

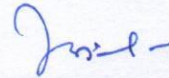
F.No.34011/25/2023-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhavan, New Delhi
Dated 13th November, 2023

Office Memorandum

Subject: Action Taken Report on observance on Swachhata Pakhwada during 1st September, 2023 to 15th September, 2023

The undersigned is directed to forward a consolidated Action Taken Report on observance of Swachhata Pakhwada in the Department of Chemicals & Petrochemicals and PSUs/ABs under its administrative control of the Department, from 1st September, 2023 to 15th September, 2023.



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Encl: As above.

To

The Secretary,
Department of Drinking Water & Sanitation,
Ministry of Jal Shakti,
4th Floor, Paryavaran Bhavan, Lodhi Road,
New Delhi - 11003

Department of Chemicals & Petrochemicals**Details of activities carried out by the Department of Chemicals & Petrochemicals at the Department Secretariat during observance of Swachhata Pakhwada from 1.9.2023 to 15.9.2023****Action Taken Report 2023**

Dated	Activities under taken during Pakhwada
1.9.2023	<ol style="list-style-type: none">1. Secretary (C&PC) administered “Swachhata Pledge” to all officers of the level of Under Secretary and above in her Chamber. The Section Officers / Supervisory Officers of various sections administered the pledge to their staff members at 11:00 AM in their respective rooms.2. Banners were displayed at various prominent places in the premises of the Department3. Special Cleanliness drive was started in the offices / premises of the Department at Shastri Bhwaan.
4.9.2023	<ol style="list-style-type: none">i. Dustbins were installed at following places<ol style="list-style-type: none">I. One at 3rd floor near Room no. 303II. One at 2nd floor near liftIII. One at 5th floor near room no. 501IV. One at 4th floor in lift area near room no.414V. One at 3rd floor in lift area near room no.345
5.9.2023	A circular to initiate action regarding recording, reviewing and weeding out of old files and for disposal of obsolete items such as furniture, electrical and computer parts books and reports etc was issued. The officers and staff members of the Department carried out this activity enthusiastically and disposed of the items which were not in use and lying in their rooms.
6.9.2023	The work relating to removing / weeding out of old files / records and cleanliness in the office / premises of the Department was carried out in the Department with dedication and enthusiasm.
11.9.2023	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 was held. The Employees of the Department took active participation in the event with great enthusiasm.

	A Poetry Recitation Competition on the title “स्वच्छता जहां, ईश्वर कृपा वहां” in Hindi and “Where there is cleanliness, God's grace is there” in English was held in the Department. A large number of employees participated the event.
12.9.2023	Shramdaan activity was carried out in the Department at Gate no.4 in Shastri Bhawan. The officers and staff members of the Department took active participation in the event with great enthusiasm.
13.9.2023	The staff members did the work relating to removing / weeding out of old files / records. Activities relating to disposal of pending issues was carried out by the staff members of the Department.
14.9.2023	Award Winners were selected of both the Competitions held in the Department during Swachhata Pakhwada
15.9.2023	Preparation of Action Taken Report

2. Beside above, some other activates were also carried out during the Swachhata Pakhwada. The detail of the same is as under:

- I. The Department of Drinking Water and Sanitation, in order to ensure greater participation and more effective outcome of the Pakhwada fortnight, sent three Swachhata Pakhwada Awards to be awarded for exemplary performance of the Department and all field functionaries, attached offices and subordinate organizations and PSUs, observing Pakhwada. The Committee constituted to evaluate the performance of all the participating organisations declared CIPET, DCPC and HIL as first, second and third prize winner respectively.
- II. A Webinar on Swachhta was organized. The Webinar was attended by the officials of the Department and all ABs/PSUs under the administrative control of the Department.
- III. As per the advice of the Department of Drinking Water & Sanitation for awarding Swachhata Pakhwada Award-2023, a Committee was formed in the Department for evaluation of the performance of the participating organizations who undertook Swachhata activities during Swachata Pakhwada from 1.9.2023 to 15.9.2023.
- IV. Photographs of the events carried out during the Pakhwada were uploaded on social media handles.

Annexure-II

CIPET

Sr. No.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2023	<ul style="list-style-type: none">• Inaugural ceremony• Administering of Swachhta Pledge• Meeting organised for creating awareness among the employees about cleanliness• Display of Swachhta message on the CIPET website
2.	2.9.2023	<ul style="list-style-type: none">• Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute
3.	4.9.2023	<ul style="list-style-type: none">• Upkeep and cleaning of inside & outside of Institute premises
4.	5.9.2023	<ul style="list-style-type: none">• Upkeep and cleaning of inside & outside of Hostel premises and surrounding areas for the importance of hygiene and cleanliness
5.	6.9.2023	<ul style="list-style-type: none">• Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office Viz:- 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 plastics material at office
6.	7.9.2023	<ul style="list-style-type: none">• Distribution of Dustbins (Solid / Liquid Waste) to the people located nearby villages and Govt. Schools for the importance of hygiene and cleanliness.
7.	8.9.2023	<ul style="list-style-type: none">• Use of social Media (Facebook, Twitter, Instagram, You Tube etc.) to generate awareness on Swachhata.
8.	9.9.2023	<ul style="list-style-type: none">• Tagging the Swachh Bharat handles when posting over Social Media Twitter: @swachhbharat Facebook: SBMGramin Instagram: Swachhbharatgrameen

9.	11.9.2023	<ul style="list-style-type: none"> Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta
10.	12.9.2023	<ul style="list-style-type: none"> Organising Competition for students viz. Debate & Drawing Competition for students on Swachhta Organised Webinar on Swachhta by CIPET in coordination with DCPC; wherein other Govt. Organisation has also been participated in the Webinar
11.	13.9.2023	<ul style="list-style-type: none"> Sapling of trees at Institute premises for clean and green environment
12	14.9.2023	<ul style="list-style-type: none"> Awareness Rally on Swachhta for creating awareness for the importance of hygiene and cleanliness among general public Maintenance of toilets constructed by CIPET under Swachh Bharat Mission
13.	15.9.2023	<ul style="list-style-type: none"> Seminar / workshop on importance of Swachhta Closing Ceremony

IPFT

Sr. No.	Date	Activities undertaken by IPFT as per Action Plan
1.	1 September, .2023	<ul style="list-style-type: none"> Displayed banner at prominent site at office premises & gate and Mass pledges were administered to the employees by Director-IPFT
2.	4 September,.2023	<ul style="list-style-type: none"> Distributed Swachhta Logo Embossed T-Shirt and caps to the Staff and Participants
3.	5-6 & 8 Sept, 2023	<ul style="list-style-type: none"> Employees participated in the cleaning activity within the premises and surrounding areas
4.	11- 12 September,2023	<ul style="list-style-type: none"> Exercise for identification of old records and scrap carried out but nothing found suitable for weeding out due to periodic cleaning exercise undertaken at section level
5.	13 September, 2023	<ul style="list-style-type: none"> Used Social Media (Facebook, Twitter etc. and tag the Swachh Bharat handles) to Generate Awareness
6.	14 September, 2023	<ul style="list-style-type: none"> Essay Competition was organized, wherein the employees were required to write the essay on “जीवन में स्वच्छता का महत्व” the topic was made known the participants. Best three essay were selected.
7.	15 September, 20223	Pakhwada was concluded with vote of thanks

HOCL

Action Taken Report for Swachhta Pakhwada from 01.09.2023 to 15.09.2023

Activities Conducted:

- Publicity: Adequate No. of (minimum 4 Nos.) Banners with logo on "**Swachhta Pakhwada**" were displayed in the main gate of the Factory and Township to give wide publicity.
- All the activities conducted in our Unit were published through social media on daily basis along with photographs.
- Inaugural Function:- Executive Director & Unit in Charge administered a Pledge on Swachhta Mission in front of the Administrative Building on 01.09.2023 at 11.AM. All employees were joined the Pledge and take a resolution to keep office premises clean and plastic free, manage old records properly and to participate in Swachhta activities.
- Co-ordinators from various departments were selected for overall supervision and also to lead their team for Swachhta activities in their respective area/workplace. Swachhta activities by different departments started from 01.09.2023 onwards.
- Our employees attended the Webinar on Swachhta by CIPET on behalf of Dept. Chemicals & Petrochemicals.
- **Conducted a cleanliness campaign at a nearby Government School (GVHSS, Ambalamugal)** by our employees, apprentices and trainees and Organized an awareness session for students on Scientific Management of E-waste and pin badge were supplied for the students with "e-waste awareness motto"
- Conducted an awareness session for our employees on Effective Management of Waste by CEO, Northamps, Awareness drive for our contract/casual labourers with focus on cleanliness, evils of plastic pollution etc.
- Stainless Steel water bottles were distributed to the participants to eliminate plastic water bottles.
- Eliminated plastic packets of milk in canteen by converting to large volume cans.
- Various Competitions on Swachhta were conducted for the employees, apprentices/trainees viz., Suggestions for the overall improvement of the cleanliness and beauty of our premises, Inter department competition for cleaning and related Swachhta activities, individual employees/employees sitting together for maintaining their work places/cabins neat and tidy etc.
- Conducted Swachhta Poster Design competition and employees were insisted on using the best poster as their DP on a selected date.
- Township cleaned by employees/residents and contract workers. Swachhta activities inside the Township were carried out by the residents and employees.

HIL

Sr. No.	Date	Activities undertaken by HIL as per Action Plan
1.	1.9.2023	<ul style="list-style-type: none">• Inauguration of Swachhata Pakhwadda.
2.	4.9.2023	<ul style="list-style-type: none">• Cleanliness drive at Corporate office
3.	5.9.2023	<ul style="list-style-type: none">• Weeding out old records
4.	6.9.2023	<ul style="list-style-type: none">• Cleanliness drive• Essay Writing competition
5.	11.9.2023	<ul style="list-style-type: none">• Cleanliness drive at HIL Township
6.	12.9.2023	<ul style="list-style-type: none">• Cleanliness drive at R&D Centre
7.	13.9.2023	<ul style="list-style-type: none">• Cleanliness drive at Scope Complex
8.	14.9.2023	<ul style="list-style-type: none">• Cleanliness drives at office premises
