

भा.मा.ब्यूरो मुख्या./प्रशा/परिपत्र (03)/2024

BIS HQ/ADMN/Circular (03)/2024

दिनांक: 15 जनवरी 2024

Date: 15 January 2024

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

**परिपत्र/Circular**

**Subject: Swachhta Action Plan (SAP) formulation for 2024- reg.**

DoCA, vide their e-mail dated 11 January 2024 forwarded herewith a copy of D.O. Letter ref.No. D.O. No. 561/01/01/2017-CA.V dated 10 January 2024 issued by Shri Rajiv Gauba, Cabinet Secretary (copy enclosed).

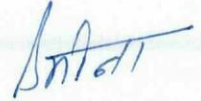
2. In this connection, all Nodal Officers of Swachhta campaign of the Bureau are advised to provide their Swachhta Action Plan (SAP) for 2024 in consultation with their HoDs along with inputs/activities proposed to be carried out and also requesting to increase their allocation under SAP each successive year.

3. In addition to above, it is to inform that a separate Budget Head for Swachhta Action Plan (SAP) will be opened by Finance Department and approved allocation of fund for SAP will be communicated in due course.

4. Keeping in view of above, **all Nodal Officers of ROs/BOs/Labs/NITS including department of HQ are requested to provide their Swachhta Action Plan (SAP) in consultation with their HoDs and to send their SAP to Administration Department e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) latest by 17 January 2024 (upto 1400 hrs.)** and to increase their allocation under SAP each successive year.

5. This issues with the approval of Competent Authority.

Encl: as above



(Sandeep Meena)  
Director (Administration)

संदर्भ : प्रशासन/01/56/2023-24

Ref: ADMN/01/56/2023-24

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.

**Fwd: D.O. Letter on Swachhata Pakhwada Calendar / Guidelines 2024.**

**From :** Under Secretary, PC <uspc-ca@gov.in>  
**Subject :** Fwd: D.O. Letter on Swachhata Pakhwada Calendar / Guidelines 2024.

Thu, Jan 11, 2024 01:13 PM

1 attachment

**To :** ADMINISTRATION Admn <administration@bis.gov.in>, BIS DG Secretariat <dg@bis.gov.in>, Director General (NTH) <dgnth-wb@nic.in>, Iqbal Ahmed <dr.ncdrc@gov.in>, Rajeshwar Kumar <dir-iilmr-jhr@nic.in>, rrsלבhubaneswar@gmail.com, rrsלב guwahati <rrsl.guwahati@gmail.com>, rrsלב ahd <rrsl\_ahd@yahoo.co.in>, ahd rrsלב <ahd\_rrsl@nic.in>, adrrsl@yahoo.com, Sunil Keshavrao Hiradiwale <ahd-rrsl@nic.in>, ddrsl frd <ddrsl.frd@gmail.com>, Dr Rakesh Joshi, Deputy Director <rakesh.joshi74@gov.in>, md@nccf-india.com, adityapd1972@gmail.com, akroy09@rediffmail.com, amit2601@yahoo.co.in, bapadd@gmail.com, bpnsharma6@gmail.com, bsl konar <bsl\_konar@rediffmail.com>, CHANDRA SHEKHAR SHARMA <csharma.17@gov.in>, csharma17@gmail.cm, REGIONAL REFERENCE STANDARDS LABORATORY FARIDABAD <ddlm.rrsl-ca@gov.in>, ddrsl@gmail.com, dir-iilm-jhr@nic.in, drdkdwivedi@rediffmail.com, dvkemarrsl@gmail.com, manishpd2002@yahoo.com

**Cc :** TR Sathish Chandran <schandran.73@nic.in>, Shashi Bhushan <shashibhushan.icoas@nic.in>

Sir/Madam,

Please find attached the D.O. No. 561/01/01/2017-CA dated 10/1/2024 for the above-mentioned subject for necessary action. In this regard, it is requested to provide the date wise Swachhta action plan for your organization latest by 17/01/2024. So that we can compile it and upload it into the portal of DDWS.

**From:** "TR Sathish Chandran" <schandran.73@gov.in>

**To:** "AchalSaxena" <achal.saxena@govcontractor.in>, "Vishal Garg" <vishal.garg95@govcontractor.in>, "Gaya Lal" <gaya.lal17@gov.in>, "Under Secretary, PC" <uspc-ca@gov.in>, "SACHIN Kumar" <sachin.kumar13@nic.in>

**Sent:** Wednesday, January 10, 2024 3:34:35 PM

**Subject:** Fwd: D.O. Letter on Swachhata Pakhwada Calendar / Guidelines 2024.

DBA  
HD  
SOLA)  
Anil  
11/11/24  
Ramesh  
11/04/24

राजीव गौबा  
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 561/01/01/2017-CA.V

Dated the 10<sup>th</sup> January, 2024

*Dear Secretary*

As you are aware, Swachhata Pakhwadas are being organized since April, 2016 with the objective of bringing a fortnight of intense focus on the issues and practices of swachhata in Gol Ministries/Departments. The "Swachhata Pakhwada" concept is inspired by Hon'ble Prime Minister's vision to make swachhata "everyone's business" and, therefore, involving all Central Government Ministries and Departments in swachhata related activities.

2. Over the years, the Swachhata Pakhwada has acquired an extra dimension. Besides undertaking cleaning activities in offices/organisations of the Ministry/Department, the focus now is on ensuring intensive sanitation efforts in the entire ecosystem related to the Ministry/Department's area of work.

3. The year 2024 would be the 9<sup>th</sup> consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines for Swachhata Pakhwada, is enclosed. Ministries / Departments are expected to engage in Shramdan activities in the communities where they are located and to which they are connected by virtue of their work. A **Competitive** spirit towards swachhata should be actively encouraged in your organisations and subordinate offices. It is expected that your Ministry/Department will recognize and felicitate outstanding contributors to Swachhata activities both in the organisations as also in the communities.

4. As in previous years, you are requested to upload the Swachhata Pakhwada plans of your Ministry/Department on the Swachhata Samiksha portal well in advance. I would request you to identify some innovative practices that would be undertaken by your Ministry/Department during the Swachhata fortnight. Needless to add, social media platforms and electronic media may be fully leveraged for creating Swachhata related awareness.

5. I look forward to your enthusiastic cooperation in the planning and implementation of Swachhata Pakhwada in your Ministry/Department. As in the past, all Swachhata related activities are required to be undertaken in the attached institutions/organisations/autonomous bodies/CPSEs as well.

With regards

Yours sincerely,

(Rajiv Gauba)

**All Secretaries to Govt. of India.**

### Swachhata Pakhwada Calendar 2024

SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs	Pravasi Bharatia 9th January
		2. Ministry of Road Transport and Highways	Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting	Republic Day 26 January
		2. Ministry of Finance Department of Economic Affairs Department of Expenditure Department of Financial Services Department of Revenue Department of Investment and Public Asset Management Department of Public Enterprises	
3	1st -15th February	1. Department of Space	
		2. Ministry of Electronics and Information Technology	
4	16th – 29th February	1. Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs Department of Food and Public Distribution	
		2. Department of Atomic Energy	World Science Day - 28 February
5	1st – 15th March	1. Ministry of Women and Child Development	International Women's Day- 8th March
		2. Ministry of Textiles	
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation	World Water Day- 22nd March
		2. Ministry of Steel	Steel Safety Day 28 March

15	1st – 15th August	1. Ministry of Youth Affairs and Sports Department of Sports Department of Youth Affairs	International Youth Day-12th August
		2. Ministry of Tribal Affairs	World Indigenous Peoples Day August 9
	16th – 31st August	1. Ministry of Heavy Industries and Public Enterprises 2. Ministry of Corporate Affairs	
17	1 <sup>st</sup> – 15 <sup>th</sup> September	1. Ministry of Education Department of School Education Literacy Department of Higher Education	
		2. Ministry of Chemical and Fertilizers Department of Chemicals and Petrochemicals Department of Fertilizers Department of Pharmaceuticals	
18	16 <sup>th</sup> – 30 <sup>th</sup> September	1. Department of Drinking Water & Sanitation	
		2. Ministry of Tourism	World Tourism Day- 27th September
		3. Ministry of Ports, Shipping and Waterways	World Maritime Day 28 September
		4. M/o Housing & Urban Affairs	
19	1 <sup>st</sup> – 15 <sup>th</sup> October	1. Ministry of Railways	Swachh Bharat Diwas 2nd October
		2. Ministry of Rural Development Department of Land Resources Department of Rural Development	
20	16 <sup>th</sup> – 31st October	1. Ministry of Food Processing Industries	World Food Day 16th October and National Ayurveda Day- 17 October
		2. Ministry of AYUSH	
		3. Ministry of Panchayati Raj	

**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](mailto:sanjay.sinha67@nic.in)).