

**D-34011/25/2023-Admn
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals**

**Shastri Bhawan, New Delhi
Dated the 31st August, 2023**

Office Memorandum

**Subject: Observance of Swachhta Pakhwada from 1.9.2023 to 15.9.2023 in the
Department of Chemicals & Petrochemicals – regarding**

The undersigned is directed to convey that Swachhata Pakhwada will be observed in the Department of Chemicals & Petrochemicals from 1.9.2023 to 15.9.2023. Swachhata Pakhwada activities are required to be undertaken in the Department Secretariat as well as in all PSUs / ABs under the administrative control of the Department. Accordingly, the Action Plans on the Swachhta Pakhwada in respect of the Department of Chemicals & Petrochemicals (Annexure-I) along with the Action Plans of PSUs / Autonomous Bodies under the administrative control of the Department (Annexure-II) for the aforesaid period duly approved by Secretary, DCPC are sent herewith.



(Manju Singh)

Under Secretary to the Govt. of India
Telephone no. 011-23386013
Email ID: singh.manju@nic.in

The Secretary,
D/o of Drinking Water and Sanitation,
Ministry of Jal Shakti,
4th Floor, Paryavaran Bhawan, Lodi Road
New Delhi.

Enclosures: As above

Action Plan for the Swachhata Pakhwada to be observed from 1.9.2023 to 15.9.2023

1st September, 2023

- i. Administration of Swachhata Pledge by the officers / officials of the Department
- ii. Displaying of banners at prominent places in the premises of the Department (Shastri Bhawan)
- iii. Special cleanliness drive in offices/premises of the Department of Chemicals and Petrochemicals

4th September, 2023

- i. Installation of dustbins and cleanliness messages, posters etc at appropriate places at Shastri Bhawan and Udyog Bhawan
- ii. Special cleanliness drive in offices/premises of the Department of Chemicals and Petrochemicals

5th September, 2023

- i. Disposal of scrap like newspapers, electronic items and old furniture
- ii. Cleanliness in the offices / premises of the Department

6th September, 2023

- i. An Essay writing competition on the subject "पर्यावरण संरक्षण में स्वच्छता की भूमिका" in Hindi and "The Role of Cleanliness in Environmental conservation" (in English)
- ii. Cleanliness in the offices/premises of the Department

11th September, 2023

- i. Poetry Recital Competition on the title "स्वच्छता जहां, ईश्वर कृपा वहां" in Hindi and "Where there is cleanliness, God's grace is there" in English
- ii. Cleanliness in the offices/premises of the Department.

12th September, 2023

- i. Shramdaan by the officers and employees of the department outside gate number 6 in Shastri Bhawan

13th September, 2023

- i. Removing / weeding out of old files / records of the Department
- ii. Activity by all Sections of the Department for disposal of pending issues

14th September, 2023

- i. Prize Distribution to the award winners of the Competitions held in the Department

15th September, 2023

- i. Preparation of Action Taken Report
2. In addition to the above action plan the following additional activities will also be observed during the fortnight:
- i. Organization of a "Webinar" on Swachhata by CIPET.
 - ii. Organization of a VC / Meeting with all PSUs/Als under the administrative control of the Department to review their preparedness
 - iii. Displaying of Swachhata message on the websites of the Department and its PSUs/Als.
 - iv. Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in office.
 - v. Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness.
 - vi. Tagging of Swachh Bharat handles when posting over social media.

Annexure-II

Action Plan for observance of Swachhta Pakhwada from 01st September, 2023 to 15th September, 2023 of Autonomous Bodies / PSUs under administrative control of the Department of Chemicals & Petrochemicals:

CIPET

<u>Date</u>	<u>Event</u>
1.9.2023	i. Inaugural Ceremony ii. Administration of Swachhata Pledge iii. Meeting organised for creating awareness among the employees about cleanliness iv. Display of Swachhta message on the CIPET website
2.9.2023	Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute.
4.9.2023	Upkeep and cleaning of inside & outside of Institute premises.
5.9.2023	Upkeep and cleaning of inside & outside of Hostel premises and surrounding areas for the importance of hygiene and cleanliness.
6.09.2023	Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office Viz:- <ul style="list-style-type: none">• Avoiding plastic carry bags, plastic / thermocol disposable cutlery, cups, bowls spoons etc. at office.• Discourage use of artificial flowers, flex banners, flags, flower pots, PET bottles and other plastic material at office.
7.9.2023	Distribution of Dustbins (Solid / Liquid Waste) to the people located nearby villages and Govt. Schools for the importance of hygiene and cleanliness
8.9.2023	Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness on Swachhta.
9.9.2023	Tagging the Swachh Bharat handles when posting over Social Media. <ul style="list-style-type: none">• Twitter: @Swachhbharat• Facebook: SBMGramin• Instagram: Swachhbharatgrameen.
11.9.2023	Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta.
12.9.2023	Organising Competition for students viz. Debate & Drawing Competition for students on Swachhta.
13.9.2023	Sapling of trees at Institute premises for clean and green

	environment.
14.9.2023	i. Awareness Rally on Swachhta for creating awareness for the importance of hygiene and cleanliness among general public. ii. Maintenance of toilets constructed by CIPET under Swachh Bharat Mission.
15.9.2023	i. Seminar / Workshop on importance of Swachhta. ii. Closing Ceremony

IPFT

1.9.2023	(i) Display of cloth made banner and poster at prominent places and main gate of Institute. (ii) Mass Pledge on 'Swachh Bharat' by all staff & officers with resolution to keep the premises clean and plastic free and to keep the premises clean and plastic free and to actively participate in all swachhta related activities to be administered by Director(IPFT)
4.9.2023	Distribution of Swachhta Kit (T-Shirt, Caps etc.) with Swachhta Logo to the staff and participants.
5 to 8.9.2023	Cleaning activities within & outside IPFT Campus
11 to 12.9.2023	(i) Weeding out of the Old Records, if any (ii) Prepare the list of non-functional equipment / scrap
13.9.2023	Use of Social Media to Generate Awareness – Swachhbharat Twitter Handle
14.9.2023	Essay Writing / Paining Competition
15.9.2023	Valedictory Function

HOCL

01.09.2023 11.00 AM.	<p>Publicity: Adequate No. of (minimum 4 Nos.) Banners with logo on "Swachhta Pakhwada" will be displayed in the main gate of the Factory and Township to give wide publicity.</p> <p>All the activities conducted in our Unit will be published through social media on daily basis along with photographs.</p> <p>Inaugural Function: - Executive Director & Unit in Charge will administer a Pledge on Swachhta Mission in front of the Administrative Building. All employees will join the Pledge.</p> <p>Co-ordinators from various departments will be selected for overall supervision and also to lead their team for Swachhta activities in their respective area/workplace.</p>
02.09.2023 to 10.09.2023	<p>Factory area will be cleaned by the employees and contract workers.</p> <p>A nearby school will be cleaned by the employees and an awareness session on e-waste will be conducted there for the students and pin badge will be supplied for the students with "e-waste awareness motto"</p> <p>An umbrella with logo "Swachhta Pakhwada" will be distributed to the participants.</p> <p>All necessary accessories, aids will be provided to the teams. ED and Nodal Officer will assess the performance of the each team and the best performing team will be awarded with a cash prize.</p> <p>Planning to eliminate plastic packets of milk in canteen by converting to large volume cans.</p>
12.09.2023 & 13.09.2023	<p>Various Competitions on Swachhta will be conducted for the employees, apprentices/trainees and for the wards (school going children) of employees and winners will be awarded with cash prizes.</p> <p>An awareness session on waste management will be conducted for employees</p>
12.09.2023 to 14.09.2023	<p>Township cleaning by employees/residents and contract workers. Swachhta activities inside the Township will be carried out by the residents and employees.</p>
15.9.2023	<p>Concluding Function:- Evaluation of the Swachhta activities carried out during Pakhwada and Prize distribution for the Winners.</p>

HIL

01-09s2023	Inauguration of "Swachhta Pakhwada". Display of Swachhta Banner and Pledge by Officers & staff.
04-09.2023	Cleanliness drive at Office Office.
05-09-2023	Weeding out old records.
06-09-2023	Essay Writing Competition on "Swachhta & its Benefits".
08-09-2023	Discarding of old unusable furnitures & Fixtures and shifting to scrap yard for disposal.
11-09-2023	Cleanliness drive at HIL Township, New Motinagar and R&D Centre Gurugram.
12-09-2023	Slogan writing Competition on theme pertaining to "Swachhta".
13-09-2023	Cleanliness drive at SCOPE Complex, Lodhi Road.
14-09-2023	Cleanliness drive around SCOPE.
15-09-2023	Valedictory Function.
