

No. 34011/06/2017-Admn
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals


Shastri Bhawan, New Delhi
Dated 19th June, 2018

Office Memorandum

Subject : Observation of Swachhta Pakhwada from 1st September to 15th September, 2018 in the Department of Chemicals and Petrochemicals – regarding.

The undersigned is directed to refer to the Cabinet Secretary's D.O. letter no.561/2/1/2017-CA-V dated 21.11.2017 requesting to send the Action Plan of this Department for observance of Swachhta Pakhwada to the Secretary, Ministry of Drinking Water and Sanitation. As per Swachhta Pakhwada calendar 2018, the Pakhwada allotted to this Department is during 1st September, 2018 to 15th September, 2018. Accordingly, the Action Plan on Swachhta Pakhwada of the Department of Chemicals & Petrochemicals and the Action Plan in respect of PSUs / Autonomous Bodies under the administrative control of this Department for the aforesaid period, duly approved by Secretary (C&PC) are sent herewith vide Annexure-I and Annexure-II respectively.

Encl: As above


(D.Praveen)
Director (Administration)
Tel: 23070712

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

Annexure I

Action Plan for observance of Swachhta Pakhwada from 1st September, 2018 - 15th September, 2018 of the Department of Chemicals and Petrochemicals.

4th September, 2018

- i. Banners will be displayed at prominent places in the premises of the Department (Shastri Bhawan).
- ii. Special cleanliness drive in offices/premises of the Department of Chemicals and Petrochemicals.
- iii. Installation of dustbins at the appropriate places/near food vendors located at Shastri Bhavan and Udyog Bhavan.
- iv. Installation of dustbins along the boundary wall of Shastri Bhawan (Rajendra Prasad road side).

5th September, 2018

- i. Launching of a pledge on anti-littering on My Gov. portal.
- ii. Launching of crowd sourcing ideas for innovative ways of collection, segregation and safe disposal of plastic waste on My Gov. portal.

6th September, 2018

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

7th – 8th September, 2018

- iii. Workshop on Plastic Waste Disposal and Recycling to be organised by CIPET under CPDS Scheme.
- iv. Removing/weeding out of old files/records of the Department.
- v. Cleanliness in the offices/premises of the Department.

10th September, 2018

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

11th September, 2018

- i. An essay writing competition on the subject 'गंदगी अर्थात बीमारी को निमंत्रण'.
- ii. Cleanliness in the offices/premises of the Department.

12th September, 2018

- i. Installation of Napkin Incinerator in women's toilets in Shastri Bhawan.
- ii. Poetry Competition on Swachhta.
- iii. Cleanliness in the offices/premises of the Department.

13th September, 2018

- i. Talk by eminent person/resource person on Swachhta.
- ii. Prize distribution to the winners of the above events.
- iii. Cleanliness in the offices/premises of the Department.

14th September, 2018

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

Annexure-II

Action Plan for observance of Swachhata Pakhwada from 01st September, 2018 to 15th September, 2018 in respect of PSU's/Autonomous bodies under administration control of Department of Chemicals and Petrochemicals.

1. Central Institute of Plastic Engineering and Technology (CIPET) (at its centers):

Date	Event
01.09.2018	Displaying banners and pasting stickers at the prominent places / Creating awareness among the employees about cleanliness.
04.09.2018	Upkeep and cleaning of the inside & outside of office premises including common areas, common corridors.
05.09.2018	Upkeep and cleaning of the surrounding areas of office premises Garden/Playground/ road pathways/lift & stair.
06.09.2018	Upkeep and cleaning of Cleanliness of Processing/Testing/Tool Room & CAD/CAM section and video conference hall.
07.09.2018	Distribution of Dustbins (Dry waste/Liquid Waste)
08.09.2018	Plantation of trees
10.09.2018	Disposing of old furniture & fixtures.
10.09.2018	Maintenance of toilets constructed under Swachh Bharat Mission
11.09.2018	Awareness Programmes such as Rally, Nukkad -Natak etc. at Public place.
12.09.2018	Organising Essay writing, Slogan writing, Drawing and Quiz competition etc.
14.09.2018	Cleaning Campaigns at Public places and nearby Villagers / Schools for creating awareness among public.
15.09.2018	Awareness Programmes, Organizing Seminars & Lectures on Swachhata.

2. Institute of Pesticide Formulation Technology (IPFT):

Date	Events
03.09.2018	Mass Pledge on Swachh Bharat by all Officers & Staff.
04.09.2018 to 07.09.2018	Cleaning Activities within the Premises and Photography.
10.09.2018 to 11.09.2018	Identify and Weeding out of Old Records/Files.
12.09.2018 to 13.09.2018	Disposal of Scrap like Newspapers, waste consumables etc.
14.09.2018	Swachh Sankalp Se Swachh Siddhi Essay Competition.

3. Hindustan Fluorocarbons Ltd. (HFL):

Date	Events
01.09.2018	Administration of Swachhta Pledge with employees both in factory and Corporate Office.
02.09.2018- 03.09.2018	ETP Road: Cleaning by removing grass and bushes in road side.
04.09.2018- 05.09.2018	Canteen area: Cleaning the area by cutting and removing of grass/small bushes and cleaning the back side of Kitchen area. AHF storage area: Removing of small bushes, grass, unwanted materials.
06.09.2018	Cleaning of total Corporate office premises.
07.09.2018	Weeding of unwanted files/papers.
08.09.2018	Security Office area: Removing of small bushes, grass and unwanted material.
09.09.2018	PC1 Front side; cleaning by removing of bushes and grass road side.
10.09.2018- 11.09.2018	Refrigeration -40 deg C plant area: Removing of grass/small bushes, unwanted material after servicing the machinery.
12.09.2018	Occupational health centre area: Outside near the area will be cleaned by removing small grass and bushes.
13.09.2018	Monomer plant: Removing of grass/small bushes, unwanted material.
14.09.2018	Cleaning of Instrument lab area.
15.09.2018	Displaying of banners/play cards on Swachhata to create awareness in nearby village.

4. Brahmaputra Cracker and Polymer Ltd. (BCPL):

Date	Events
01.09.2018	Cleaning of Drains and common areas at Duliajan Plant.
03.09.2018	Fixation of sign-boards / banners at different public places in Dibrugarh.

04.09.2018	Cleaning of Drains and common areas at Lakwa Plant.
05.09.2018	Cleaning activities at registered office Guwahati.
06.09.2018	Organizing Quiz competition at nearby school at Barbaruah.
07.09.2018	Organizing drawing competition at school at Lakwa.
08.09.2018	Cleaning of drains, common areas, lifts at BCPL Administration building.
10.09.2018	Comprehensive cleanliness drive at CISF Township, Barbaruah.
11.09.2018	Distribution of study material on importance of cleanliness at nearby schools.
12.09.2018	Comprehensive cleanliness drive at Public Places in Dibrugarh.
13.09.2018	Comprehensive cleanliness drive at Bachelor hostel and township at Barbaruah.
14.09.2018	Fixation of sign-boards / banners at different public places in Duliagan.
15.09.2018	Cleaning activity at various control rooms in BCPL, Lepetkata.

5. Hindustan Insecticides Ltd (HIL):

Date	Events
01.09.2018	Intensive Cleanliness Drive within all Plants with Mass Pledge at Units.
02.09.2018	In-House Workshop/Training Programme on “Swachhta Pakhwada” at Units.
03.09.2018	Public Awareness Activities (Awareness camp, Speeches etc.) in nearby village.
04.09.2018	Installation of dustbins with Company Logo in nearby schools.
05.09.2018	Awareness in nearby schools on occasions like world Toilet Day, Hand Wash Day etc. and Drawing competition related to Swachh Bharat Campaign for school children.
06.09.2018	Outdoor Publicity through Banner displays, Leaflet Distribution etc, in nearby schools and villages.
07.09.2018	In- House competition, Seminars etc. among employees.
08.09.2018	Cleaning drive in all Gents Bathrooms in the Administration Building and plant area at Units.
09.09.2018	Cleaning drive in all Ladies Bathrooms in the Administration Building and plant area at Units.
10.09.2018	Training programme for Employees by outside speaker.
11.09.2018	Cleaning Drive in Finance Department.
12.09.2018	Cleaning at Canteen Area.
13.09.2018	Cleaning near the Premises of various plants of different Units and nearby areas.
14.09.2018	Cleaning at HR & Administration Department.
15.09.2018	Cleaning Drive at Terrace and Roof of the Office/Administrative Building at Units.

6. Hindustan Organic Chemicals Limited (HOCL)

Date	Events
01.09.2018	Inaugural Function: - All employees from different departments will assemble in front of Administrative Building and Swachhta Pakhwada Celebration will be inaugurated by ED followed by overall cleaning of Administrative Building.
03.09.2018- 05.09.2018	Factory area will be cleaned by the employees and contract workers (Main Plant, H ₂ O ₂ Plant and ETP area).
06.09.2018	Essay Competition on "Swachhta".
07.09.2018	Township cleaning by employees / residents and contract workers
10.09.2018	Cartoon Competition on "Swachhta"
12.09.2018	Talk on Swachhta by Suchitwa Mission, Government of Kerala will be arranged for employees.
15.09.208	Concluding function and prize Distribution to the Winners.
