

**D-34011/3/2019-Admn**  
**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Chemicals & Petrochemicals**

Shastri Bhawan, New Delhi,  
Dated the 27 June, 2019

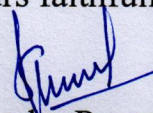
**Office Memorandum**

**Subject: Observance of Swachhta Pakhwada from 1.9.2019 to 15.9.2019  
in Department of Chemicals & Petrochemicals- regarding.**

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter no.561/2/1/25017-CA-V dated 7.12.2018 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 2019, the Pakhwada allotted to this Department is during 1<sup>st</sup> September, 2019 to 15<sup>th</sup> September, 2019. Accordingly, the Action Plan on Swachhata Pakhwada of the Department of Chemicals & Petrochemicals and the Action Plan in respect of PSUs/ Autonomous Bodies under the administrative control of the Department for the aforesaid period duly approved by Secretary, DCPC, are sent herewith.

**Enclosure:** As above

Yours faithfully,



(Satender Prasad)

Under Secretary to the Government of India

PH: 23386013

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



**Action Plan for Observance of Swachhta Pakhwada during 1.9.2019 to 15.9.2019 of the Department of Chemicals & Petrochemicals**

**2nd September, 2019**

- i. Administration of Swachchata 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. Special cleanliness drive in offices/premises of the Department of Chemicals and Petrochemicals
- iv. Starting of Special Drive for Recording / Weeding out of files

**3rd September, 2019**

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

**4th September, 2019**

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

**5th September, 2019**

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

**6th September, 2019**

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

**9th September, 2019**

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

**11th September, 2019**

- i. Poetry Competition on “स्वच्छता अपनाएँ अपना आज और कल स्वस्थ बनाएँ” (In Hindi) and "Adopt Cleanliness, make your today and tomorrow healthy" (In English)
- ii. Cleanliness in the offices/premises of the Department.

**12th September, 2019**

- i. Shramdan at Shastri Bhawan by the Officers and staff of the Department
- ii. Talk on “Swachhta- Less incidence of Communicable disease”

**13th September, 2019**

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

**14th September, 2019**

- i. Preparation of the Action Taken Report to be sent to the Ministry of Drinking Water and Sanitation.

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## **Annexure-II**

**Action Plan for observance of Swachhta Pakhwada from 01<sup>st</sup> September, 2019 to 15<sup>th</sup> September, 2019 in respect of PSU's / Autonomous bodies under administration control of Department of Chemicals & Petrochemicals.**

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

<b>Date</b>	<b>Event</b>
02.09.2019	Displaying banners and pasting stickers at the prominent places / creating awareness among the employees about cleanliness
03.09.2019	Upkeep and cleaning of inside & outside of Institutes and Hostel premises.
04.09.2019	Plantation of trees.
05.09.2019	Disposing of old furniture & fixtures etc.
06.09.2019	Maintenance of toilets constructed under Swachh Bharat mission.
09.09.2019	Distribution of Dustbins (Dry Waste / Liquid Waste).
11.09.2019	Awareness programmes such as Raily & Nukkad Natak etc. at public places.
12.09.2019	Organized Essay Writing. Slogan Writing, Drawing, and quiz competition etc.
13.09.2019	Cleaning Campaigns at Public Places and nearby villages / schools for creating awareness among public.
14.09.2019	Awareness Programmes Organization Seminars & Lectures on Swachhta.

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

<b>Date</b>	<b>Event</b>
02.09.2019	Mass Pledge on Swachh Bharat by all Officers & Staff.



03.09.2019 to 06.09.2019	Cleaning activities within the Premises and Photography.
09.09.2019	Identify and Weeding Out of Old Records / files.
11.09.2019 to 12.09.2019	Disposal of Scrap like Newspapers, waste Consumables etc.
13.09.2019	Essay Competition & Concluding Day.

### **3. Hindustan Fluorocarbons Ltd (HFL) :-**

<b>Date</b>	<b>Event</b>
01.09.2019	PC1 Front side: cleaning by removing of bushes and grass road side.
03.09.2019	Administration of Swachhta Pledge with employees both in Factory and Corporate Office.
04.09.2019	Displaying of banners / play cards on Swachhata to create awareness in nearby village.
05.09.2019	Cleaning of total Corporate Office premises.
06.09.2019	Weeding of unwanted files / papers
07.09.2019	Cleaning by removing grass and small bushes near Occupation health Centre area.
09.09.2019	Cleaning by removing grass and small bushes near CFM22 plant.
10.09.2019	Canteen area: Cleaning the area by cutting and removing of grass / small bushes and cleaning the back side of kitchen area.
11.09.2019	Displaying of banners / play cards on Swachhata to create awareness in nearby village.
12.09.2019	Administration of Swachhata Pledge by children at school in near village.
13.09.2019	Cleaning by removing grass and small bushes near TFE distillation tower.



14.09.2019	Cleaning by removing grass and small bushes near TFE Pyrolysis reactor area.
15.09.2019	Security office area: removing of small bushes, grass, unwanted materials.

**4. Brahamaputra Cracker and Polymer Limited (BCPL):-**

01.09.2019	Inauguration of Swachh Bharat Pakhwada by undertaking Shramdan activities by BCPL / CISF employees at BCPL, Lepetkata.
02.09.2019	Undertaking of Shramdan activities at BCPL Township, Sivasagar and Barbaruah
03.09.2019	Organizing Quiz & Drawing competition at nearby school at Barbaruah to create awareness on Swachhta.
04.09.2019	Swachhta awareness campaign amongst the BCPL Contract workers at Lepetkata, Lakwa & Duliajan
05.09.2019	Installation of Dustbins at various public places of Dibrugarh & Cheraideo Distric.
06.09.2019	Organizing awareness session to promote Swachhta by public ICONs (Swachhta Doots) of Dibrugarh District.
07.09.2019	Fixation of sign-boards / banners at different public places in Dibrugarh.
08.09.2019	Swachhta Run by school children and ladies.
09.09.2019	Shramdan at Iconic Places of Dibrugarh District like Bogibeel Bridge and Chowkidingee field, DTP Dyke etc.
10.09.2019	Publicity of Swachhta by Social, Print & Digital Media on WASH.
11.09.2019	Distribution of study material on importance of cleanliness at nearby schools of Dibrugarh District.
12.09.2019	Debate Competition at Victoria Girls School Dibrugarh on Swachhta and Distribution of material on hygiene and sanitation.



13.09.2019	Comprehensive cleanliness drive at Barbaruah market area with the help of local peoples and District Administration.
14.09.2019	Fixation of Sign-boards / banners at different public places in Duliajan & Lakwa.
15.09.2019	Organizing Swachhta Yatra From BCPL Township to BCPL plant to create awareness on Swachhta by BCPL and CISF Employees.

#### **5. Hindustan Insecticides Ltd (HIL):-**

01.09.2019	Display of Swachhta Banners.
02.09.2019	Pledge by Officers & Staff and display of Banners regarding Pakhwada, all Officers / Staff Members to make resolution to keep Office premises clean, manage old records properly and to participate in other Swachhta related reforms.
03.09.2019	Public awareness and Shramdaan activities in nearby village as a model Swachhta Village. Installation of dustbins with Company and Swachh Bharat Logo in nearby Schools.
04.09.2019	Swachhta Workshop: - Organization workshops on cleanliness and waste management in office for staff, including interactive session between Captain and Workers – In charge of Cleanliness.
05.09.2019	Voluntary work: Each Plant may select a Swachhta Doot to lead Swachta Activities in their Department.
06.09.2019	Each department will carry out through Swachta Doot one of its own innovative idea for cleanliness during the campaign so that awareness can be generated.
07.09.2019	Plantation: Each Unit should identify an area for tree plantation or beautification through plantation and carry out the same.
08.09.2019	Unit to adopt road campaigning by a Swachhta Doot on round about important places to maintain its cleanliness.
09.09.2019	Competition: Essay writing, Slogan Writing, Drawing Cartoon / Rangoli Competition to be held among the office Staff / Family Members inviting ideas for Swachhta in their locality as well as working place.



10.09.2019	Creating Social Buzz regarding Swachhta through Electronic and Print Media. A press Release should be issued highlighting major outcomes of Swachhta Pakhwada. Each Plant should ensure better branding and publicity of Swachhta Pakhwada activities.
11.09.2019	Segregation of old Records, enlisting safe keeping of the same. Digitization of old records.
12.09.2019	Mass Anti Polythene Drive, March with banners and Swachhta Logo.
13.09.2019	Talks on Special Initiative and implementation of Swachhta Action Plan.
14.09.2019	Award for Best Section for weeding out of old records and digitization of records. Declaration of Prize winner of Essay & Slogan Writing. Felicitation of the Swachhta Doot & Swachhta Captains.

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

01.09.2019	Inaugural Function: Executive Director will administer a Pledge on Swachhta Mission in front of the Administrative Building where all employees will gather ED will also explain the relevance of Swachhta Mission and Action Plan of HOC o the gathering. Five Volunteers will be appointed for overall co-ordination and monitoring of the Swachhta activities. A T-shirt with Logo "Swachhta Mission" will be distributed to h participants.
03.09.2019 to 05.09.2019	Factory area cleaned by the employees and contract workers (Main plant, H2O2 Plant and ETP area). All necessary accessories, aids are provided to the teams, ED and Nodal Officer assess the performance of the each team and the best performing team will be awarded with a cash prize.
06.05.2019	An Essay Competition on Swachhta will be conducted for the employees, apprentices / trainees and Prizes for the winners will be awarded with cash prizes.
07.09.2019	Cartoon competition on Swachhta was conducted for employees and apprentices / trainees and prizes for the winners will be awarded with cash prizes.



09.09.2019 to 14.09.2019	Township cleaned by employees / residents and contract workers. Swachhta activities inside the Township will be carried out by the residents and employees. The approach road of Township also will be cleaned with the participation of local people.
15.09.2018	Concluding Function: Evaluation of the Swachhta activities carried out during Pakhwada and Prize distribution for the Winners.

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