

F. No. H-11021/1/2014-Adm.II (973)
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: 18th April, 2019

Subject: Cleanliness Drive to be undertaken by DARPG from 16.05.2019 to 31.05.2019 (Swachhta Pakhwada)

Sl.No.	Date	Name of Work
1.	16.05.2019 (Thursday)	Display of Swachhta Pakhwada in DARPG through TV installed in the Ground Floor and Corridor. Secretary (AR&PG) to address to all officers/officials of the Department for implementation of Swachhta Pakhwada.
2.	17.05.2019 (Friday)	Cleanliness by DARPG officers/officials in the premises of Sardar Patel Bhawan.
3.	18.05.2019 (Saturday)	Cleaning of window blind in corridor of the DARPG
4.	19.05.2019 (Sunday)	General cleaning of floor, removal of cob webs, cleaning of fans, furniture.
5.	20.05.2019 (Monday)	Cleaning of Toilets, Floors through Vacuum Cleaners and Rubbing machine.
6.	21.05.2019 (Tuesday)	
7.	22.05.2019 (Wednesday)	Voluntary cleaning activities in and around office premises, and acquisition of potted plants to create an eco-friendly environment.
8.	23.05.2019 (Thursday)	Cleanliness of Books in the Library. Disposal of old newspapers/magazines/books in the Library.
9.	24.05.2019 (Friday)	Proper cleanliness of toilets and bathrooms.
10.	25.05.2019 (Saturday)	Dusting of chairs, conference table, computers, fax machines, photocopier machines etc.
11.	26.05.2019 (Sunday)	Cleaning of nameplates of officers with Brass Cleaning of vertical blinder/windows

12.	27.05.2019 (Monday)	Painting competition on the theme of Swachhta.
13.	28.05.2019 (Tuesday)	Visit by the Committee constituted in the Department to oversee the implementation of Swachhta Action.
14.	29.05.2019 (Wednesday)	Disposal of old non-functional files/records etc.
15.	30.05.2019 (Thursday)	Meeting for implementation of Swachhta Pakhwada under the Chairpersonship of senior officer in the Department.
16.	31.05.2019 (Friday)	Awarding certificates to the winners of the poster competition.

2. All the Officers/Officials of the Department are requested to participate in Cleanliness Drive during Swachhata Pakhwada i.e. 16th May to 31st May, 2019.


 (Khamchin Naulak)
 Under Secretary
 Tele. 011-23401453

To,

- (i) All Officers/Officials in DARPG.
- (ii) Care Taker/Supervisor (Housekeeping) for compliance of schedule.
- (iii) NIC for uploading on website and e-office portal.
- (iv) PPS to Secretary (AR&PG)/PS to AS (AR&PG)/ PPS to JS (Admn.)

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 Secretary, Rashtrapati Bhawan, New Delhi.
- III. The Deputy Secretary (Shri Juglal Singh), DoPT, North Block, New Delhi.