

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 12.03.2018

Subject: Cleanliness Drive under Swachh Bharat Mission to be undertaken by DARPG from 16.05.2018 to 31.05.2018 (Swachhta Pakhwada)

Sl.No.	Date	Name of Work
1.	16.05.2018 (Wednesday)	Display of banners/posters and its dissemination through TV installed in the Ground Floor and Corridor. Pledge Taking ceremony under Swachh Bharat Abhiyan Secretary (AR&PG) to address all officers/officials of the Department for implementation of Swachh Bharat Pakhwada. Display of Signage Boards like " No Smoking Area" and 'Do Not Litter' etc.
2.	17.05.2018 (Thursday)	Auction of obsolete/unserviceable items Disposal of unused files/records etc. Review of old files/records/Reports etc and weeding out of the same as per Record Retention Schedule. Cleanliness of compactors.
3.	18.05.2018 (Friday)	Cleanliness by DARPG officers/officials in the premises of Sardar Patel Bhawan and adjoining areas near Sardar Patel Bhawan.
4.	19.05.2018 (Saturday)	Cleaning of Toilets, Floors through Vacuum Cleaners and Rubbing machine.
5.	20.05.2018 (Sunday)	
6.	21.05.2018 (Monday)	General cleaning of floor, removal of cob webs, cleaning of fans, furniture & other electronic items.

7.	22.05.2018 (Tuesday)	Cleanliness of Books in the Library. Disposal of old newspapers/magazines/books in the Library. Meeting for implementation of Swachh Bharat Pakhwada under the Chairpersonship of a senior officer in the Department
8.	23.05.2018 (Wednesday)	Voluntary cleaning activities in and around office premises, and acquisition of potted plants to create an eco-friendly environment.
9.	24.05.2018 (Thursday)	Proper cleanliness of toilets and bathrooms
10.	25.05.2018 (Friday)	Dusting of chairs, conference table, computers, fax machines, photocopier machines etc.
11.	26.05.2018 (Saturday)	Cleaning of nameplates of officers with Brass
		Cleaning of vertical blinder/windows
12.	27.05.2018 (Sunday)	White wash of rooms wherever is required.
13.	28.05.2018 (Monday)	Visit by the Committee constituted in the Department to oversee the implementation of Swachhta Action Plan and select best Workstation in the Department.
14.	29.05.2018 (Tuesday)	Repairing of all damaged telephone wires and installation of new wires, wherever required.
15.	30.05.2018 (Wednesday)	Invitation to Hon'ble MoS (PP), Member of Parliament (MP) and a Senior Officer from M/o Drinking Water & Sanitation to visit DARPG to see the implementation of Swachhta Action Plan and release Press briefing on major outcomes of Swachhta Pakhwada.
16.	31.05.2018 (Thursday)	Awarding certificates to the winners of the best workstation/slogan/poster competitions.

2. Poster/Slogan competition on the theme of **Swachh Bharat** will be held to celebrate Swachh Bharat Pakhwada.

3. In addition to the above, snapshot of activities during the Pakhwada may be given in the social media like Twitter/Facebook etc. on daily basis and also upload on Swachhta Samiksha/Swachh Bharat Mission Portal.

4. All the Officers/Officials of the Department are requested to participate in Cleanliness Drive during Swachh Bharat Pakhwada i.e. 16th May to 31st May, 2018.


(Vanraj A. Chavda)
Joint Secretary
Tele: 011-23745472

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.
- (iv) PS to MoS(PP)/PPS to Secretary (AR&PG)/ PS to AS (AR&PG).
- (v) Dir(D &D) -it is requested to make arrangements for Press release highlighting major outcomes of the Pakhwada and to organize Press conference to highlight the activities undertaken during Pakhwada to be addressed by Hon'ble MoS(PP).

Copy for information to:

- I. The Director (SBM), Ministry of Drinking Water & Sanitation, Paryavaran Bhawan, C Wing, 4th Floor, CGO Complex, Lodhi Road, New Delhi-110003.
- II. The Under Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- III. The Deputy Secretary (Attn: Shri Juglal Singh) , DoPT, North Block, New Delhi.