

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Swachhta Pakhwada to be organized from 16 Feb 2024 to 29 Feb 2024 – reg.

This has reference to D.O. No. 561/01/01/2017-CA.V dated 10 January 2024 issued by the Cabinet Secretary, Govt. of India regarding Swachhata Pakhwada 2024 alongwith Swachhata Pakhwada Calender 2024 and Consolidated Guidelines for Swachhta Pakhwada and Guidelines for Swachhta Pakhwada Awards, forwarded by DoCA (copy enclosed).

2. As per above D.O., Swachhta Pakhwada to be organized in all offices of the Bureau from 16 Feb 2024 to 29 Feb 2024 with full of enthusiasm. Pakhwada may be organized in view of following:

Sl. No.	Particular	Annexure
A	Date-wise Swachhta Action Plan	1
B	Consolidated Guidelines for Swachhta Pakhwada	2
C	Guidelines for Swachhta Pakhwada Awards	3

3. For success the Swachhta Pakhwada, one Nodal Officer (equivalent to SO and above) needs to be deputed from each offices/department, who will organize/implement the Swachhta Action Plan in consultation with their HoDs in their respective offices and also to prepare the Action Taken Report (ATR) on daily basis, attend the VC, if any.

4. Therefore, all offices have to depute/nominate one Nodal Officer from their respective offices/department and the details of Nodal Officer may be provided as per Annexure - 4 to Administration Department at e-mail: administration@bis.gov.in latest by 31 January 2024 positively.

5. After receiving the details of Nodal Officer, a whatsapp group may be created for communicating all related directions/guidelines etc. received from DoCA/other Ministries, time to time, for compliance.

6. All the expenditures incurred for such activities may be considered under the Budgetary Head 'Swachhata Action Plan (SAP)'. If additional budget is required, necessary request may be sent to Finance Department directly, with detailed justification.

7. In view of above, all HoDs of ROs/BOs/Labs/NITS including HQs are requested to organize the Swachhta Pakhwada from 16 Feb 2024 to 29 Feb 2024 in their offices and to nominate the Nodal Officer and the same may be intimated to Administration Department as per above Annexure 4 at email: administration@bis.gov.in on or before 31 January 2024.

8. This issues with the approval of Competent Authority.

Encl: as above

(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/01/58/2024

Circulated to: All HoDs and nominated Nodal Officer of ROs/BOs/Labs/NITS including departments at HQs with the requesting to all employees including contractual staff to participate in Swachhta Pakhwada for its grand success.

Annexure-1

The activities to be carried out in all ROs/BOs/Labs/NITS including BIS HQs

Sl. No.	Date	Activity
(i)	16 Feb 2024	Swachhta Pledge Handling the grievances, disposal of RTIs/Appeals, CPGRAMS, MP references etc.
(ii)	17 Feb 2024	Cleanliness of internally toilets, common area, corridors and sections etc. availability of Divyangjan accessible toilets.
(iii)	18 Feb 2024	Cleanliness of outside area, doors, windows, glasses, fans, tube lights, roofs, stairs, terrace etc.
(iv)	19 Feb 2024	To reduce the papers used in all offices of the Bureau and effective implementation of e-Office Management
(v)	20 Feb 2024	Cleanliness of office equipment, machinery, tables, chairs, almirahs, etc.
(vi)	21 Feb 2024	Cleanliness of Record Room, Drive for weeding out of all old files/records as per BIS retention schedule
(vii)	22 Feb 2024	Technical officials may take innovative activities to be undertaken i.e. Awareness programmes, conducting workshops, meetings/webinars on Solid Waste Management, Liquid Waste Management, Waste of Energy etc. .
(viii)	23 Feb 2024	Segregation of Plastic and e-waste items and disposed-of, as per e-waste guidelines/norms of their State/UTs Governments, thereafter maintain the separate account of disposal items.
(ix)	24 Feb 2024	Cleanliness of area surrounding of plants, trimming of plants/trees, cleanliness of water fountain, if any.
(x)	25 Feb 2024	Cleanliness of Diesel Generator area, Security Booth, Central AC area etc.
(xi)	26 Feb 2024	Cleanliness of Solar panels, cleanliness of drinking water facilities area.
(xii)	27 Feb 2024	Vermicomposting of the biodegradable waste, promote the jute bags and other recyclable items.
(xiii)	28 Feb 2024	Awareness regarding to reduce of Single use plastic items and its discontinuation of use of plastic disposal, plastic water bottles etc.
(xiv)	29 Feb 2024	Implementation of rain water harvesting system, plantation, increase the greenery

Swachhata Pakhwada-2024
Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary as nodal officer for Swachhata Pakhwada related activities, if not already nominated
- Every Ministry/Department to ensure that all their line departments, PSUs, attached offices, organizations and Institutions under them to plan and implement in detail Swachhata Pakhwada
- The Swachhata Pakhwada action plan must be communicated to the DDWS **two months** prior to the commencement of their Pakhwada and the same is to be uploaded in the designated _____ on _____ Swachhata _____ Samiksha (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>)
- Swachhata Pakhwada plans are required to contain detailed date wise activities. Further the Ministries/Departments should ensure that the activities during the Swachhata Pakhwada are in accordance with their plans and discussion
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins
- Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively
- Parliamentary Committee and other MP Committees may be convened on Swachhata
- Ministries/Departments need to involve **Union Ministers, MPs and other dignitaries** in Pakhwada activities
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns so that few stories are generated daily
- Divyang access to the toilets to be reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada
- Curbing Single Use Plastic (SUP) and discourage use of Plastic
- **There needs to be a daily reporting of the activities during the Pakhwada on Swachhata Samiksha _____ portal** (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals
- **Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal**
- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (Detail guidelines are mentioned as Annexure-I)

Annexure-I

Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards from the Department of Drinking Water and Sanitation. However, Ministries/Departments may encourage to introduce a large number of awards at their level to encourage Swachhata Pakhwada activities
2. The awards would be given to those who have contributed the maximum to the cause of sanitation based on rating and ranking. Emphasis while giving the awards would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide
3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within the two days of ending of their Pakhwada
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events
5. Ministries and Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the basis for the same to Shri Sanjay Kumar Sinha, Director, (sanjay.sinha67@nic.in).

