

**भारतीय मानक ब्यूरो  
(प्रशासन विभाग)**

**परिपत्र**

**विषय/Subject: Swachhta Pakhwada Awards-reg.**

This has reference to the letter No. N-21/40/2021-P&C dated 12 January 2022 of DoCA forward herewith a copy of Office Memorandum No. S-16011/14/2017-SSM dated 06 January 2022 of Department of Drinking Water and Sanitation. Ministry of Jal Shakti, on the subject mentioned above and Circular Ref No. BIS HQ/ADMN/Circular (20)2022 dated 14 January 2022 issued by Administration Department.

2. As a part of Swachhta Pakhwada during the period from 16 February 2022 to 28 February 2022, following competition will be organized at BIS HQ:

Sl No.	Name of the competition	Prizes/Trophies	Evaluation & Assessment Committee of the Competition	Necessary entries may be sent to
1	Essay competition on “ <b>Swachhta Abhiyan &amp; Shramdan</b> ” (स्वच्छता अभियान एवं श्रमदान) (Word limit min. 500 words either Hindi or English)	First Prize, Second Prize, Third Prize, and Consolation Prize (5 Nos.)	(i) Ms. Manju Gupta, Sc F & Head (FMCD) (ii) Sh. Ashish Tiwari, Sc D (LITD) (ii) Sh. Gopi Chand, DD (A&F), Legal Deptt.	Entries for Essay Competition in a sealed envelope on or before 22 Feb 2022 and Evaluation & Assessment Committee of the Competition will submitted their final result <b>upto 25 Feb 2022, to AD (A&amp;F), Admn. Deptt</b>
2.	Best Cleanliness Award for all departments at BIS HQ @	First Prize, Second Prize, Third Prize, and Consolation Prize (5 Nos.)	(i) Sh. R.K. Kain, Sc F & Head (CSMD) (ii) Sh. Sachchidanand Kumar, Sc C (PRTD) (iii) Sh. Bindu Kumar, SO (Bureau Sectt.)	Heads of all Departments send their entry alongwith photographs, details etc. in the prescribed points may be submitted <b>24 Feb 2022 to AD (A&amp;F), Admn Deptt.</b>

@ On the following points, the performance of “Best Cleanliness Award” competition will be assessed:

Sl. No.	Particulars/Activities	Evaluation criteria	Total marks
(i)	Weeding out of old records	list of total files/documents, out of them total number of weed out as per Weeding-out Policy	20 Marks
(ii)	Disposable of old furniture/ other furniture	list of total furniture/others, out of them total disposed-off	20 Marks

(iii)	Segregation of plastic/e-waste	List of total plastic/e-waste items, out of them total segregation	20 Marks
(iv)	Reduction of Single Use Plastic/ articles	List of Single Use Plastic/articles (Out of them, total reduction of Single Use Plastic/articles)	20 Marks
(v)	Cleaning of machinery/ computers/chairs etc.	List of total number of machineries/ Computers/chairs etc, out of them total cleaning of machinery/computers/chairs etc. (evidence with photographs, atleast 20 photographs)	20 Marks

3. In addition to above, concerned departments are also requested to give their support as mentioned below:

Sl. No.	Work to be carried out	Department	Approved Budget
1.	Procurement of Trophies/prizes 16 Nos.	GSD	Rs. 20000/-
2.	Arrangement of For Banners (03 Nos.) and (02) Standees	GSD	Rs. 18000/- #
3.	Photography/Videography	PR Deptt	Rs. 10000/- #
4.	Housekeeping support and also Cleaning Materials	GSD	-


# or on actual basis

4. It is to inform that Swachhata Pledge will be administered by DG: BIS on 16 February 2022 at 1100 hrs in BIS Auditorium. All Heads and above of BIS HQ will attend BIS Auditorium at 1055 hrs and rest officials of all departments may take Swachhata Pledge own their seats (copy of Swachhata Pledge enclosed).

5. In view of above, Heads and above of all departments at BIS HQs may kindly ensure their presence on 16 February 2022 at 1055 hrs in BIS Auditorium and also requested to bring the above event to the notice of their all employees including contractual staff to ensure the greater participation and more effective outcomes of the Swachhta Pakhwada for the period from 16 02 2022 to 28 02 2022 and to encourage for participation in Essay competition.

6. This issues with the approval of Competent Authority.

संलग्न: यथोपरि ।

  
(संदीप मीना)  
निदेशक (प्रशासन)

संदर्भ: प्रशासन/01/29/2022

बीआईएस मुख्यालय के सभी कर्मचारियों को बीआईएस इंटरनेट के माध्यम से सूचनार्थ परिचालित एवं उपरोक्त वर्णित सभी संबन्धित अधिकारीगण एवं विभाग को उचित कार्यवाही हेतु।

स्वच्छता शपथ

महात्मा गांधी ने जिस भारत का सपना देखा था उसमें सिर्फ राजनैतिक आजादी ही नहीं थी, बल्कि एक स्वच्छ एवं विकसित देश की कल्पना भी थी।

महात्मा गांधी ने गुलामी की जंजीरों को तोड़कर माँ भारती को आज़ाद कराया।

अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें।

मैं शपथ लेता हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय दूँगा।

हर वर्ष 100 घंटे यानी हर सप्ताह 2 घंटे श्रमदान करके स्वच्छता के इस संकल्प को चरितार्थ करूँगा।

मैं न गंदगी करूँगा न किसी और को करने दूँगा।

सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गांव से एवं मेरे कार्यस्थल से शुरुआत करूँगा।

मैं यह मानता हूँ कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहां के नागरिक गंदगी नहीं करते और न ही होने देते हैं।

इस विचार के साथ मैं गांव-गांव और गली-गली स्वच्छ भारत मिशन का प्रचार करूँगा।

मैं आज जो शपथ ले रहा हूँ, वह अन्य 100 व्यक्तियों से भी करवाऊँगा।

वे भी मेरी तरह स्वच्छता के लिए 100 घंटे दें, इसके लिए प्रयास करूँगा।

मुझे मालूम है कि स्वच्छता की तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

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## SWACHHTA PLEDGE

Mahatma Gandhi dreamt of an India which was not only free but also clean and developed.

Mahatma Gandhi secured freedom for Mother India.

Now it is our duty to serve Mother India by keeping the country neat and clean.

I take this pledge that I will remain committed towards cleanliness and devote time for this.

I will devote 100 hours per year, that is two hours per week, to voluntarily work for cleanliness.

I will neither litter nor let others litter.

I will initiate the quest for cleanliness with myself, my family, my locality, my village and my work place.

I believe that the countries of the world that appear clean are so because their citizens don't indulge in littering nor do they allow it to happen.

With this firm belief, I will propagate the message of Swachh Bharat Mission in villages and towns.

I will encourage 100 other persons to take this pledge which I am taking today.

I will endeavour to make them devote their 100 hours for cleanliness.

I am confident that every step I take towards cleanliness will help in making my country clean.

**भारतीय मानक ब्यूरो**  
**(प्रशासन विभाग)**

**परिपत्र**

**विषय/Subject: Swachhta Pakhwada Awards**

This has reference to the letter No. N-21/40/2021-P&C dated 12 January 2022 of DoCA forwarded herewith a copy of Office Memorandum No. S-16011/14/2017-SBM dated 06 January 2022 of Department of Drinking Water and Sanitation, Ministry of Jal Shakti, on the subject mentioned above (copies enclosed).

2. In this regard, all ROs/BOs/Labs/NITS including HQ are requested to ensure the following:

- (i) Swachhta Pakhwara will be celebrated in all ROs/BOs/Labs/NITS including HQ from 16 February 2022 to 28 February 2022 as per the Swachhta Action Plan as Annexure A & Annexure B.
- (ii) During Swachhta Pakhwara celebration in offices of the Bureau, in order to ensure greater participation and more effective outcome of the Pakhwara, Department of Drinking Water and Sanitation is sponsoring three Swachhta Pakhwara Awards to be awarded for exemplary performance during the fortnight to the Departments as per OM dated 06.01.2022 of Ministry of Jal Shakti.
- (iii) In addition to above, all ROs/BOs/Labs/NITS including all departments of HQ are requested to send their Swachhta Action Plan latest by 19 January 2022 to Administration Department keeping in view of Annexure-A & B and also requested to wholeheartedly support and participate in various activities during the Swachhta Pakhwara celebration.

3. In order to assess the performance of your offices during the Pakhwara, it is requested that report of various activities undertaken alongwith participation details and photographs/videos may be forwarded to the Administration Department by 23 February 2022.

4. Regarding the allocation of Budget for the activities to be undertaken during Swachhta Pakhwara, all ROs/BOs/Labs/NITS are requested to send their proposal alongwith complete details for budget allocation, directly, to the Finance Department.

5. In view of above, all Heads of ROs/BOs/Labs/NITS may please follow the above letter/OM and requested to ensure strict compliance in their offices and send their reports to Administration Department at email: administration@bis.gov.in.

6. This issues with the approval of Competent Authority.

Encl: as above

हस्ता/- (WfH)  
(संदीप मीना)  
निदेशक (प्रशासन)

संदर्भ : प्रशासन/01/29/2022

Ref: ADMN/01/29/2022

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित। Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

Copy to:

- (i) DG }
- (ii) ADG } - for information please.
- (iii) CVO }
- (iv) DDGA }

**ANNEXURE-A**

<b>Sl. No.</b>	<b>Particulars / Activities</b>
1.	"Swachhata Pledge"
2.	A "Special Cleanliness Drive" will be carried out in all offices of the Bureau. All employees shall participate in the cleanliness drive and clean his/her table rack, computer and ensure dust free surrounding during the drive
3.	Every week, 3 hours should be spared for the cleanliness drive
4.	Files and records are to be weeded out as per their retention schedule
5.	All DDGs posted at BIS HQs may organize the cleaning of already identified area during Swachhata Pakhwada
6.	At HQs, a random check of the cleanliness activities will be made by ADG with DDGA in the departments.
7.	Action should be initiated to identify unserviceable furniture and equipment items for condemnation / disposal
8.	Swachhata related awareness programmes may also be organized to develop information, education and communication (IEC) dissemination on better hygiene related to COVID19 & VoC
9.	Publicity of "Swachhata Pakhwada" by displaying the logo of Swachh Bharat Mission on all the banners/hoardings/back-drops of the meetings/ conferences /programmes to be organized by the Bureau
10.	To use/enhancement on social media for posting the content related to Swachhata Pakhwada. The details for tag the Swachh Bharat handles as follows: Twitter:@Swachhbharat, Facebook: SBMGramin, Instagram: Swachhbharatgrameen and also Koo App
11.	The logo of Swachh Bharat Mission shall be displayed on website of the Bureau during the drive
12.	To review the work of toilets at HQs and other offices of the Bureau for Divyang access and ramp also
13.	To Reduce more than 50% to begin with any procurement of single plastic article, like plastic folders, Action may be taken to reuse and re-cycle the plastic folders already available
14.	Segregation of plastic waste at source by all employees of the Organisation. For this purpose, one Trash Bin on every floor for taking plastic waste
15.	Segregation of e-waste at source:- to begin with, all batteries of wall clocks, mouse, keyboards, remotes should be collected back after use and arrangements may be made with accredited recyclers to take the e-waste for hazard free disposal
16.	Curb the use of Single Use Plastic (SUP) and discourage the use of Plastic in the Bureau
17.	BIS will make the plan for workshops/ meetings/ webinar on Solid Waste Management, Liquid Waste Management, Waste to Energy and BIS Standards on Drinking Water in all offices of the Bureau including HQs
18.	Biodegradable and compostable plastic bag developed by DRDO etc. may be utilized for official meetings / events of the Bureau
19.	Discontinuation of use of disposable (one time use) plastic water bottles will be monitored during the Swachhata Pakhwada period
20.	Vermicomposting of bio degradable waste in all BIS Offices
21.	Trimming of plants and other work of gardening
22.	Cleaning of Equipment's, machineries, terrace, solar plant
23.	Cleaning of doors, windows, window glasses, fans etc.

**ANNEXURE-B**

On the following points, performance of Swachhta Pakhwara will be assessed:

<b>Sl. No.</b>	<b>Particulars / Activities</b>
1.	Weeding out of old records
2.	Cleanliness of toilets and sections
3.	Disposal of old furniture/ other equipments
4.	Segregation of plastic and e-waste
5.	Innovative activities undertaken
6.	Competition organized for employees
7.	Reduction of single use plastic articles
8.	Regular sharing of action plan, photos, videos etc. with the Department during Swachhta Pakhwada
9.	Planting of saplings in the campus
10.	Availability of Divyangjan accessible toilets

**MOST IMMEDIATE**  
**SWACHHATA PAKHWADA**

**No. 21/40/2021-P&C**  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs

Krishi Bhawan, New Delhi  
Dated the 12<sup>th</sup> January, 2022

To

1. Director General, Bureau of Indian Standards (BIS), Manak Bhawan, New Delhi.
2. The Director General, NTH, Calcutta.
3. Director, IILM, Ranchi.
4. All RRSLs.

**Subject: Swachhta Pakhwara Awards.**

Sir,

The Department of Consumer Affairs will be observing Swachhta Pakhwada from 16<sup>th</sup> to 28<sup>th</sup> February, 2022 as already informed to all organisations.

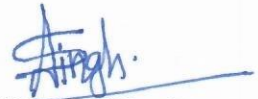
2. In the above context, I am directed to refer to the O.M. dated 6.1.2022 received from the Department of Drinking Water and Sanitation (copy enclosed). In order to ensure greater participation and more effective outcome of the Pakhwara, Department of Drinking Water and Sanitation is sponsoring three Swachhta Pakhwara Awards to be awarded for exemplary performance during the fortnight to the Department and all its functionaries, attached /Subordinate Offices/Autonomous organization observing the Pakhwara.

3. It is, therefore requested to wholeheartedly support and participate in various activities during the Swachhta Pakhwara and forward the action plan to this Department at the earliest.

4. In order to assess performance during the Pakhwara a list of points is attached herewith. It is requested that report of various activities undertaken alongwith participation details and photographs/videos may also be forwarded to the undersigned **latest by 25<sup>th</sup> Feb.2022 to assess the performance.**

**Encl. As Above.**

Yours faithfully,



(Surendra Singh)

Director to the Govt. of India

Ph. No. 23384390



On the following points performance of Sachhta Pakhwara will be assessed

1	Weeding out of old records
2	Cleanliness of toilets and sections
3	Disposal of old furniture/ other equipments
4	Segregation of plastic and e-waste
5	Innovative activities undertaken
6	Competition organized for employees
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8	Regular sharing of action plan, photos, videos etc. with the Department during Swachhta Pakhwada
9	Planting of saplings in the campus
10	Availability of Divyangjan accessible toilets

No. S-16011/14/2017-SBM  
Government of India  
Ministry of Jal Shakti  
Department of Drinking Water and Sanitation  
Swachh Bharat Mission (Gramin)

12th Floor, Pt. Deendayal Antyodaya Bhawan'  
CGO Complex, Lodhi Road  
New Delhi-110003  
Dated: 06<sup>th</sup> January, 2022

OFFICE MEMORANDUM

Subject: - Swachh Bharat Pakhwada Award.

Swachhata Pakhwada is an initiative envisioned by the Hon'ble Prime Minister for making Swachhata "Everyone's Business". All Ministries/Departments observe Swachhta Pakhwada in allocated fortnights.

In this regard, In order to ensure greater participation and more effective outcome of the Pakhwada fortnight, please find attached "Swachhata Pakhwada Award" (three each) to be awarded for exemplary performance during the fortnight to each Ministry and Department, all their field functionaries, attached offices, subordinate organizations and PSUs, observing the pakhwada, for kind reference.

*Sushil Kumar*  
(Sushil Kumar)

Under Secretary to the Government of India

The Secretary (CA)  
Department of Consumer Affairs  
49. Krishi Bhawan.  
New Delhi-110001

*JS*  
10/1/2022  
US(P&C) Dir

*JS (VM)*

*Amu*

*4/1/22*  
*DIR(P&C)*

**MOST IMMEDIATE**  
**SWACHHATA PAKHWADA**

**No. 21/40/2021-P&C**  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs

Krishi Bhawan, New Delhi  
Dated the 12<sup>th</sup> January, 2022

To

1. Director General, Bureau of Indian Standards (BIS), Manak Bhawan, New Delhi.
2. The Director General, NTH, Calcutta.
3. Director, IILM, Ranchi.
4. All RRSLs.

**Subject: Swachhta Pakhwara Awards.**

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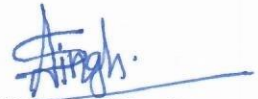
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**Encl. As Above.**

Yours faithfully,



(Surendra Singh)

Director to the Govt. of India

Ph. No. 23384390

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No. S-16011/14/2017-SBM  
Government of India  
Ministry of Jal Shakti  
Department of Drinking Water and Sanitation  
Swachh Bharat Mission (Gramin)

12th Floor, Pt. Deendayal Antyodaya Bhawan'  
CGO Complex, Lodhi Road  
New Delhi-110003  
Dated: 06<sup>th</sup> January, 2022

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*Sushil Kumar*  
(Sushil Kumar)

Under Secretary to the Government of India

The Secretary (CA)  
Department of Consumer Affairs  
49. Krishi Bhawan.  
New Delhi-110001

*US (P&C)*  
*10/1/2022*  
*Dir*

*JS (VM)*

*Amu*

*7/1/22*  
*DIR (P&C)*