

D-34011/1/2020-Admn
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhawan, New Delhi,
Dated the 31st August, 2020

Office Memorandum

Subject: Observance of Swachhta Pakhwada from 1.9.2020 to 15.9.2020 in Department of Chemicals & Petrochemicals- regarding.

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter no.561/1/1/2017-CA-V dated 29.11.2019 on the above subject and to inform that the Action Plan on Swachhata Pakhwada of the Department of Chemicals & Petrochemicals for the abovementioned period, duly approved by Secretary, DCPC, is enclosed herewith.

Enclosure: As above



(Manju Singh)

Section Officer (Administration)

Ph: 23387208

The Secretary,
M/O Drinking Water and Sanitation,
4th Floor, Paryavaran Bhawan, Lodi Road,
New Delhi

Action Plan for observance of Swachhta Pakhwada during 1st September, 2020 - 15th September, 2020 of the Department of Chemicals & Petrochemicals

1st September, 2020

- i. Administration of Swachhata Pledge by the officers / officials of the Department
- ii. Banners will be displayed at prominent places in the premises of the Department (Shastri Bhawan)
- iii. Cleanliness/sanitization in the offices / premises of the Department

2nd September, 2020

- i. Installation of dustbins at the appropriate places at Shastri Bhawan and Udhog Bhawan
- ii. Cleanliness/sanitization in the offices / premises of the Department

3rd - 10th September, 2020

- i. Cleanliness/sanitization in the offices / premises of the Department including review, recording and weeding out of physical files

11th September, 2020

- i. Shramdaan at Shastri Bhawan by the Officers and staff of the Department

14th September, 2020

- i. Cleanliness/sanitization in the offices/premises of the Department.

15th September, 2020

- i. Preparation of Action Taken Report

Additional Plan in pursuant suggestion from M/o Drinking Water and Sanitation

Sl No	Suggestion from M/o Drinking Water and Sanitation	Approved Action
1	Organise a “Webinar” on Swachhata	CIPET has been requested to organize the Webinar involving DCPC and all PSUs/ABs under the Dept
2	Organise a VC/meeting with field formations for the dissemination of information and to review the preparedness, in between and at the end of the Pakhwada	Administration Division will monitor
3	Display Swachhata message on the website (s)	DCPC and all PSUs/ABs under the Dept
4	Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office	DCPC and all PSUs/ABs under the Dept
5	Organise online competitions	All PSUs/ABs under the Dept
6	Develop Information, Education and Communication (IEC) dissemination on better hygiene related to COVID-19	CIPET has been requested to prepare the material which can be used by DCPC and all PSUs/ABs under the Dept
7	Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness	DCPC and all PSUs/ABs under the Dept
8	Please tag the Swachh Bharat handles when posting over Social Media. Twitter: @Swachhbharat Facebook: SBMGramin Instagram: Swachhbharatgrameen	DCPC and all PSUs/ABs under the Dept
9	Distribution of Mask, Sanitizers, Soap and other safety-related products	DCPC and all PSUs/ABs under the Dept