and water cooler system is under AMC.

7.4 Availability of Canteen/Pantry facility (Y/N)

Yes, NWA has canteen and pantry facility for Officers and Staff as well as Participants.



Figure 20. Hygienic Canteen/ Pantry facility

7.5 Pleasing ambience of Staff Canteen/ Pantry (Y/N)

Yes, the ambience of the canteen is clean, hygienic and pleasing. There is also sound system installed for playing light music in the canteen.

7.6 Quality of Food (Excellent/Good/Fair)

The quality of food is very good and the feedback of all participants bears testimony to this fact. Time to time monitoring is carried out to check the quality of food, ingredient items procured, hygiene and safety of the Kitchen/Mess facility. The daily menu is also affixed in the mess notice board.

7.7 Cleanliness of Kitchen/Pantry

The cleanliness of the Kitchen is maintained & monitored all along the year and the food served is hygienic.

7.8 Availability of Fridge/ Deep Fridge in Canteen/Pantry

Yes, two numbers of deep refrigerators are available inside the Canteen/Pantry as cold storage.



Figure 21. Availability of Fridge/ Deep Fridge

7.9 Uniform of Canteen/Pantry Staff

Yes, there is proper uniform of pantry/canteen staff serving at NWA Mess.



Figure 22. Uniform of Canteen/Pantry Staff

7.10 Quality & Maintenance of Crockery/ Cutlery

The quality of crockery is of good make and replaced from time to time as and when its longevity is over or gets damaged. Good quality crockery/cutlery is also kept separately for special occasions and special guests/dignitaries.



Figure 23. Quality & Maintenance of Crockery/ Cutlery

8.0 Payment to Clients/ Staff, Tender System (Digital & Online)

8.1 Digital Payments (Y/N)

Yes, the payment to the officers & staff of NWA is made digitally. All the contract payments are made by NWA through on-line transfer, NEFT (Mandate Form) & now PFMS is in place as integral part of “Digital India”.

8.2 Abolish of Cheques (Y/N)

Yes, Payment by Cheques has been now abolished in NWA.

8.3 Online Tendering Process (Y/N)

Yes, the CPWD Tendering System is being followed by NWA for processing various tenders and always uploaded in the NWA website. The E-Tendering process is going to be implemented with FY 2018-19.

8.4 Online RTI Portal (Y/N)

Ministry of Water Resources, River Development & Ganga Rejuvenation has its own Online RTI Portal and NWA as a part of the Ministry provides information for RTI as received from Ministry's portal. Therefore, NWA does not have its own online RTI portal.

8.5 E-Procurement by GeM (Y/N)

Yes, the procurement of goods and products are through GeM (Government e-Marketplace) i.e. E-Procurement.

9.0 File Management System (e Governance)

9.1 Biometric Attendance (Y/N)

Yes, there is biometric attendance system in place and functioning properly under AMC as well.



Figure 24. Biometric Attendance at NWA

9.2 Online Leave System (Y/N)

No, E-Office is yet to be implemented in full fledge in the field offices of CWC (like NWA). So, as of now online leave system is not in vogue.

9.3 LAN System/ E-Filing (Y/N)

Yes, NWA has LAN (local area network). For the day to day working in the office, mostly the LAN system (intranet, IP messenger) is used for exchanging the data and information which is a common digital platform. Soft copies of all the files are maintained properly as per prudent file management system. Income Tax is also filed electronically by all the Officers and Staff concerned.

9.4 Common platform for data sharing digitally (Y/N)

Yes, for the day to day working in the office, mostly the LAN system (intranet, IP messenger) is used for exchanging the data and information which is a common digital platform. However, Google drive and pen-drives are also used at times.

9.5 Online Annual Performance Appraisal Report (APAR) (Y/N)

Yes, the Annual Performance Appraisal Reports are filled online under e-HRMS by all the Officers reported upon, the Reporting Officer and the Reviewing Officer which is a transparent process, saves lots of paper, efficient in terms of time management and a vital step towards e-governance.

10.0 Swachhta Pakhwada Activity/ Annual Swachhta Plan

10.1 Display of Banners of Swachhta Pakhwada (Y/N)

Yes, creative thought provoking and mostly original banners have been prepared in-house at NWA for mass awareness on pollution of land, air and water and towards integrated solution in the future. Pictures are provided at Figure No 6 at point No 1.4 above.

10.2 Submission of Annual Swachhta Action Plan (Y/N)

The Annual Swachhta Action Plan is kept ready for keeping a track of the activities round the year and submitted regularly to concern Authority. For e.g. frequent cleaning of underground and overhead tanks, colour/painting of interior and exterior walls of office building/colony/guest house, **Pollution Checks of government vehicles**, Maintaining Green Net Sheds for nursery etc. The solar panels and drains are also cleaned intermittently.



Figure 25. Routine Activities under Annual Swachhta Action Plan like Maintaining Green Net Sheds for nursery, frequent cleaning of underground and overhead tanks, colour/painting of interior and exterior walls of office building/colony/guest house

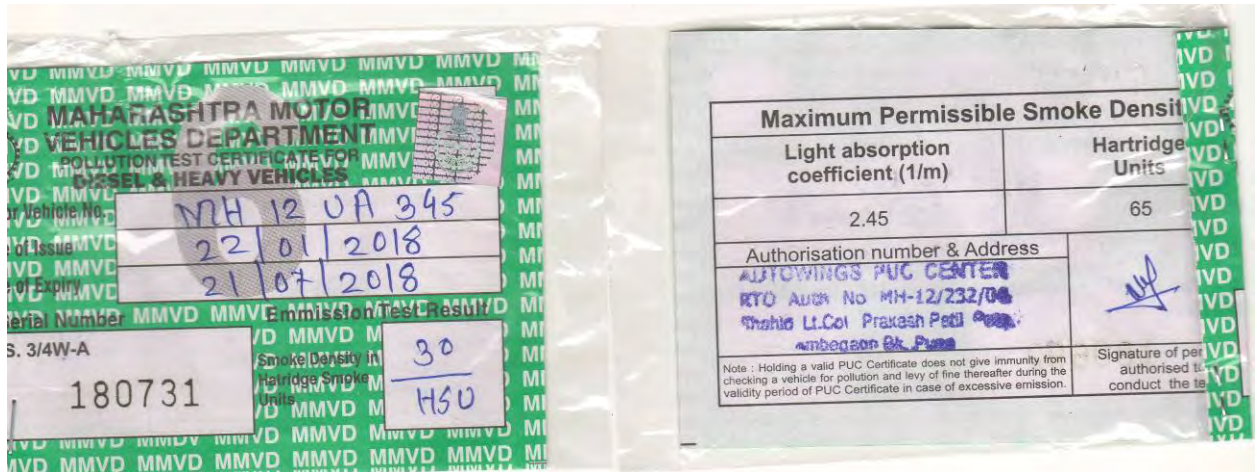









Figure 26. NWA Vehicle Pollution Test Certificate

10.3 Pre & Post Photographs of Activity (Y/N)

The pre and post photographs are taken to register the effect of Swachhta Pakhwada.

Date/ Activity	Pre Photograph	Post Photograph
19.03.2018 (Cleaning of Campus Lawn)		
20.03.2018 (Cleaning of Colony Garden)		

<p>21.03.2018 (Drain de-silting)</p>		
<p>22.03.2018 (Tank cleaning of algal blooms)</p>		
<p>22.03.2018 (Cleaning of roadside, outside NWA Boundary wall)</p>		
<p>22.03.2018 (Cleaning of computers and windows)</p>		

<p>22.03.2018 (Cleaning of shelves and proper stacking of files)</p>		
<p>22.03.2018 (Cleaning of desks and library shelves)</p>		
<p>23.03.2018 (RWH sump cleaning)</p>		
<p>23.03.2018 (Colony backside dirt cleaning)</p>		

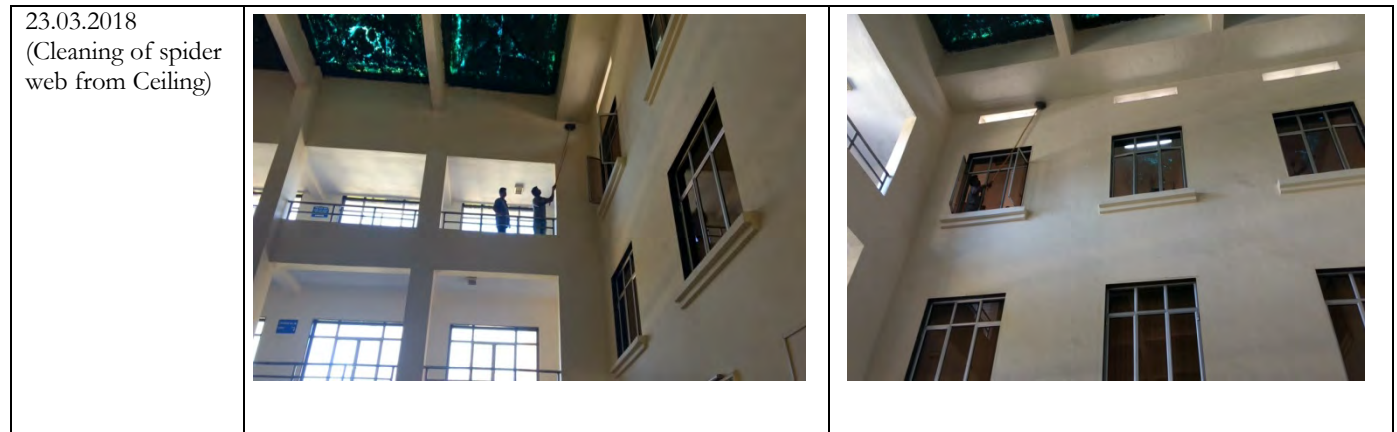


Figure 27. Pre & Post Photographs of Various Activities

10.4 Appreciation of the best performer (Y/N)

Yes, records of all performers and their activities are being monitored & registered on daily basis and as per the records best performer shall be declared and appreciated on conclusion of Swachhta Pakhwada 2018.

11.0 Renovation of Office Rooms/ Store Rooms

11.1 Proper seating plan (Cubical/Partition/Open Hall) with Modular Furniture

In NWA separate rooms are provided for each and every Officer and Staff as part of seating arrangement (with name plates and designation) duly furnished with table, chair, computer table, almirahs etc and having the facility of AC, computers, printers, internet connection, stationery items, crockery, white board etc.

Renovation of office rooms/ store rooms is carried out periodically & following are some the activities taken up:

- **Changing of old furniture**
- **Changing of curtains/blinds and linings**
- **Painting of interior walls, ceiling**
- **Replacement of lights**
- **Replacement of old cupboards**
- **Purchase of economical table and chairs**
- **Replacement of old monitors with TFT etc**

The NWA Main Office Building is a green building with minimum utilization of artificial energy. The natural sunlight and ventilation/ flow of air is utilized to the best possible extent thereby saving bills and thereby polluting the atmosphere and environment less. As part of infrastructure NWA has separate conference room, committee room, seminar hall, lecture halls, library, computer labs, music room, guest faculty room and waiting lounges.



Figure 28. Proper seating plan with Modular Furniture at Classrooms, GIS Lab and Guest Faculty Room.

11.2 Proper placement of office equipments (Photocopy, Computers etc.) (Y/N)

Yes, the office equipments like photocopy, fax, scanners etc are kept in a centralized location for optimum use. Telephone (Intercom), PC and printers are available to each and every Officer and Staff.

11.3 Fire Fighting Equipments (Y/N)

Yes, there are provisions of fire fighting equipments in the Mess/Kitchen, Guest House, Office Building and Security Posts.

11.4 Functioning of AC/ Water Coolers

There is provision of split/window AC in the Officers Cabin, Lecture Halls, Committee Room, Conference Room, Seminar Hall etc properly maintained along with DG Set back up during load shedding and Water Coolers are also placed at appropriate locations along with RO filters.



Figure 29. Fire Fighting Equipments and Water Cooler

11.5 Availability of Venetian Blinds/ Curtains

Venetian Blinds and Curtains are provided in the Office and Guest Houses. Curtains are also provided in the Office Bus.



Figure 30. Availability of Venetian Blinds



Figure 31. Availability of Curtains

12.0 Auction of unwanted furniture items**12.1 Any auction done during Pakhwada or any proposal under consideration (Y/N)**

No auction done during Swachhta Pakhwada. However, periodically the task of Survey Reporting of old furniture and equipment are taken up and executed as per the Delegation of Power.

12.2 Weeding out of old records (Y/N)

Yes, the files and records of the NWA are properly maintained and the task of weeding out of the old files is carried out regularly. The weeding out of files is done as per Government of India norms after assessing the life of the file and classifying the same as per the norms.

12.3 Proper stacking of unwanted furniture items (Y/N)

Yes, the unwanted and unused furniture items are properly stacked in the rooms that are lying vacant.



Figure 32. Proper stacking of furniture items

12.4 Maintenance of Old Files/ Records

Yes, there is a proper record room for maintaining all the old documents, and files are stacked properly and these rooms are cleaned from time to time.

13.0 Innovative Activity by Organization**13.1 Installation of rooftop solar panels (Y/N)**

Solar Panels are already installed in all the roofs of guest house, hostel for the heating of water and use in the washrooms, kitchen.



Figure 33. Rooftop Solar Panels

Use of LED as Street Lights, LED Display Board Sprinkler Irrigation with conjunctive use of ground water and surface water green net shed for nursery, Video Conferencing facility, Distance Learning Facility, Wi-Fi etc are some of the unique innovative showpiece of NWA within its campus.



LED Display Board



Sprinkler Irrigation System

Figure 34. Innovative Activity by NWA like LED display board and sprinkler irrigation system

Apart from the various activities for maintaining cleanliness of campus being undertaken, NWA being a Training Academy, the message of cleanliness is spread by NWA through the various **Mass Awareness Programs** under the

various schemes of MOWR, RD & GR viz. Jal Kranti Abhiyan, Swachha Bharat Mission etc by undertaking annual training programs of School Teachers, NGOs, Media Personnel, Panchayati Raj Institutions, Youth Representatives etc on the topics of Water Conservation, River Cleanliness & Rejuvenation, Ground Water Recharge; Water Quality etc.

The NWA has its own website in bilingual form (nwa.mah.nic.in) used for spreading knowledge, information, gaining feedback etc. An App has also been recently launched by SDMC Team of CWC (HQ at NWA) called **'Know Your Water'** as a **Water Literacy** initiative, formally inaugurated by Hon'ble Minister of Union Ministry of Agriculture & Farmers Welfare, Sh Radhamohan Singh during the 6th India Water Week 2017.

13.2 E-Library (Y/N)

No, NWA does not have the facility of E-Library but records of technical books, documents, CDs, magazines, course-ware of NWA etc are computerized and NWA's intranet contains the database management system which can be used for searching, analysis, tracking etc digitally.



Figure 35. Well managed Library at NWA

13.3 Separate common rooms for Women Employees (Y/N)

Yes, there is separate common room for Women Employees.

13.4 Assistance in case of Medical Emergency (Doctor, Nurse, Staff) (Y/N)

Yes, in case of medical emergency, services of Doctor/ Nurse are taken from CWPRS which is in adjacent campus and under the same Ministry. For minor medical assistance the primary medical kit is available in office, guest house and swimming pool. NWA staff is also trained for its use. Oxygen cylinder kit is also made available at swimming pool.



Figure 36. First aid box and Oxygen Cylinder at NWA swimming pool

13.5 Swachhta Pakhwada activities on Website (Y/N)

Yes, Swachhta Pakhwada activities are uploaded regularly on twitter handle of NWA along with the tag of Ministry (MoWR, RD & GR). The photographs and reports are also being uploaded in NWA website. (<http://nwa.mah.nic.in/specialevents.htm>)

14.0 Employee Feedback

Special attention is given to the running and maintenance of the NWA campus especially to the cleanliness and improvement for the raising of the standards of the Guest House and Office Campus. The NWA being a training academy of excellence is visited by the officials across the country in the various training programs and also the seniors from the various organizations visit NWA as faculty. There is a robust mechanism in NWA that after each training program a comprehensive feedback is taken from the participants which includes lodging & boarding facilities, services provided & cleanliness etc. The constructive suggestions are taken into account and used for implementation in the cleanliness of campus. Formal/Informal feedbacks from the Employees are also taken into account while implementing and bridging the gap/up-gradation of facilities in NWA. There is a formal and informal feedback mechanism which helps in maintaining the overall ambience of NWA.

NWA is complemented for its cleanliness and ambience by all the dignitaries visiting NWA. The WMO Executive Council Panel of Experts on Education and Training visited NWA. The Panel Members noted that NWA is well organized with excellent programs and support facilities at par with International level.

15.0 Independent Field Observation

15.1 View of Committee Members

Name:		
Designation:		
Organization:		
WAPCOS Swachhta Sarvekshan Team:		
	Name:	Name:
	Designation:	Designation: