

F. No.34011/1/2021-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhavan, New Delhi
Dated 23rd September, 2021

Office Memorandum

**Subject: Action Taken Report on observance on Swachhata Pakhwada during
1st September, 2021 to 15th September, 2021**

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter no.561/2/1/2017-CA-V dated 22nd December, 2020 regarding observance of Swachhata Pakhwada in the Department of Chemicals and Petrochemicals from 1st September, 2021 to 15th September, 2021.

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



(Satender Prasad)

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Encl: As above.

To

The Secretary,
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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 1.9.2021 to 15.9.2021

Action Taken Report 2021

Dated	Activities under taken during Pakhwada
1.9.2021	<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 10:30 AM in their respective rooms. This was subsequently posted in the website, tweeted on the twitter and uploaded on the Facebook page of the Department and other social media platforms.</p> <p>ii. Banners were displayed at prominent places at various prominent places in the premises of the Department</p>
2.9.2021	<p>i. 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 <p>ii. Video conference was held with all PSUs/ABs under the administrative control of the Department of Chemicals & Petrochemicals under the Chairmanship of Shri Kashi Nath Jha, Joint Secretary (PC/Admn) of the Department to review their preparedness in respect of observation of Swachhata Pakhwada.</p>
3.9.2021	A circular including a format for reporting the action taken was issued in the Department Secretariat for disposal of scrap like newspaper, electronic items and old furniture. 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.
6.9.2021	A circular was issued for removing / weeding out of old files / records of the Department. This activity was carried out in the Department with dedication and enthusiasm.
8.9.2021	Shri Bhagwanth Khuba, Hon'ble Minister for Ministry of Chemicals & Fertilizers and Ministry of New and Renewable Energy inaugurated a webinar on the topic "Responsible Use of Plastics" today on 8.9.2021. The Webinar was organized by CIPET on behalf of DCPC. More than

	400 officers and employees in the Department Secretariat and its PSUs / ABs attended the Webinar.
9.9.2021	HOCL, a PSU under the administrative control of the Department of Chemicals & Petrochemicals organised a Webinar on the topic "Cleanliness and Hygienic Environment for Safer Plant" on 9.9.2021.
10.9.2021	HIL, a PSU under the administrative control of the Department of Chemicals & Petrochemicals organised a Webinar on the topic "Safe Usage of Insecticides at Home" on 10.9.2021.
13.9.2021	Shri Bhagwanth Khuba, Hon'ble Minister for Ministry of Chemicals & Fertilizers and Ministry of New and Renewable Energy inaugurated a webinar on the topic "Alternatives to Chemical Pesticides for Daily Usage" today on 13.9.2021. The Webinar was organized by IPFT on behalf of DCPC. More than 200 officers and employees in the Department Secretariat and its PSUs / ABs attended the Webinar.
14.9.2021	The staff members did the work relating to cleanliness in their respective rooms following the guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare in view of the Covid19 pandemic.
15.9.2021	Preparation of Action Taken Report

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

- i. Swachhata message was displayed on the website of the Department
- ii. In order to make people aware about the menace of using single-use plastic and to discourage the use of single-use plastic, they were provided with information on how they can stop the use of single-use plastic.
- iii. Disseminated information, Education and Communication (IEC) on better hygiene related to covid-19, Pesticides and Insecticides in everyday life
- iv. Mask, Sanitizers, soap and other safety related items were distributed among the staff members
- v. Photographs of the events carried out during the Pakhwada were uploaded on daily basis on website of the Department of Chemicals & Petrochemicals and on social media handles like facebook and twitter and tagged Swachh Bharat handles
- vi. As per the advice of the Department of Drinking Water & Sanitation, a Committee was constituted in the Department to evaluate the performance of participating organisations based on their reports, photos, visibility on social media etc. covering events held during Swachhata Pakhwada and select winners for award. The Committee evaluated performance of participating organisations and declared CIPET, HOCL and IPFT as the First, Second and Third award winners respectively.

Details of activities undertaken by the PSUs/ABs of the Department of Chemicals & Petrochemicals during observance of Swachhata Pakhwada from 1.9.2021 to 15.9.2021

CIPET

Sr. no.	Date	Activities undertaken by CIPET as per Action Plan
1.	1.9.2021	<ul style="list-style-type: none">• Inaugural ceremony.• Administering of Swachh Pledge.• Meeting organised for creating awareness among the employees about cleanliness.• Display of Swachhta message on the CIPET website
2.	2.9.2021	<ul style="list-style-type: none">• Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute.
3.	3.9.2021	<ul style="list-style-type: none">• Upkeep and cleaning of inside & outside of Institute premises.
4.	4.9.2021	<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.	6.9.2021	<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.
6.	7.9.2021	<ul style="list-style-type: none">• Curb the use of Single-Use Plastics (SUP) and discourage the use of Plastics in the office Viz:-<ul style="list-style-type: none">i. Avoiding Plastics carry bags, Plastics / thermocol disposable cutlery, cups, bowls spoons etc. at office.ii. Discourage use of artificial flowers, flex banners, flags, flower pots, PET bottles and other Plastics material at office.
7.	8.9.2021	<ul style="list-style-type: none">• Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness on Swachhta.
8.	9.9.2021	<ul style="list-style-type: none">• Tagging the Swachh Bharat handles when posting over Social Media. Twitter: @Swachhbharat Facebook: SBMGramin Instagram: Swachhbharatgrameen

9.	10.9.2021	<ul style="list-style-type: none"> Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta.
10.	11.9.2021	<ul style="list-style-type: none"> Organising Competition for students viz. Debate & Drawing Competition for students on Swachhta.
11.	13.9.2021	<ul style="list-style-type: none"> Sapling of trees at Institute premises for clean and green environment. Preparing of organic fertilizer by collecting and composting of tree/plant waste by some of CIPET Centre.
12.	14.9.2021	<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.	15.9.2021	<ul style="list-style-type: none"> Seminar / Workshop on importance of Swachhta.

IPFT

Sr. No.	Date	Event Conducted
1.	1 September, 2021	Mass Pledges was administered to the Employees.
2.	2 to 3 September, 2021	Distributed Covid Safety Kits to the staff and participants.
3.	6 to 10 September, 2021	Employees participated in the cleaning activity within the premises and surrounding areas.
4.	13 September, 2021	In compliance of directions of DCPC, Webinar on the topic "Alternatives to Chemical Pesticides for Daily Usage" was conducted. The webinar was well attended by more than 200 in and outside participants across the country.
5.	14 to 15 September, 2021	2021 IPFT has taken initiative to start uses of card folder instead of plastic folder in order to curb the uses of SUP and discourage its use in the office.

HOCL

Sr. no.	Date	Planning Activities in progress
1.	31.8.2021	1. A meeting organized at Training Centre to chart out Swachhta Pakhwada activities with 20 volunteers selected from different functional departments. Executive Director and Nodal Officer briefed on the importance, planning of activities in view of Covid pandemic, the role of each Team Captains etc. to plan the activities as per action plan given to the Ministry.

		2. Circulars were issued on the action plans
2.	01.9.2021	<p>1. ED & UIC administered the Swachhta pledge through public address system, complying with COVID-19 protocol.</p> <p>Banners with logo on Swachhta Pakhwada displayed at prominent places of Factory and Township etc. All staff to take a resolution to keep office premises clean and plastic free, to manage old records properly and to participate in Swachhta activities. All employees to make a resolution to contribute towards clean and green environment.</p> <p>2. Circulars issued to avoid single use plastic items and declared as "Plastic free zone"</p> <p>3. Swachhta activities by different departments from 01.09.2021 onwards.</p> <p>4. Segregation and weeding out of old records, enlisting and keeping the same</p> <p>5. Using Hydrogen Peroxide as sanitizer in different departments.</p>
3.	07.09.2021	<p>1. Essay Competition (in English/ Hindi/ Malayalam) organized for the employees, apprentices/trainees - "Importance of Swachhta in the present pandemic Situation".</p> <p>2. Essay Competition(in English/ Hindi/ Malayalam) organized for the wards of employees (High School and College going students) — "Importance of Cleanliness & Hygiene in the present pandemic situation"</p>
4.	08.09.2021	Cartoon Competition organized for the employees, Apprentices/Trainees
5.	09.09.2021	Webinar on Cleanliness and Hygienic environment for safer plant operation — organized by HOCL and hosted by Dept. of Chemicals & Petrochemicals — The resource person -Dr. M P Sukumaran Nair, Director, Centre for Green Technology & Management handled the session.
6.	11.09.2021	Swachhta cleaning activities done at Township with participation of wards, residents, employees and contract workers
7.	13.09.2021	Awareness Session on Covid and importance of Swachhta in the pandemic situation to contain the spread of Covid-19. The classes were handled by Dr. Sheena Lal, Dy. Supt., Govt. Medical College, Manjeri and Ms. Sujatha B, Head Nurse.

8.	14.09.2021	Distribution of sanitizer to employees in view of Covid pandemic.
9.	15.09.2021	ED & UIC, Nodal Officer and Factory Manager evaluating the Swachhta activities carried out with the participation of all employees, temporary employees, Apprentices/Trainees, Security, canteen and contract workers etc. in different departments. Valedictory Session of Swachhta 2021 activities.

HIL

Sr. No.	Date	Program details
1.	01-09-2021	Inaguration of Swachhta Pakhwada. Display of Swachhta Banner and Pledge by Officers & staff.
2.	02-09-2021	Cleaning Activities and Sanitization.
3.	03-09-2021	Weeding out old records.
4.	06-09-2021	Essay Writing Competition on Swachhta & its Benefits.
5.	07-09-2021	Poem and slogan writing Competition on Swachhta.
6.	08-09-2021	Discarding of old unusable furniture & Fixture & shifting to scrap yard for disposal.
7.	09-09-2021	Awareness programme- curbing single use plastic and discourage use of plastic.
8.	10-09-2021	Workshop of Swacch Bharat Activities.
9.	13-09-2021	Cleaning activities at Office Premises.
