

**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: 17th July, 2021

OFFICE MEMORANDUM

Subject: Swachhata Pakhwada Calendar for the year 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 the Action Plan of DPIIT and its attached/subordinate offices for Swachhata Pakhwada 2021, scheduled to be organized between 1st Nov. to 15th November, 2021. The Action Plans have 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)
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To

**Department of Drinking Water & Sanitation
[Shri Manoj Tripathi, Director (SBM)]
Ministry of Jal 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.

(1) SEO Cell (DPIIT)

1. During “Swachhata Pakhwada between 1st November, 2021 to 15th November, 2021, Banners will be displayed at main Entry/Exit gates, Gate No. 11, Pedestrian Gate, Gate No. 12 Gate No. 14 and Gate No. 18 of Udyog Bhawan. Approx. 20 Standees Banners will also be displayed in the corridors of Udyog Bhawan.
2. Jagrukta Abhiyan, Creating awareness about the cleanliness drive.
3. Old files/records will be weeded out by the Sections/Desks of DPIIT.
4. Cleaning of records rooms/compactors.
5. Cleaning & Dusting of office equipments in work place on daily basis.
6. Removal of old poster/banners etc in the entire building.
7. To sensitize all the Multi-Tasking staff (MTS) about their crucial role in maintaining cleanliness.
8. Unserviceable furniture, waste papers etc. will be removed from the corridors of the building.
9. Cleanliness & maintenance of all the washrooms at regular intervals basis.
10. Cleanliness of the corridors with equipments and chemicals.
11. Cleaning of office premises quadrangles and parking areas.
12. Moping of glass partitions/wooden portions etc.
13. Repair of damaged portion, if any, in quadrangles and parking areas through CPWD.
14. Cleaning of drains, draft shaft and sewer lines through CPWD.
15. Removal of construction waste, malba and garbage lying at different locations of Udyog Bhawan through CPWD.
16. Replacement of fused bulbs/tube lights with new on inside and periphery area of Udyog Bhawan through CPWD.
17. Coordination with CPWD in order to ensure that all the renovations including replacement of tiles and false ceiling of corridors, in Udyog Bhawan.
18. Concealment of hanging wires/cables inside and outside in the building through CPWD and private contractor.
19. 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).
20. Cleaning of Indoors and outdoor green potted plants.\
21. Use of Social Media (Facebook, Twitter, Instagram, Youtube etc.) to generate awareness of the Swachhata Pakhwada-2021
22. Curb the use of Single-Use Plastic (SUP) and discourage of the use of plastic in the office premises.

In additions above, the following activities will also be undertaken during the Swachhata Pakhwada 2021:-

1. Regular sanitization in area of DPIIT for disinfection of COVID-19
2. Distribution of Mask/sanitizers/gloves etc. to the officers and staff of DPIIT
3. Displayed of Swachhata Message on website (S) through NIC.
4. Online competitions will be undertaken during the Swachhata Pakhwada-21

5. Distribution of prize money to the winner of competitions.

(2) National Institute of Design (NID) Madhya Pradesh

- Shramdan by employees/ outsourced staff in rotation
- Swachhata pledge to all students, employees and outsourced staff Display banners & poster at Main Gate, Admin Building
- Swachhata awareness lecture:- On health & hygiene for outsourced staff
- Clean Hostel day
- Clean Workshop day
- National Commerce Education day and Swachhata awareness lecture:- On health & hygiene for students
- Clean Library day
- Swachhata awareness lecture:- On health & hygiene for regular employees
- Essay competition on “Swachhata Hi Sewa Hai” Distribution of prizes to winners in the closing ceremony

(2). NID Assam

- Swachhata Abhiyan in the campus;
- Competitions on Swachhata Abhiyan like Poster Making / Designing / Slogan Writing, etc.;
- Printing of various pamphlets / posters promoting swachhata; &
- Distribution of pamphlets amongst students promoting swachhata & appropriate CoViD-19 protocol.

(4) Quality Council of India (QCI)

- Opening of Swachh Bharat Pakhwada by Senior management
 - i. Swachhata Pledge by employees, Display of banners in office and Posting of Swachhata awareness messages on website
 - ii. Inviting ideas on Swachhata and related area from employees.
 - iii. Distribution of Swachhata tool Kit (bottle of sanitizer and mask) to office boy, helping staff and cleaners.
- Employees/staff to clean their office space and disposal of obsolete record/papers.
 - i. Cleaning of office building and Disposal of obsolete items /E-waste.
- Conduct of workshops/seminars/webinars for staff and Public on the topics related to:
 - Swachhata & its importance;
 - Waste management;
 - Global warming, greenhouse effect;
 - Health & hygiene
- Holding of competitions for staff:
- Inter building / office competition on clean & green Office space;
- Slogan writing, essay writing and other related area;

- Closing ceremony and award & certificate distribution

(5) Intellectual Property Appellate Board (IPAB)

- To Conduct awareness Campaign in the Office Complex (accommodating many private offices & government departments) and in the entrance of the building as our office is located in Main Road among general public by distributing Pamphlets and Banners
Inside Office Complex at Vantage Point consisting pictures depicting the usage of metal or reusable bottles/coffee mugs and lunch box and to conduct birthday and other celebrations without balloons as Sea animals will die by ingesting balloons. Similar activity will be conduct at Delhi Registry Cum Bench
- Oath taking ceremony will be organized at Chennai & Delhi Office
- Cleaning of Office.
- Providing Masks & Sanitiser to the staff while conducting Campaign and insist the necessity in Behavior working hours by maintaining Hand Hygienic and keep in mind the physical Distancing while interacting with the staff members. Instructing Staff to isolate themselves at home by availing leave without Medical Certificate in case of any symptom like cold/cough and temperature if not getting better advise them to go for COVID Test. Even after vaccination not to stop wearing masks and should not ignore the social distance as well.

(6) Indian Rubber Manufacturers Research Association (IRMRA) Maharashtra

- Leftover tested rubber samples scrap is disposed off from to time
- Every internal department to ensure proper cleaning within department during pakwada week for 1 hour in a day and ensure same in future
- Creating social buzz regarding swachhta through electronic and print media. A write up should be issued highlighting major outcomes of swachhta pakhwada.

(7) National Productivity Council (NPC)

- Workshop on General Awareness & importance about Swachhta Pakhwada for all NPC Employees
- Identification of items for weeding out of unwanted reports/old files/ old general/ books by each employee in their work area.
- Workshop on General Awareness & importance about Swachhta for Safai Karmachari
- Cleanness drive of NPC HQ building including Solar Plants at HQ, New Delhi and AIP Chennai and Regional Directorates premises by the all employees.
- Closing Meeting of Swachhta Pakhwada for sustenance of cleanliness drive

(8) National Council for Cement and Building Materials (NCCBM)

- Banners to displayed at NCCBM's Main Entry Gate informing about observance of the Swachhata Pakhwada and creating awareness about the cleanliness drive.

- Swachhata Pledge for cleanliness to be undertaken by NCCBM officials / staff
- Sensitization of all concerned personnel about their crucial role in maintaining cleanliness to be undertaken.
- Waste papers / boxes etc. will be removed from the corridors / rooms of NCCBM
- Cleaning of Library / Record Rooms etc. to be undertaken.
- Cleaning & dusting of office equipment in laboratories to be undertaken
- Cleanliness & maintenance in all the washrooms at regular intervals to be undertaken
- Cleaning of the corridors of NCCBM premises to be undertaken.
- Cleaning of Office Premises, and parking areas.
- Moping of Glass partitions / wooden portion etc.
- White washing work in rooms / corridors of NCCBM building, wherever required
- Cleaning of drains and sewer lines to be undertaken.
- Maintenance of the lawn, removal of weeds etc. in NCCBM premises and in NCCBM Colony to be undertaken.
- Maintenance of green belt around NCCBM premises to be undertaken
- Proper Pest control to avoid spreading of Mosquitoes, bad odour in the NCCBM Premises to be undertaken

(9) Tariff Commission

- Swachta Pledge by Officers and Staff, Display of Banners regarding Pakhwada. All Officer/staff members to make resolution to keep office premises clean and to participate in the swachta related activities.
- Swachta Workshop Organising workshops on cleanliness and waste management in office for staff including interactive sessions between senior office and workers in charge of cleanliness.
- Competition: cartoon/rangoli competition on ideas of swachta. Employees to participate
- Segregation and weeding out of old records, enlisting and safe keeping of the same. Digitisation of records, disposal of E-waste in the office.
- Identification of the rooms/places requiring more cleanliness and conduct the cleanliness process for said place.
- Competition : Essay writings/slogan writing.
- Organising workshops on cleanliness and waste management in office for staff including interactive sessions between senior officer and workers in charge of cleanliness.

(10) Central Pulp & Paper Research Institute (CPPRI) Saharanpur

- Organize lecture on Swachh Bharat Initiatives
- Organize poster, essay and debate competitions among CPPRI staff members and their wards.
- Organize tree plantation drive in CPPRI campus by its employ

- Organize activities on COVID-19 Response behavior change communication on wearing mask, follow physical distancing and maintaining hand hygiene
 1. One day in CPPRI residential Colony and office campus
 2. One day in nearby residential area of CPPRI

(11) National Institute of Design (NID) Haryana

- Swachhata Pledge.
- Plogging event within the campus and adjoining areas.
- Plantation of saplings within the campus and adjoining areas.
- Talk show on Swachhata.
- Development and presentation of innovative technologies for waste recycling, energy conservation etc. by the students.
- Competition regarding Swachhata-speech, poster making slogan writing.
- Competition regarding Swachhata-speech, poster making, slogan writing.
- Competitions regarding Forest conservation – speech, poster making, slogan writing.
- Cleanliness drive in campus and adjoining areas with active participation of students and institute staff.
- Competition on “Best out of waste” by the students.
- Organize a special drive on Water conservation, check wastage of water and take appropriate measures to rectify.
- Village activity-awareness on ban of single use plastic.
- Certificate distribution by Director, NID Haryana

(12) CGPDTM, Mumbai

- Inauguration of Swachhata Hi Seva 2021-22 by Head of Office and Mass Pledge. Display of Signage. It is proposed to conduct a meeting of all officials and staff members and housekeeping staff for awareness and sensitization about maintaining cleanliness and hygiene under the observance of Swachhata Hi Seva 2021-22 from 1st-15th November, 2021. E - Publication of pamphlet on Swachhata Mission
- To Identify the Single use plastic. Action for the disposal/ Any other means of recycling.
- Cleaning of inside premises of the office, passages, surrounding office premises, lifts, etc. Ensuring adequate cleaning of office storage places, passages and toilets. Ensuring cleanliness of individual workplace. Identification of all plastic materials that can be replaced by eco-friendly products.
- Holiday
- Special drive for pest control in order to proper upkeepment of all the valuable office files records, furniture, etc
- Holiday
- Holiday

- Lecture by the Eminent Personalities to all the officers and staff members. A meeting with Patent & Trade Marks Attorneys ensuring proper Cleanliness Awareness Campaigns about better sanitation and hygiene practices and disseminating information about the importance of cleanliness.
- Visit the workplace of officials during Swachhata Pakhwada 2021-22 and to insure cleanliness.
- Dusting/Washing of Cushioned chairs, furniture and carpets in the office area. Cleaning of basement area, water tanks, AC ducts, library, terrace of Office building, conference hall. Easy and drawing competition on “Swachhata Abhiyan.”
- Re-arranging of the office area. Proper upkeep and utilization of storage space. Checking old documents for periodic maintenance. Removal of unused paper/equipment and identifying assessment of scrap.
- Green Drive-Garden management and greenery awareness programme Weed removal from garden are and proper spray of pesticides/herbicides. Planting more saplings.
- Holiday
- Holiday
- Closing ceremony with message to all officials of the office including Outsourcing personal to remain vigilant about Swachhata Mission initiated by the Govt. of India. Conclusion of the Pakhwada by organizing a photo exhibition of Swachhata And essay competition on Swachhata among the employees. Price distribution of deawing competition on Swachhata among the employees.

(13) Petroleum and Explosives Safety Organisation (PESO)

- Workshop on Swachhata
 - a. Organise Webinar on Swachhata
 - b. Essay Competition on Swachhata & Lifestyle
- One Day Swachhata Drive at CGO Complex.

(14) National Industrial Corridor Development Corporation (NICDC)

- Undertaking of Swachhata pledge by all the officials and display of banners regarding Pakhwada.
- Displaying Swachhata message on NICDC website.
- Awareness and motivation programmes to be conducted for all officials to keep office premises clean and plastic free, to manage old records properly and to participate in Swachhata related activities,
- Creating social buzz regarding Swachhta through electronic and print media highlighting major activities undertaken for Swachhata Pakhwada.
- Regular cleaning of office premises, making office pest-free, removal of cobwebs,
- Proper upkeep of office plantations,
- Provision of clean drinking water through water dispensers.
- Sending old records/documents to warehouse periodically for the purpose of records keeping.
- Segregation of waste to be done at source itself and disposal of same on a daily basis.

- Ensuring complete ban a single use plastic (SUP) and discourage use of plastic,
- Deep cleaning shall be undertaken of NICDC premises on a weekly basis. Apart from the above mentioned activities, some additional measures shall be done for preventing spread of COVID-19:-
 1. A through sanitization of the office premises shall be done every evening after all the employees leave,
 2. Ensuring thermal screening and hand sanitization of all the persons while entering,
 3. Ensuring Covid protocols like handwashing, wearing masks and maintaining social distancing,
 4. Sanitisation of any items/parcels etc. received from outside agency/vendors shall be done through disinfection box,
 5. Organizing of camps for undertaking of tests (if required) as a preventive measure for COVID-19