

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

Sl. No.	Particulars / Activities
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:

Sl. No.	Particulars / Activities
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 12th 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.

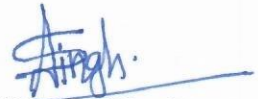
Sir,

The Department of Consumer Affairs will be observing Swachhta Pakhwada from 16th to 28th 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 25th 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
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

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: 06th 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
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