

F. No. H-11021/1/2014-Adm.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms and Public Grievances

5th floor, Sardar Patel Bhavan,
 Sansad Marg, New Delhi-110001,
 Dated 15 June, 2017

**Subject: Cleanliness Drive under Swachh Bharat Mission to be undertaken by
 DARPG from 16.06.2017 to 30.06.2017 (Swachha Bharat Pakhwada)**

Sl.No.	Date	Name of Work
1.	16.06.2017 (Friday)	Special Cleanliness drive in office premises and its surroundings in Sardar Patel Bhavan JS(Adm) to address all Dir/DS/ US/ASO/ PS /PA for their active participation in Swachh Bharat Pakhwada. Review of old files/records/Reports etc. kept in the compactor and weeding out of same as per Record Retention Schedule. Cleanliness of compactors.
2.	17.06.2017 (Saturday)	Auction of obsolete/unserviceable items in DARPG. White Wash of Secretary's Room, Joint Secretary (eGov), Hall No. 518 and Library in this Department.
3.	18.06.2017 (Sunday)	Cleaning of Toilets, Floors and pantry through Vacuum Cleaners and Rubbing machine.
4.	19.06.2017 (Monday)	General cleaning of floor, removal of cob webs, cleaning of fans, furniture & other electronic items. Dusting of all rooms.
5.	20.06.2017 (Tuesday)	Voluntary cleaning activities in and around office premises, and arranging plotted plants to create an eco-friendly environment.
6.	21.06.2017 (Wednesday)	Disposal of unused files/papers, old records and to weed out the same as per Record Retention Schedule in all Divisions.
7.	22.06.2017 (Thursday)	Cleaning /disposal of old newspapers/magazines/books in the Library. Meeting for implementation of Swachh Bharat Pakhwada under the Chairpersonship of AS(AR & PG).
8.	23.06.2017 (Friday)	AS(AR&PG) to visit the Office premises to oversee the implementation of Swachhta Pakhhwada and also to take a meeting of the Officers concerned. Replacing plastic bottles with glass bottle for drinking water for all officers and staff.
9.	24.06.2017 (Saturday)	Removal of seepages and repair of broken pipelines/sanitary wares in association with CPWD. Proper cleaning of washrooms and exhaust fans etc. Creation of visitor's lounge.
10.	25.06.2017 (Sunday)	Dusting of chairs, conference table, plants and paintings of Conference Hall. Repair, wherever required, of electronic equipments in the 5 th Floor, Sardar Patel Bhawan. Repair/replacement of all damaged telephone wires. Visit by AS to oversee the progress of the Swachhta Pakhwada.

11.	26.06.2017 (Monday)	Removal of stagnant water in and around the Sardar Patel Bhawan in association with CPWD. Cleaning of overhead tanks and drinking water place. Cleaning of nameplates of officers and other signboards.
12.	27.06.2017 (Tuesday)	Requesting Hon'ble MoS(PP) for visiting DARPG to see the implementation of Swachhta Action Plan in the Department.
13.	28.06.2017 (Wednesday)	Cleanliness by DARPG officers/officials in the premises of Sardar Patel Bhawan and adjoining areas near the premise of Sardar Patel Bhawan.
14.	29.06.2017 (Thursday)	Cleaning of all doors, window glass panes and curtains. Dusting of all cabins including computers, fax and photocopy machines.
15.	30.06.2017 (Friday)	Visit by the Committee constituted in the Department to see the implementation of Swachhta Action Plan and select best Workstation in the Department. Conclusions for undertaking various activities for implementation of Swachh Bharat Pakhwada by JS (Admn.) and preparation of Press Briefing.

2. Poster/Slogan completion will be organised on the theme of **Swachha Bharat** during Swachhta Pakhwada.
3. The best Workstation will be selected and an Appreciation Certificate will be awarded.
4. All the Officers/Officials of the Department are requested to participate in Cleanliness Drive actively and make the Swachha Bharat Pakhwada a success in the Department.

V. Chavda

(Vanraj A. Chavda)
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To

- (i) All Officers/Officials in DARPG.
- (ii) Care Taker/Supervisor(Housekeeping) for compliance of schedule.
- (iii) NIC for uploading website and e-office portal.

Copy for information to:

1. PS to MoS(PP), North Block, New Delhi.
2. The Under Secretary, Ministry of Drinking Water & Sanitation, Paryavaran Bhawan, C Wing, 4th Floor, CGO Complex, Lodhi Road, New Delhi-110003.3.
3. The Under Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
4. The Deputy Secretary (Atten: Shri Suresh Kumar) , DoPT, North Block, New Delhi.-
It is requested to fix the date of Press Briefing for implementation of the above programme of the Ministry of Personnel, PG & Pensions as convenient by Hon'ble MoS(PP) and may be intimated to us for participation.