

F.No.34011/1/2022-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhavan, New Delhi
Dated 8th December, 2022

Office Memorandum

Subject: Action Taken Report of Swachhata Pakhwada observed during 1st September, 2022 to 15th September, 2022

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter No. 561/2/1/2017-CA-IV dated 7th December, 2021 regarding observance of Swachhata Pakhwada in the Department of Chemicals & Petrochemicals from 1st September, 2022 to 15th September, 2022.

2. A consolidated Action Taken Report on observance of Swachhata Pakhwada in the Department of Chemicals & Petrochemicals and PSUs/ABs under its administrative control for the above period are annexed.



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Encl: As above.

To

The Secretary,
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4th Floor, Paryavaran Bhavan, Lodhi Road,
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Annexure-I

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 1.9.2022 to 15.9.2022

Action Taken Report 2022

Dated	Activities under taken during Pakhwada
1.9.2022	<p>i. Secretary (C&PC) administered "Swachhata Pledge" to all officers of the level of Under Secretary and above. The Section Officers / Supervisory Officers of various sections Administered the pledge to their staff members at 11:00 AM in their respective rooms. This was subsequently posted in the website, tweeted on the twitter and uploaded on the social media platforms.</p> <p>ii. Banners were displayed at various prominent places in the premises of the Department</p>
2.9.2022	<p>i. A Special Drive for Recording / Weeding out of files was started in the Department</p> <p>ii. Special cleanliness drive in offices/premises of the Department of Chemicals & Petrochemicals</p> <p>ii. Dustbins were installed at following places</p> <ol style="list-style-type: none">1. One at 3rd floor near Room no. 3032. One at 2nd floor near lift3. One at 5th floor near room no. 5014. One at 4th floor in lift area near room no.4145. One at 3rd floor in lift area near room no.345
5.9.2022	A circular to initiate action regarding recording, reviewing and weeding out of 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.
6.9.2022	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.
7.9.2022	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.

8.9.2022	An Essay Writing Competition on the subject “स्वच्छता और स्वास्थ्य मे संबंध” in Hindi and “Relationship between cleanliness and Health” in English was held. The Employees of the Department took active participation in the event with great enthusiasm.
9.9.2022	A Poetry Recitation Competition on the title “स्वच्छता अपनाएं अपना आज और कल स्वस्थ बनाएं” in Hindi and “Adopt cleanliness, make your today and tomorrow Healthy” in English was held in the Department. A large number of employees participated the event.
12.9.2022	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.
13.9.2022	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.
14.9.2022	Award Winners were selected of the Competitions held in the Department during Swachhata Pakhwada
15.9.2022	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. Video conference was held with all PSUs/ABs under the administrative control of the Department of Chemicals & Petrochemicals under the Chairmanship of Shri Susanta Kumar Purohit, the then Joint Secretary (PC/Admn) of the Department to review their preparedness in respect of observation of Swachhata Pakhwada.
- ii. Mask, Sanitizers, soap and other safety related items were distributed among the staff members to enable them to protect themselves from Covid 19 pandemic.
- iii. Photographs of the events carried out during the Pakhwada were uploaded on social media handles.
- iv. As per the advice of the Department of Drinking Water & Sanitation for awarding Swachhata Pakhwada Award-2022, a Committee was formed in the Department for evaluation of the performance of the participating organizations who carried out Swachhata activities during Swachata Pakhwada from 1.9.2022 to 15.9.2022. After deliberations and based on activities carried out by the organisations the Committee selected HOCL, DCPC and CIPET for awarding 1st, 2nd and 3rd prize respectively.

Annexure-II**CIPET**

Sr. No.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2022	<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.	2.9.2022	<ul style="list-style-type: none">• Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute
3.	3.9.2022	<ul style="list-style-type: none">• Upkeep and cleaning of inside & outside of Institute premises
4.	5.9.2022	<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.	6.9.2022	<ul style="list-style-type: none">• Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office Viz:- a. Avoiding plastic 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.	7.9.2022	<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.	8.9.2022	<ul style="list-style-type: none">• Use of social Media (Facebook, Twitter, Instagram, You Tube etc.) to generate awareness on Swachhata.
8.	9.9.2022	<ul style="list-style-type: none">• Tagging the Swachh Bharat handles when posting over Social Media Twitter: @swachhbharat Facebook: SBMGrain Instagram: Swachhbharatgrameen
9.	10.9.2022	<ul style="list-style-type: none">• Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta

10.	12.9.2022	<ul style="list-style-type: none"> Organising Competition for students viz. Debate & Drawing Competition for students on Swachhta
11.	13.9.2022	<ul style="list-style-type: none"> Sapling of trees at Institute premises for clean and green environment
12	14.9.2022	<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.	15.9.2022	<ul style="list-style-type: none"> Seminar / workshop on importance of Swachhta Closing Ceremony

IPFT

Sr. No.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2022	<ul style="list-style-type: none"> Displayed banner at prominent site at office premises & gate and Mass pledges was administered to the employees by Director-IPFT
2.	2.9.2022	<ul style="list-style-type: none"> Distributed Swachhta Logo Embossed T-Shirt and caps to the Staff and Participants
3.	5-9.9.2022	<ul style="list-style-type: none"> Employees participated in the cleaning
4.	12.9.2022	<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.	6.9.2022	<ul style="list-style-type: none"> Used Social Media (Facebook, Twitter etc. and tag the Swachh Bharat handles) to Generate Awareness
6.	14.9.2022	<ul style="list-style-type: none"> Essay Competition was organized, wherein the employees were required to write the essay on “एक कदम स्वच्छता की ओर अथवा स्वच्छता और स्वास्थ्य” the topic was made known the participants. Best three essay were selected. The Cash Award was given to the selected participants on the concluding day of

		<p>the Pakhwada. The following were the award winner:</p> <p>(i) Dr. Shubham Yadav (Specialist (Anaylatical) – I (ii) Mrs. Poornima, Project Assistant – II (iii) Shri Girraj Char, FEA – III (iv) Shri Suresh Kumar, Attendant – Consolation Prize – I (v) Shri Abhay Kumar, Attendant - Consolation Prize - II</p>
7.	15.9.2022	<p>On the concluding day Mass Appeal made by Offg. Director, Ex-Offg. Director and Consultant (Rajbhasha), which was attended by all the employees. The prizes were awarded to the selected winners of the Essay Competition on Swachhta by Dr. L.K. Thakur, Officiating Director-IPFT. The valedictory function lasted about one and half hours and was very much appreciated by the all employees.</p>

HOCL

Sr. No.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2022	<ul style="list-style-type: none"> Inaugural Function:- Executive Director & Unit in Charge administered a pledge on Swachhta Mission in front of the Administrative Building. All employees have joined the pledge Banners with logo on Swachhta Pakhwada were displayed at the main gate of Factory and Township All the activities conducted in our unit were published through social media on daily basis. Co-ordinators from various departments selected for overall supervision and also to lead their team for Swachhta activities in their respective area / workplace
2.	1.9.2022 to 15.9.22	<p>Cleaned the premises by employees as part of Promotion of beautification of the premises and Swachhta Pakhwada 2022.</p> <p>All the department participated widely in cleaning. Sorting/weeding of files/ document/segregation and systematic arrangement of tools and machineries in the department</p> <p>Township area cleaned by employees/residents and contract workers. Swachhta activities inside the Township were carried out by the residents and employees including canteen staff.</p> <p>Awareness session conducted by the Company Medical Officer on Better Hygiene to the Housekeeping staff at Township.</p> <p>Vegetable Garden cleaned by the employees and canteen staff.</p>

		<p>Awareness session conducted by the Company Medical Officer on Better Hygiene to the Security personnel at Factory.</p> <p>Cartoon Competitions on Swachhta conducted for the employees, apprentices/trainees.</p> <p>Commissioned a Biogas plant in our canteen to treat the bio-waste generated in our premises and also has got Eat right Campus for our canteen from FSSAI department.</p> <p>Installed 3 Nos. of Napkin Incinerators at Factory and Township.</p> <p>Essay Competitions on Swachhta were conducted for the employees, apprentices/trainees.</p> <p>Evaluated Swachhta activities carried out by all the departments.</p> <p>Prize distribution for the Winners will be done on Valedictory session.</p>
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HIL

Sr. No.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2022	<ul style="list-style-type: none"> Inauguration of Swachhata Pakhwadda. Display of Swachhata banner and pledge by officers & staff
2.	2.9.2022	<ul style="list-style-type: none"> Cleaning activities at office premises
3.	5.9.2022	<ul style="list-style-type: none"> Weeding out old records
4.	6.9.2022	<ul style="list-style-type: none"> Essay Writing competition on Swachhata & its Benefits
5.	7.9.2022	<ul style="list-style-type: none"> Poem writing competition on Swacjjata
6.	8.9.2022	<ul style="list-style-type: none"> Discarding of old unusable furniture & fixture & shifting to scrap yard for disposal
7.	9.9.2022	<ul style="list-style-type: none"> Slogan writing competition of Swachhata
8.	12.9.2022	<ul style="list-style-type: none"> Cleanliness drives at HIL Township, New Motinagar
