

No. P-11016(13)/46/2019-O 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: 27th October, 2020

OFFICE MEMORANDUM

Subject: Swachhata Pakhwada Calendar for the year 2020- regarding

The Undersigned is directed to refer the Cabinet Secretary's D.O letter No. 56111/1/2017-CA-V dated 29.11.2019 on the subject mentioned above and to forward herewith the Action Plan for Swachhata Pakhwada 2020 of DPIIT and its attached/subordinate offices. The Action Plans have been uploaded on the Departmental websites of DPIIT (<https://dipp.gov.in>) and website of DDWS.

2. Department of Drinking Water & Sanitation (DDWS), vide their email communication dated 22.10.2020 has suggested to include some activities related to COVID-19 Appropriate Behavior Campaign -2020 in the Swachhata Pakhwada Action Plan 2020. The activities have been included in the DPIIT Action Plan and all the attached/subordinate offices have also been requested to incorporate the activities in their Action Plan and provide the revised Action Plans to DPIIT immediately.

Encl. As above


(Ram Naresh)
Under Secretary (O&M)
Ph. 23062906

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 for information to: Cabinet Secretariat, New Delhi

DPI IT Action Plan for the Swachhata Pakhwada Calendar for the year 2020.

1. SEO Cell, DPIIT (Proper)

- I. To display slogans and signages regarding cleanliness at various locations in Udyog Bhawan premises in order to spread the message of clean liness.
- II. To ensure cleaning of rooms and the corridors at least twice a day and ensure proper cleanliness and hygiene.
- III. Dusting and cleaning of office furniture/equipments on daily basis.
- IV. To ensure that the dustbins are placed in the strategically in every rooms as well as in the corridors to ensure cleanliness and covering them garbage bags. To maintain plants In the corridors to Improve the ambience. Maintain the greenery in around of the Udyog Bhawan.
- V. To sensitize all the officials including the contractual staff towards their crucial role in maintaining cleanliness. (two session)
- VI. Proper maintenance of office furniture, including polishing and repair to be undertaken timely.
- VII. Removal of old and obsolete furniture items lying in corridors/ free passage in Udyog Bhawan.
- VIII. To weed out all old files/records after following the requirements of the Record Retention Schedule.
- IX. Awareness generation, preparation of collection, disposal of plastic waste.
- X. Simple and easily understandable messages to reach every citizen.
- XI. Display 30 standees inside of Udyog Bhawan and 15 Banners/Posters in outside permieses of Udyog Bhawan building.
- XII. Disply of 06 Hoardings in Udyog Bhawan during the Swchhata Pakhwada and COVID-19 in different locations in Udyog Bhawan premises.
- XIII. Coordinated media campaign across platforms for effective outreach and impact.
- XIV. A "Webinar" on Swachhata on 9'h November, 2020
- XV. A VC/meeting on 10th November, 2020 will be held with all attached and subordinate offices under control of DPIIT for the dissemination of Information and to review the preparedness, in between and at the end of the Pakhwada on 10'h November, 2020.
- XVI. Disply Swchhata message on the website(s) through NIC.
- XVII. Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office organize on 11" November, 2020.
- XVIII. Online competitions on 12" November, 2020 of the officers/ officials/ staff and distribution of certificate and cash prize to the winners.
- XIX. Distrubtion of cash prize (ie. 1st 2nd 3^{rc} Prize) to the winner of the campagn on 13th Novermner 2020.
- XX. Use of Social Media (Facebook, Twitter, instagram, You Tube etc.) to generate awareness.

2. Tariff Commission (New Delhi)

- I. Inauguration of Cleanliness fortnight
- II. Cleanliness pledge
- III. During this fortnight, to be done at Tariff Commission and the surroundings of office under Cleanliness campaign work will be explained to officers and officials.
- IV. A committee to be constituted to prepare a list of existing obsolete and broken items and furniture.
- V. Efforts to dispose the broken and obsolete items listed by the Committee.
- VI. Cleaning the rooms, verandas and toilets of the office.

- VII. Inspecting the cleanliness of the rooms of each employee and officer.
- VIII. Cleaning the books of library and shelf and disposal of old books/magazine/newspapers.
- IX. Ensure the Pest control measures to stop the spread of insects, cockroach and mosquito.
- X. Eradicate the foul smell items from the office.
- XI. Cleaning of fans, windows, electronic items, partition and cleaning of cobwebs and dust by officers/officials.
- XII. Review of the activities during fortnight by cleanliness committee.
- XIII. Repair and remove hanging wires in the rooms.
- XIV. Essay writing competition on 'Clean India Beautiful India'.
- XV. Cleaning of nameplates in the office.
- XVI. Dissemination of activities / pictures to be taken up during cleanliness fortnight through the website of Tariff Commission.
- XVII. Slogan and Poetry Competition on cleanliness.
- XVIII. Speech competition on obstruction of children's development due to lack of proper cleanliness measures.
- XIX. Final review of activities undertaken by the Cleanliness Committee.
- XX. Interactive session along with sharing the responses and views of officials and staff of the Tariff Commission on the activities undertaken during the cleanliness fortnight.
- XXI. Award distribution to winners of essay, poetry recitation, slogan writing and speech competition.
- XXII. Closing of cleanliness fortnight with the National Anthem.

3. Salt Commission (Jaipur)

- I. Pledge of Swachhata Pakhwada
- II. Display of banners/ posters in the Ground Floor and Corridor.
- III. Pledge Taking ceremony under Swachh Bharat Abhiyan specially lesser use of permitted plastics and use of eco-friendly item.
- IV. Workshop on implementation of activities under Swachhata Pakhwada.
- V. Display of Singnage Boards like "No. Smoking Area" etc.
- VI. Auction of obsolete / unserviceable items.
- VII. Disposal of unused files/ records etc.
- VIII. Review of old files /records /Reports etc. and weeding out of the same as per Record Retention Schedule
- IX. Cleanliness by Department's officers/ officials in the premises of Lavan Bhawan and adjoining areas near Lawan Bhawan.
- X. Cleanliness of the Books in the Library, Disposal of old newspapers/ magazines in the Library.
- XI. Meeting for implementation of Swachh Bharat Pakhwada under the Chairpersonship of a senior officer in the Department.
- XII. Visit by the Committee constituted in the Department to oversee the implementation of Swachhta Action Plan and select best Branch in the office.
- XIII. Essay competition on Swachhta Abhiyan.
- XIV. Poster / Slogan competition on the theme of Swachh Bharat will be held to celebrate Swachh Bharat Pakhwada.
- XV. Disposal of broken furniture and Cleanliness drive in office.
- XVI. Award ceremony and take oath on building healthy/Clean atmosphere in the Department

4. Office of the Controller General of Patents, Design & Trade Marks (Mumbai)

- I. Inauguration of Swachhata Hi Seva 2020 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 2020 from 1st -15th November, 2020.
 - II. To Identify the Single use plastic. Action for the disposal/ Any other means of recycling.
 - III. Visit the workplace of officials by Swachhata Pakhwada 2020 and to insure to cleanliness.
 - IV. 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.
 - V. Special drive for pest control in order to proper up keepment of all the valuable office files records, furniture, etc
 - VI. 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.
 - VII. Dusting / Washing of Cushioned chairs, furniture an carpets in the office area. Cleaning of basement area, water tanks, AC ducts, library, terrace of office buildings, conference hall . Essay and drawing competition on "Swachhata Abhiyan" on occasion of "National Commerce Education Day.
 - VIII. Re-arranging 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.
 - IX. Green Drive – Garden management and greenery awareness programme Weed removal from garden area and proper spray of pesticides/ herbicides.
 - X. Closing ceremony with message to all officials of the office including outsourcing personnel to remain vigilant about Swachhata Mission initiated by the Govt.of India.
1. Publication of pamphalet on Swachhata Mission. Conclusion of the Pakhwada by organizing a photo exhibition of Swachhata.
 2. Cleanliness drive in and around /adjoining areas of Office. Price distribution Essay competition on Swachhata among the employees. Price distribution of drawing competition on Swachhata among the employees.

5. Petroleum and Explosives Safety Organisation (PESO), Nagpur

- I. Workshop on Swachhata Pakhwada.
- II. Essay and Poster Competition on Swachhata Pakhwada.
- III. One Day Swachhata Drive at CGO Complex

6. Central pulp and paper research institute (CPPRI), Saharanpur

- I. Organize lectures on Swachh Bharat Initiatives.
- II. Organize poster, essay and debate competitions among CPPRI staff members and their wards.
- III. To arrange a training session for school children to make handmade paper from waste paper for various uses.
- IV. To organize a one day seminar on theme related to waste management.
- V. Organize tree plantation drive in CPPRI campus.

7. National Council for Cement and Building Materials (NCCBM), Haryana

- I. Banners to displayed at NCB's Main Entry Gate and at NCB Colony informing about observance of the Swachhata Pakhwada and creating awareness about the cleanliness drive.
- II. Swachhata Pledge for cleanliness to be undertaken by NCB officials/staff.
- III. Sensitization of all concerned personnel about their crucial role in maintaining cleanliness to be undertaken.
- IV. Waste papers/ boxes etc. will be removed from the corridors/ rooms on NCB.
- V. Cleaning of Library/ Record Room etc. to be undertaken.
- VI. Cleaning & dusting of office equipment in laboratories to be undertaken.
- VII. Cleaning& maintenance in all the washroom Saturday regular intervals to be undertaken.
- VIII. Cleaning of the corridors of NCB premises to be undertaken.
- IX. Cleaning of Office Premises and parking areas.
- X. Moping of Glass partitions/ wooden portion etc
- XI. White washing work in rooms/ corridors of NCB building, wherever required.
- XII. Cleaning of drains and sewer lines to be undertaken.
- XIII. Maintenance of the lawn, removal of weeds etc. in NCB premises and in NCB Colony to be undertaken.
- XIV. Maintenance of green belt around NCB premises to be undertaken.
- XV. Proper Pest control to avoid spreading, of Mosquitoes, bad odour in the NCB Premises to be undertaken.

8. INTELLECTUAL PROPERTY APPELLATE BOARD, CHENNAI

- I. 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 Phamplets and Banners
- II. 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.
- III. Similar activity will be conducted at Delhi Registry Cum Bench.
- IV. Oath taking ceremony will be organized at Chennai & Delhi Office.
- V. Cleaning of Office.

9. National Productivity Council, New Delhi

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

10. National Institute of Design, Ahmedabad

- I. Following competition will have to be organized among NID community.
 1. Poster Competition
 2. Slogan Competition
 3. Dust bin Design Competition
 4. "Waste to wealth "-Product Competition
- II. Instead of morning, the cleaning of inside Office complex should be done in the evening i.e.after office hours, which will be helpful against damages done by Rats. Outside the office complex shall continue to clean in early morning daily.
- III. Beautification of Fountain shall be done for and in context of Hygienic reason.
- IV. To minimize the use of Plastic water bottle in compus including to stop use in meetings.
- V. To encourage "Paper less NID" theme. To start implementing "Paper less" in Administration, Academic& Admission/ test process.
- VI. To organize Awareness camp against Tobacco/Smoking. Remove the "Smoking Zone' which is recently earmarked small area, inside NID main gate and declare NID is completely a "Non Smoking Zone."
- VII. To prepare and implement "Water& Electric saving Plan" in whole NID complex.

11. Indian Robber Manufactures Research Association (IRMRA), Maharashtra

- I. Special focus to be given on tyre storage, samples as discussed in the internal HOD meeting followed by identification of new area for tyre storage above tyre section.
- II. Every internal department to ensure proper cleaning within department during pakadada week for 1hour in a day and ensure same in future.
- III. Cleaning of premises within and outside IRMRA throughout pakwada week and ensure the same in future.

12. Quality Council of India (QCI), New Delhi

- I. Opening of Swachh Bharat Pakhwada by Senior management,
- II. Swachhata Pledge by employees
- III. Display of banners in office,
- IV. Posting of Display Swachhata awareness messages on website.
- V. Posting of short videos on water management, waste disposal and personal hygiene on social media for creating awareness among staff and public
- VI. Cleaning of office space

- VII. Weeding of old records
- VIII. Disposal of obsolete items/E-waste
- IX. Conduct of one day webinar on the topics related to health & hygiene, swachhata, waste management, etc.
- X. Inviting ideas on Swachhata and related area
- XI. Closing ceremony

13. Delhi Industrial Corridor Development Corporation Limited, New Delhi

- I. Complete ban on single use plastic from office premises.
- II. Regular cleaning of office premises, making office pest-free, removal of cobwebs,.
- III. Proper upkeep of office plantations.
- IV. Provision of clean drinking water through water dispensers.
- V. Sending old records/documents to warehouse periodically for the purpose of record keeping.
- VI. Disposal bags in dustbins to be changed on daily basis,
- VII. A list of Dos' and Donts' for keeping the work area clean to be prepared and circulated to all the employees.
- VIII. Picking of Polythene's/ Waste Material on regular basis,
- IX. Awareness and motivation programmes to be conducted for employees for not using single use plastic.

14. India International Convention and Exhibition Centre Limited (IICC), New Delhi

- I. Complete ban on single use plastic from office premises.
- II. Regular cleaning of office premises, making office pest-free, removal of cobwebs.
- III. Sanitization of entire office premises (workstations, cabins, meeting rooms, washrooms doors knobs, handles etc) at regular intervals.
- IV. Provision of touchless dispensers both at entry and exit points.
- V. Thermal screening of every person (both insider and outsider) while entering the workplace.
- VI. Maintaining social distancing in office hours by staggering the sitting arrangement/ lunch hours, conducting virtual meeting etc.
- VII. Regular sanitisation of official vehicles.
- VIII. Proper upkeep of office plantations.
- IX. Provision of clean drinking water through water dispensers.
- X. Sanitising the documents/ packets received through post/courier etc.
- XI. Sending old records/documents to warehouse periodically for the purpose of record keeping.
- XII. Disposal bags in dustbins to be changed on daily basis.
- XIII. A list of Dos' and Donts' for keeping the work area clean to be prepared and circulated to all the employees.
- XIV. Picking of Polythene's/ Waste material on regular basis.
- XV. Awareness and motivation programmes to be conducted for employees for not using single use plastic.
