

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

परिपत्र/Circular

Subject: **Observance of Swachhta Pakhwada activities – reg.**

This is in continuation of earlier Circular ref. No. BIS HQ/Circular (02)/2023 dated 11 January 2023 and circular (09)/2023 15 February 2023 of Administration Department on observing Swachhta Pakhwada in all offices of BIS. In this regard, Office Memorandum ref. No. S-16011/14/2017-SBM dated 20 February 2023 of Department of Drinking Water and Sanitation, Swachh Bharat Mission (Grameen), Ministry of Jal Shakti, Govt. of India is also received. (copy enclosed).

2. In this connection, following activities are also brought to the notice of all ROs/BOs/Labs/NITS including HQ for compliance during Swachhta Pakhwada:

- (i) Organize a Training/Workshops/Webinar on Swachhta.
- (ii) Organize a VC/meeting with filed formation for the dissemination of information and to review the preparedness, in between and at the end of the Pakhwada.
- (iii) Curb the use of Single Use Plastic (SUP) and discourage the use of plastic in the office.
- (iv) Develop Information, Education and Communication (IEC) materials on Sanitation and make arrangement for the wider dissemination.
- (v) Display Swachhta message on the website (s) by ITSD.
- (vi) Organize offline and online competitions on Swachhta theme by BIS HQ Administration Department only.
- (vii) Use of Social Media (Facebook, Twitter, Instagram, YouTube etc.) to generate awareness. Please tag the Swachh Bharat handles when posting over Social Media (by PRD):

- (a) Twitter@Swachhbharat@MoISDDWS
- (b) Facebook: SBMGramin
- (c) Instagram: Swachhbharatgrameen

3. In this connection, it has been decided that BIS HQ will organise the following competitions on Swachhta Bharat Mission for all BIS offices.

Regions/ HQs/Labs	Prize (each competition)	Name of Competition	Remarks
NRO	1 st Prize	(i) Slogan (in Hindi or English language having not more than 15 words)	All officials including contractual staff of ROs/BOs/Labs/NITS including BIS HQ are eligible for participation in both the competitions.
ERO			
SRO			
WRO			
CRO			
HQ (including NITS)	2 nd Prize		
	3 rd Prize	Topic of Slogan: "Role of Indian Standards in Swachhta	All interested participants may send their high quality scanned

Labs	Consolation (05 Nos.)	Bharat Mission" (स्वच्छ भारत मिशन में भारतीय मानको की भूमिका) (ii) Colour Drawing (on drawing sheet size) <u>Topic of Drawing:</u> "BIS Contribution in Cleanliness drive." (स्वच्छता अभियान में भारतीय मानक ब्यूरो का योगदान)	Colour drawing and Slogan to Administration Department at e- mail: administration@bis.gov.in on or before 28 February 2023 and thereafter the original drawings of the winners would be required to sent to Admin. Deptt, BIS HQ. All slogans and Drawings may be evaluated by the Committee approved by CA.
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3. Keeping in view of above, all HoDs of ROs/BOs/Labs/NITS including BIS HQ are requested to comply the above activities and send their report latest by 01 March 2023 to the Administration Department at e-mail: administration@bis.gov.in and also upload photos of high quality on Manak Manch.

4. This issues with the approval of Competent Authority.

Encl: as above

(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/01/40/2023

Circulated to: (i) All officials including contractual staff of ROs/BOs/Labs/NITS including HQ through BIS Intranet.
(ii) Head (ITSD)
(iii) Director (PRD)

Copy to: DDGA