**Department of Chemicals & Petrochemicals**

**Details of activities carried out by the Department of Chemicals & Petrochemicals at the Department Secretariat during observance of Swachhata Pakhwada during 1st – 15th September, 2020**

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| **Dated** | **Action Taken Report** |
| **1.9.2020** |  i. Secretary (C&PC) Administered “Swachhata Pledge” to all officers of the level of Deputy Secretary and above. The Section Officers and supervisory officers of various sections administered the pledge to their staff members in their respective rooms. ii. Banners were displayed at prominent places. Iii Special cleanliness drive was carried out following the guidelines issued for prevention of Covid 19 |
| **2.9.2020** |  i. Dustbins were installed at appropriate places  ii. The staff members did the work relating to cleanliness offices following the guidelines issued for prevention of Covid 19 |
| **3.9.2020 to****10.9.2020** |  i. All the sections did the work relating to reviewing /recording /weeding out of old files. ii. Work relating to Cleanliness/sanitization of offices / premises was carried out during the period |
| **11.9.2020** |  Due to Corona pandemic all the officers / staff members took part in Shramdan activity by cleaning their own sitting place in the office as well as in their residences  |
| **14.9.2020** |  The staff members did the work relating to cleanliness offices following the guidelines issued for prevention of Covid 19 |
| **15.9.2020** |  A Webinar on Swachhata was organized on 15.9.2020 by CIPET, a PSU under the administrative control of the Department. All officers and officials of the Department of Chemicals & Petrochemicals took part in the Webinar |

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