

**No. P-1 1021(13)/63/2020-0 AND M**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department for Promotion of Industry and Internal Trade**  
**(O&M Section)**

Udyog Bhawan, New Delhi  
Dated: the 21<sup>st</sup> February, 2022

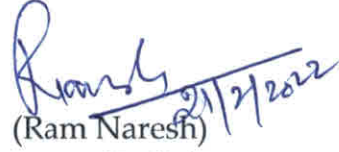
**OFFICE MEMORANDUM**

**Subject: Action Taken Report on Swachhata Pakhwada 2021-regarding**

The Undersigned is directed to refer the Cabinet Secretary's D.O letter No. 561/1/1/2017-CA-VC.IV dated 22.12.2020 on the subject mentioned above and to forward herewith (**Annexure-A**) the Action Taken Report on Swachhata Pakhwada-2021 related to DPIIT and its attached/subordinate offices. Swachhata Pakhwada 2021, was observed in DPIIT and its all sub-organizations between 1st Nov. 2021 to 15th November, 2021. The ATR has been uploaded on the DPIIT website (<https://dipp.gov.in>) and website of DDWS.

2. This has approval of the Competent Authority.

**End. As above**

  
(Ram Naresh)

Under Secretary to the Govt. of India\  
Tel:011-23062687

To

**Department of Drinking Water & Sanitation**  
**[Shri Manoj Tripathi, Director (SBM)]**  
**Ministry of Jai Shakti**  
**4th Floor, Pandit Deendayal Antyodaya Bahwan,**  
**CGO Complex, Lodhi Road**  
**New Delhi-110003**

Copy to: Cabinet Secretariat with reference to D.O> No. 561/1/1/2017-CA.V/CA/IV dated 22nd December, 2020.

**Action Taken Report on Swachhata Pakhwada 2021, related to DPIIT and its sub-organizations.**

**1. SEO Section**

- Displayed of 10 banners in outdoor area of Udyog Bhawan and 10 Standees indoor area of Udyog Bhawan during "Swachhata Pakhwada 2021 between 1<sup>st</sup> November,2021 to 15<sup>th</sup> November, 2021,
- Jagrukta Abhiyan, Creating awareness about the cleanliness drive.
- Old files/records will be weeded out by the Sections/Desks of DPI IT.
- Cleaning of records rooms/compactors etc.
- Cleaning & Dusting of office equipments in work place on daily basis.
- Removal of old poster/banners etc. in the entire building.
- To sensitize all the Multi-Tasking staff (MTS) about their crucial role in maintaining cleanliness.
- Unserviceable furniture, waste papers etc. will be removed from the corridors of the building.
- Cleanliness & maintenance of all the washrooms at regular intervals basis.
- Cleaning of the corridors with equipments and chemicals.
- Cleaning of office premises quadrangles and parking areas.
- Moping of glass partitions/wooden portions etc.
- Repair of damaged portion, if any, in quadrangles and parking areas through CPWD.
- Cleaning of drains, shaft and sewer lines through CPWD.
- Removal of construction waste, malba and garbage lying at different locations of Udyog Bhawan through CPWD.
- Replacement of fused bulbs/tube tights with new on inside and periphery area of Udyog Bhawan through CPWD.
- Coordination with CPWD in order to ensure that all the renovations including replacement of tiles and false ceiling of corridors, in Udyog Bhawan.
- Concealment of hanging wires/cables inside and outside in the building through CPWD and private contractor.
- Cutting of hedge, pruning of tree branches, mowing of lawns, display and coloring of pots and removal of weeds and repair/replacement of broken plants etc. through CPWD(Horticulture).
- Cleaning of Indoor and outdoor green polled plants.
- Us of Social Media (Facebook, Twitter, Instagram, You Tube etc.) to generate awareness of the Swachhata Pakhwada-2021.
- Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office premises
- Regular sanitization in area of DPIIT for disinfection of COVID-19
- Distribution of Masks/sanitizers/gloves etc. to the officers and staff of DPIIT.

**2. Office of the Economic adviser**

- Old files/records were weeded out by the sections/Desks of DPIIT.
- Record room/compactors, etc. were cleaned.

- Cleaning & Dusting of Office equipment in work place on daily basis.
- Multi-Tasking staff (MTS) in the office were sensitized about their role in maintaining cleanliness in the rooms & office
- Unserviceable furniture, waste papers etc. were removed from the corridors.
- Indoor & outdoor space were decorated with plants
- As far as possible the usage were decorated with plants.
- As far as possible the usage of single use plastics have been restricted.
- Curb the use of Single-Use (SUP) and discourage the use of plastic in the office premises.

### 3. **Principal Accounts Office**

- VC/meetings with local and outstation offices were organized to review the cleanliness of the office premises.
- Regular cleaning of the premises is being done.
- All the Sr. AOs/PAOs have actively participated in maintaining the hygiene and cleanliness of their respective offices
- Masks, Sanitizers Soap and other safety-related products are being distributed at regular intervals.
- Extensive cleaning of all the rooms/offices space every month.
- The progress of Swachhata Abhiyan is being reviewed Quarterly/six month period.

### 4. **Tariff Commission (New Delhi)**

- Swachhta Pledge by office and staff regarding pakhwada. All officer/staff member's to make resolution to keep office premises clean and to participate in swachhta related activities.
- Interactive session between senior officer and workers in-charge of cleanliness.
- Review of the weeded out records during last month
- Identification of the rooms/places requiring more cleanliness and conduct the cleanliness process for said place.
- Workshop for cleanliness and waste management in office for staff including interactive sessions.

### 5. **Office of the Salt Commissioner**

- Officers and staff took Swachhta Pledge regarding Pakhwada.
- All officers/staff members make resolution to keep office premises clean and plastic free. Display of banners, specially lesser use of permitted plastics and use of eco-friendly items.
- Swachhta Workshop - organize Workshop on implementation of activities under Swachata Pakhwada.
- The official staff were encouraged to print of official documents letters on both side of the papers, switching off electronic equipments when not in use.
- Disposal of unused files /records etc. Weeding out of old records, enlisting safe keeping of the same and also disposed E-Waste in the office.
- Distribution of duster cloth / jute bags to employees for encouraging them not use Plastic Bags and distribution of masks, sanitizers and other safety related products, in view of ongoing pandemic.

- Voluntary Work - Officers and staff members cleaned their office space and in the premises of Lavan Bhawan and adjoining areas near Lawan Bhawan
- Plantation Programme organized in the premises of lawan Bhawan Officers motivated the staff members to plant a sapling in their name and look after it regularly. Saplings distributed on this occasion.
- Swachhta Committee visited the premises of lawan Bhawan and oversee the progress of Pakhwada.
- Officers and staff members were encourage the Email communication especially for intra office communications. During Pakhwada no one used the plastic folders, papers folders are used during Pakhwada
- Disposed of broken furniture. Employees were motivated /encouraged to put Swachh Bharat Quotations as their Whats-App / social media status.
- Award ceremony organized and officers/employees took oath on building healthy Clean atmosphere in the Department.

#### **6. National Council for Cement and Building Materials(NCCBM)**

- Awareness of Swachhata Pakhwada, message displayed on all digital screens.
- Swachhta pledge for cleanliness was taken by NCB officials as their respective centers.
- Sensitizations of all concerned personnel about their crucial role in maintaining cleanliness to be undertaken.
- Appreciation of Housekeeping and Horticulture staff
- Special Cleaning Drive for removal of Garbage in NCB Colony.
- Cleanliness & maintenance in all the washrooms at regular intervals to be undertaken
- Cleaning of the roads of NCB premises and NCB Colony undertaken.
- Moping of Glass partitions/wooden portion etc.
- Cleaning of the corridors in NCB is a daily activity, everyday sweeping and cleaning is done in all corridors and rooms of NCB.
- Maintenance of the lawn, removal of weeds etc. in NCCBM premises and in NCCBM Colony to be undertaken.
- Cleaning of the canteen of NCCBM premises undertaken.
- Proper Pest control to avoid spreading of Mosquitoes, bad odour in the NCCBM Premises undertaken.

#### **7. Central Pulp & Paper Research Institute(CPRRI)**

- Plantation of trees and Cleanliness drive in Institute premises and Residential colony by horticulture department. (A Continuous process)
- Organization of lecture on “Paper & Paperboard as an alternative to Single use plastics (SUP) – its challenges & Opportunities” in a training programme “Application of Paper and Paper board in packaging of food items”
- Organization of a training session for school children to make Handmade paper from waste paper for various uses (to reduce the use of Single Use Plastic)
- Distribution of Mask, sanitizers etc. to CPPRI employees under COVID-19 guidelines.

- Display hoarding / banners in nearby areas displaying avoid single use plastic.
- A dedicated horticulture division is already set up by institute to maintain the landscape lawn and plants in institute and residential colony premises. A cleanliness drive in the Institute campus and residential colony and plantation of trees on the regular basis is being carried out by the horticulture section. Following are the some of the photographs before and after cleanliness drive and plantation of trees.

## 8 **Petroleum and Explosive Safety Organization (PESO)**

- Essay Competition on Swachhata& Lifestyle was held.
- Poster Competition was held
- Swachhta drive at office premises as an integral part of Swachhata Activities
- General Housekeeping is being maintained
- Indoor cleaning of all cabins and sections.

## 9. **NID Ahmedabad**

- Poster/slogan Design Competition& Workshop

## 10. **NID Madhya Pradesh**

- Wide publicity of the event through email/display Swachhata standee at Administrative & Academic Block/ Library/Swachhta Logo on NID MP website.
- Shramdaan by NID MP staff & Faculty.
- Cleaning of outside premises adjacent to the institute boundary wall
- Swachhata Pledge taken by employees of the institute & submission of certificate of Commitment.
- Organised essay competition on Swachhta Theme for the outsourced housekeeping staff & Prize distribution to winners
- Distribution of mask to outsourced manpower.
- Shramdaan by outsourced manpower.

## 11. **NID Haryana**

- Swachhta Pledge
- Plogging event within the campus and adjoining areas
- Plantation of saplings with the campus and adjoining areas
- Talk show on Swachhata
- Development and presentation of innovative technologies for waste recycling energy conservation etc
- Competitions regarding swachhata speech/poster making/slogan writing by students
- Competitions regarding Water conservation-speech/poster making/slogan writing by students
- Cleanliness drive in campus and adjoining areas with active participation of students.
- Competition on Best out of Waste students

