

**D-34011/1/2022-Admn**  
**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Chemicals & Petrochemicals**

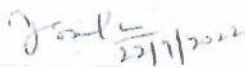
**Shastri Bhawan, New Delhi**  
**Dated the 22<sup>nd</sup> July, 2022**

**OFFICE MEMORANDUM**

**Subject: Action Plan of Swachhta Pakhwada from 1.9.2022 to 15.9.2022 in Department of Chemicals & Petrochemicals – regarding**

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter No. 561/01/01/2017-CA.IV dated 7.12.2022 on the above subject. As per Swachhta Pakhwada Calender 2022, the Pakhwada allotted to this Department is from 1<sup>st</sup> September, 2022 to 15<sup>th</sup> September, 2022.

2. 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  
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The Secretary,  
D/o of Drinking Water and Sanitation,  
Ministry of Jal Shakti,  
4<sup>th</sup> Floor, Paryavaran Bhawan, Lodi Road  
New Delhi.

Enclosures: As above

**Action Plan for the Swachhata Pakhwada to be observed from 1.9.2022 to 15.9.2022**

**1st September, 2022**

- 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

**2nd September, 2022**

- i. Starting of Special Drive for Recording / Weeding out of files
- ii. Installation of dustbins and cleanliness messages, postures etc at appropriate places at Shastri Bhawan and Udyog Bhawan
- iii. Special cleanliness drive in offices/premises of the Department of Chemicals and Petrochemicals

**5th September, 2022**

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

**6th September, 2022**

- i. Removing / weeding out of old files / records of the Department
- ii. Cleanliness in the offices/premises of the Department

**7th September, 2022**

- i. Removing / weeding out of old files / records of the Department
- ii. Cleanliness in the offices/premises of the Department.

**8th September, 2022**

- i. An Essay writing competition on the subject "स्वच्छता और स्वास्थ्य में संबंध" in Hindi and "Relationship between cleanliness and Health") in English
- ii. Cleanliness in the offices/premises of the Department.

**9th September, 2022**

- i. Poetry Recital 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
- ii. Cleanliness in the offices/premises of the Department.

**12th September, 2022**

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

**13th September, 2022**

- 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, 2022**

- i. Prize Distribution

**15th September, 2022**

Preparation of Action Taken Report

2. In addition to the above proposed action plan the following additional activities are also proposed to be observed during the fortnight:

- i. Organization of a "Webinar" on Swachhata.
- ii. Organization of a VC / Meeting with all PSUs/AIs under the administrative control of the Department to review the preparedness in between and at end of the Pakhwada.
- iii. Displaying of Swachhata message on the websites of the Department and its PSUs/AIs.
- iv. Organizing competitions while maintaining social distance and following covid-19 guidelines issued by M/o Home Affairs and Ministry of Health & Family Welfare.
- v. Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in office.
- vi. Develop information, education and communication (IEC) dissemination on better hygiene related to covid-19.
- vii. Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness.
- viii. Tagging of Swachh Bharat handles when posting over social media..
- ix. Distribution of mask, sanitizers soap and other safety related items.

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**Annexure-II**

Action Plan for observance of Swachhta Pakhwada from 01<sup>st</sup> September, 2022 to 15<sup>th</sup> September, 2022 of PSUs / Autonomous bodies under administration control of the Department of Chemicals & Petrochemicals:

**CIPET**

Date	Event
01.09.2022	I. Inaugural ceremony. II. Administering of Swachhta Pledge. III. Meeting organised for creating awareness among the employees about cleanliness. IV. Display of Swachhta message on the CIPET website.
02.09.2022	I. Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute.
03/09/2022	I. Upkeep and cleaning of inside & outside of Institute premises.
05/09/2022	I. Upkeep and cleaning of inside & outside of Hostel premises and surrounding areas for the importance of hygiene and cleanliness.
06/09/2022	I. Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office Viz: a. Avoiding plastic carry bags, plastic / thermocol disposable cutlery, cups, bowls spoons etc. at office. II. Discourage use of artificial flowers, flex banners, flags, flower pots, PET bottle and other plastic material at office.
07/09/2022	I. Distribution of Dustbins (Solid/Liquid Waste) to the people located nearby villages and Govt. Schools for the importance of hygiene and cleanliness.
08/09/2022	I. Use of Social Media (Facebook, twitter, Instagram, YouTube etc.) to generate awareness on Swachhta.
09.09.2022	I. Tagging the Swachh Bharat handles when posting over Social Media. II. Twitter: @Swachhbharat III. Facebook: SBMGramin

	IV. Instagram: Swachhbharatgrameen.
10.09.2022	I. Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta.
12.09.2022	I. Organising Competition for students viz. Debate & Drawing Competition for students  on Swachhta.
13.09.2022	I. Sapling of trees at Institute premises for clean and green environment. II. Preparing of organic fertilizer by collecting and compositing of tree/plant waste by some of CIPET Centre.
14.09.2022	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.
15.09.2022	I. Seminar / Workshop on importance of Swachhta. II. Closing Ceremony

#### IPFT

01.09.2022	I. Display of 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 actively participate in all swachhta related activities.
02.09.2022	I. Distribution of T-Shirt, Caps etc. with Swachhta Logo to the staff and participants.
05.09.2022 to 09.09.2022	I. Cleaning activities within & outside IPFT Campus.
12.09.2022 to 15.09.2022	I. Use of Social Media to Generate Awareness.

#### HOCL

01.09.2022	<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><b>All the activities conducted in our Unit will be published through social media on daily basis along with photographs.</b></p> <p>Inaugural Function: - Executive Director &amp; Unit in Charge will administer a Pledge on Swachhta Mission in front of the Administrative Building. All employees will join the Pledge.</p>
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	Co-coordinators from various departments will be selected for overall supervision and also to lead their team for Swachhta activities in their respective area/workplace.
<b>02.09.2022 to 10.09.2022</b>	<p>Factory area will be cleaned by the employees and contract workers by following the guidelines/instructions issued with respect to the prevention of Covid-19.</p> <p>A nearby school will be cleaned by the employees and an awareness session on Swachhta will be conducted there for the students.</p> <p>All necessary accessories, aids will be provided to the teams. ED and Nodal Officer will assess the performance of each team and the best performing team will be awarded with a cash prize.</p>
<b>12.09.2022 to 13.09.2022</b>	All necessary accessories, aids will be provided to the teams. ED and Nodal Officer will assess the performance of each team and the best performing team will be awarded with a cash prize.
<b>12.09.2022 to 14.09.2022</b>	Township cleaning by employees/residents and contract workers. Swachhta activities inside the Township will be carried out by the residents and employees by following the guidelines/instructions issued with respect to the prevention of Covid-19.
<b>15.09.2022</b>	Concluding Function:- Evaluation of the Swachhta activities carried out during Pakhwada and Prize distribution for the Winners.

#### HIL

01-09-2022	Inauguration of Swachhta Pakhwada. Display of Swachhta Banner and Pledge by Officers & staff.
02-09-2022	Cleaning activities at Office Premises.
05-09-2022	Weeding out old records.
06-09-2022	Essay Writing Competition on Swachhta & its Benefits.
07-09-2022	Poem writing Competition on Swachhta.
08-09-2022	Discarding of old unusable furniture & Fixture & shifting to scrap yard for disposal.
09-09-2022	Slogan writing Competition on Swachhta.
12-09-2022	Cleanliness drive at HIL Township, New Motinagar.
13-09-2022	Cleanliness drive at R&D Centre Gurugram.
14-09-2022	Awareness programme.
15-09-2022	Valedictory Function.

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