

No.M-11012/4/2016-IIIC/CAP
Government of India
Ministry of Statistics & Programme Implementation
(Coordination & Publication Division)
Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001.
Dated: 17.05.2017

OFFICE MEMORANDUM

Subject: Observance of Swachhta Pakhwada from 16th June, 2017 to 30th June, 2017.

At the instance of the Prime Minister, Swachhta Pakhwada has been initiated as a special initiative, aimed at mainstreaming sanitation and cleanliness in all Ministries and their programmes in the Govt. of India – a step towards making the Swachh Bharat Mission "Everyone Business".

2. Carrying forward this initiative, Ministry of Statistics & Programme Implementation has decided to observe Swachhta Pakhwada from 16th June, 2017 to 30th June, 2017 coinciding with the event of Statistics Day celebrated every year on 29th June to commemorate the birth anniversary of late Prof. P.C. Mahalanobis.

3. During the Swachhta Pakhwada, all offices of MoSPI including ISI will take up the Swachhta activities in their respective offices as per the list enclosed (annexure-I). The details guidelines on observance of Swachhta Pakhwada are also enclosed herewith as Annexure-II for reference.

4. In view of above, all offices of the MoSPI including ISI are requested to observe Swachhta Pakhwada as per the details given above. After completion of Swachhta Pakhwada all offices are requested to submit their Swachhta Pakhwada Report by 15th July, 2017 in soft copy at emails: manojk.gupta@nic.in and raj.kr@nic.in for onward submission to MDWS, and Cabinet Secretariat. The Report should contain detailed account of activities undertaken during the Pakhwada, related picture album, newspaper clippings, press notes, audio-visual clips and any special document that offices may have issued during the Pakhwada.

(Manoj Kumar Gupta) 17.05.2017
(Manoj Kumar Gupta)
Director
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To

1. The ADG (CPD) in respect of Divisional/Zonal/Regional/Sub-Regional Offices of NSSO.
2. Director (ISI) in respect of ISI Kolkata and its other branches.
3. HoD (MoSPI) in respect of S.P Bhawan, J.P Building and offices at R.K.Puram, Pushpa Bhawan, etc.
4. ADG, Computer Centre, R.K. Puram.
5. ADG, NSSTA, Knowledge Park, Greater Noida, U.P. in respect of Training Division & NSSTA.

Guidelines on observance of Swachhta Pakhwada from 16th June, 2017 to 30th June, 2017

1. Every office should nominate a Director level officer as the nodal officer for Swachhta Pakhwada related activities.
2. Pakhwada plans may contain detailed date wise activities.
3. Divyang access to toilets to be reviewed and ensured in the office during Pakhwada.
4. Senior officers in the offices may provide leadership in implementing the Swachhta Pakhwada effectively.
5. Offices should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central levels. Use of social media such as My Gov, Twitter and Facebook may be made extensively for the purpose. Help of PIB may be taken.
6. A press release may be issued highlighting major outcomes of Swachhta Pakhwada.

Swachhta elements to be observed during the Swachhta Pakhwada

1. **Swachhta Pledge:** Offices may involve their officers and staff through Swachhta pledges, reiterating their commitment to Swachh Bharat.
2. **Swachhta Workshops:** Organizing workshops on cleanliness and waste management in offices for staff, including interactive sessions between Senior Officers and workers in-charge of cleanliness.
3. **Display and Banner:** Promotion of Swachhta message through digital display boards, banners, posters, hoardings, pamphlets.
4. **Swachhta Awareness at local level:** Offices organize swachhta awareness campaigns in and around their premises and in their catchment areas on WASH (Water, Sanitation and Hygiene) through nukkad natak, skits, drawing competition, essay writing, folk performance etc.
5. **Digitization of office records/e-office:** Digitization of communications, files, and records as a part of e-office needs to be adopted at the earliest.
6. **Basic Maintenance:** Disposal of old files, old and non-usable vehicles, auction of obsolete/unserviceable items & equipment like electrical, electronic items, furniture items, vehicles etc. Regular cleaning of workstations, toilets and disposal bins. Whitewashing and cleaning of office space in the Ministry/Department, its regional offices, and any other offices under its control.
7. **Sanitation and SWM:** Need based construction or renovation of toilets for men, women and differently abled; availability of running water, hand-washing facilities with soap in all toilets. Proper and safe waste collection, segregation and disposal in all offices, office canteens, regional offices, PSUs under the Ministry's control, any other spaces occupied by the Ministry/Department.
8. **Foster Healthy Competition:** Competition within the secretariat of each Ministry and felicitating the cleanest office in the building. Felicitate some of the better performing cleanliness workers in each office.
9. **Vermicomposting/Composting of biodegradable Waste Management:** offices can take up vermicomposting/composting of biodegradable waste generated in the Ministry canteen etc. as part of their waste management program.
10. **Cleaning and Beautification of surrounding areas:** Every office may identify one area near their secretariat (such as a park or a piece of barren land) which they could take charge of and develop as beautiful landscape by ensuring its cleanliness. Voluntary cleaning activities are to be undertaken by the Ministry/Department staff. Tree plantation in and around office complex and installation of potted plants in corridors in the Ministry to create an eco-friendly environment. Clearing of any areas in a certain radius of the secretariat building that has stagnant water and/or mounds of garbage lying unmanaged.
11. **Used water for agricultural/horticulture application:** Sewage water can be treated and used for agricultural/horticultural purposes in flush tanks of office toilets, etc.
