

**D-34011/1/2021-Admn
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals**

**Shastri Bhawan, New Delhi
Dated the 6th July, 2021**

Office Memorandum

**Subject: Observance of Swachhta Pakhwada from 1.9.2021 to 15.9.2021 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/CA.IV dated 22.12.2020 addressed to the Secretary, Department of Chemicals & Petrochemicals requesting to send the Action Plan of this Department for observance of Swachhata Pakhwada. As per Swachhata Pakhwada Calendar 2021, the Pakhwada allotted to this Department is from 1st September, 2021 to 15th September, 2021. Accordingly, the Action Plan on the Swachhata Pakhwada in respect of the Department of Chemicals & Petrochemicals (Annexure-I) along with the Action Plans of the PSUs / Autonomous Bodies under the administrative control of the Department (Annexure-II) for the aforesaid period duly approved by Secretary, DCPC, are sent herewith.



(Satender Prasad)
Under Secretary to the Government of India
Tel: 011-23386013

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

Enclosures: As above

Annexure-I

Action Plan for observance of Swachhta Pakhwada during 1st September, 2021 - 15th September, 2021 of the Department of Chemicals & Petrochemicals

1st September, 2021

- 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)

2nd September, 2021

- i. Installation of dustbins at the appropriate places at Shastri Bhawan and Udyog Bhawan
- ii. Reviewing the preparation of PSUs/ABs on their Action Plan

3rd September, 2021

Disposal of scrap like newspapers, electronic items and old furniture

6th September, 2021

Removing / weeding out of old files / records of the Department

7th September, 2021

Cleanliness in the offices/premises of the Department.

8th September, 2021

Webinar / Workshop: Responsible use of plastics (to be organized by CIPET on behalf of the Department)

9th September, 2021

Webinar / Workshop: Cleanliness and Hygienic Environment for safer plant operation (to be organized by HOCL on behalf of the Department).

10.th September, 2021

Webinar / Workshop: Safe usage of Insecticides at home (to be organized by HIL on behalf of the Department)

13th September, 2021

Webinar / Workshop: Alternatives to chemical pesticides for daily usage (to be organized by IPFT on behalf of the Department)

14th September, 2021

Cleanliness in the offices/premises of the Department

15th September, 2021

i. Preparation of Action Taken Report

In addition to the above action plan the following additional activities will also be observed during the fortnight by the Department of Chemicals & Petrochemicals:

- i. 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.
- ii. Displaying of Swachhata message on the websites of the Department and its PSUs/AIs
- iii. Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in office
- iv. Disseminate information, education and communication (IEC) on better hygiene related to covid-19, Pesticides and Insecticides in every day life.
- v. Use of Social Media of the Department such as Website, Facebook, Twitter, etc. to generate awareness.
- vi. Tagging of Swachh Bharat handles when posting over social media
- vii. Distribution of mask, sanitizers soap and other safety related items.

Annexure-II

Action Plan for observance of Swachhta Pakhwada from 01st September, 2021 to 15th September, 2021 by PSU's / Autonomous bodies under administration control of Department of Chemicals & Petrochemicals.

1. **Central Institute of Plastic Engineering and Technology (CIPET) at its centres:-**

Date	Event
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01.09.2021	Inaugural ceremony. Administering of Swachhta Pledge. Meeting organised for creating awareness among the employees about cleanliness. Display of Swachhta message on the CIPET website.
02.09.2021	Display of Banners / Posters at prominent places of Institute Premises as well surrounding areas nearby Institute.
03.09.2021	Upkeep and cleaning of inside & outside of Institute premises.
04.09.2021	Upkeep and cleaning of inside & outside of Hostel premises and surrounding areas <u>for the importance of hygiene and cleanliness.</u>
06.09.2021	Distribution of Dustbins (Solid / Liquid Waste) to the people located nearby villages and Govt. Schools for the importance of hygiene and cleanliness.
07.09.2021	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. b. Discourage use of artificial flowers, flex banners, flags, flower pots, PET bottles and other plastic material at office.
08.09.2021	Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness on Swachhta.
09.09.2021	Tagging the Swachh Bharat handles when posting over Social Media. Twitter: @Swachhbharat Facebook: SBMGrain Instagram: Swachhbharatgrameen.
10.09.2021	Organising Competition for students viz. Slogan writing & Essay writing Competition for students on Swachhta.
11.09.2021	Organising Competition for students viz. Debate & Drawing Competition for students on Swachhta
13.09.2021	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.
14.09.2021	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.
15.09.2021	Seminar / Workshop on importance of Swachhta. Closing Ceremony

2. Institute of Pesticide Formulation Technology (IPFT) :-

Date	Event
01.09.2021	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 besides display of banner and poster at prominent places of the office.
2.9.2021 & 3.09.2021	Distribution of masks, sanitizers, soap and other safety and allied accessories with swachhta logo to the staff and participants & cleaning of self place of work in the office.
6.9.2021 to 10.9.2021	Cleaning activities to continue focus on "Hygiene and sanitation" particularly keeping in mind to contain the Covid-19 within the premises and around.
13.9.2021	Use of Social Media to generate awareness
14.09.2021 & 15.9.2021	Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office.

3. Hindustan Insecticides Ltd (HIL):-

01.09.2021	Inauguration of Swachhta Pakhwada. Display of Banner or Pledge by Officers 86 Staff.
02.09.2021	Cleaning Activity and Sanitization at Office.
03.09.2021	Weeding out old records.
06.09.2021	Essay Writing Competition (Online) on Swaccta 86 its Benefits.
07.09.2021	Poem and slogan writing Competition (Online) on Swaccta.
08.09.2021	Discarding of old unusable furniture 86 fixture 86 shifting to scrap yard for disposal.
09.09.2021	Awareness programme- curbing single use plastic and discourage use of plastic.
10.09.2021	Workshop of Swachh Bharat Activity.
13.09.2021	Cleaning activity at Office Premises
14.09.2021	Develop information, Education and Communication (IEC dissemination on better Hygiene related to COVID -19)
15.09.2021	Valedictory Function.

4. **Hindustan Organic Chemicals Limited (HOCL):-**

01.09.2021	Inaugural Function:- Executive Director will administer a Pledge on Swachhta Mission in front of the Administrative Building at 11.00 AM through Public Address System. All employees will join the Pledge at their respective work place.
02.09.2021 to 08.09.2021	Factory area will be cleaned by the employees and contract workers (Main Plant, H ₂ O ₂ Plant and ETP area) by following the guidelines/instructions issued with respect to the prevention of Covid-19. All necessary accessories, aids will be provided to the teams. ED and Nodal Officer will assess the performance of the each team and the best performing team will be awarded with a cash prize.
10.09.2021 3.00 PM at HOC Township	Cartoon Competition on Swachhta will be conducted for the wards (school going children) of employees and prizes for the winners will be awarded with cash prizes.
13.09.2021 11.00 AM at Training Centre	An Essay Competition on Swachhta will be conducted for the employees, apprentices/trainees and Prizes for the winners will be awarded with cash prizes.
Latest by 15.00 Hrs on 10.09.2021	Slogan Competition on Swachhta will be conducted for employees and apprentices/trainees and Prizes for the winners will be awarded with cash prizes. Employees can submit slogans of their own not exceeding 15 words in English, Hindi or Malayalam. A person can give only one slogan. Participants should write their Name, Pers. No., Dept. & Signature on a separate piece of paper and attach the same with Swachhta Slogan and submit in a sealed cover to P&A dept. latest by 10.09.2021 at 15.00 hrs. Covers should be super scribed with 'Swachhta Slogan Competition'.
11.09.2021 to 13.09.2021	Township cleaning by employees/residents and contract workers. Swachhta activities inside the Township will be carried out by the residents and employees.
Will be announced later.	Evaluation of the Swachhta activities carried out during Pakhwada and Prize distribution for the Winners.

Signature Not Verified

Digitally signed by Satender
Prasad

Date: 2021.07.06 18:09:29 IST

