

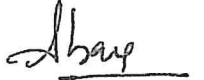
F.No.22/1/2014-Admn.
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi.
Dated: 01.01.2021

OFFICE MEMORANDUM

Subject: - Day to day activity/ Action Plan for Swachhata Pakhwada, 2021 to be observed from 16th-30th April 2021-reg.

The undersigned is directed to refer to Cabinet Secretary's D.O. No. 561/1/1/2017 – CA.V/CA.IV dated 22.12.2020 on the above subject and to state that action plan/ day to day activities for observing the Swachhata Pakhwada, 2021 (16th to 30th April 2021) in respect of this Ministry is enclosed as **Annexure**.



(S.S.Bar)

Director to the Government. of India
Tele No. 23034844

Ministry of Jal Shakti,
Department of Drinking Water and Sanitation,
[Shri U. P. Singh, Secretary]
C Wing, 4th Floor, Pandit Deendayal Antyodaya Bhawan,
CGO Complex Lodhi Road,
New Delhi – 110003.

Copy to:- SwachhataSamiksha portal.

**Day to day Activities/ Action Plan for celebration of Swachhata Pakhwada, 2021
to be observed from 16th-30th April 2021**

S. No.	Date	Planned Activity
1.	16.04.2021	Swachhata Pledge administration by Secretary.
2.	19.04.2021	For scenic beauty and for swachh air, CPWD (Horticulture) to be requested to provide shade tolerant/indoor plants for each of office/rooms of this Ministry
3.	20.04.2021	Collection of old and obsolete electronic, furniture, stationery items for further disposal/auctioning of them
4.	22.04.2021	As a part of Awareness Generation on Swachhata- Essay Competition to be organized among employees of the Ministry.
5.	23.04.2021	Caretaker to be requested to ensure that all corridors/toilets and premises of this Ministry are neat and clean.
6.	26.04.2021	1. Youth Parliament Section of the Ministry to conduct a Swachhata Pledge to participants of Prize Distribution Function (if any held). 2. CPWD to be requested to whitewash all offices/rooms of the Ministry in the Parliament House.
7.	27.04.2021	Special cleanliness drive in the Sections of the Ministry by the concerned Sections.
8.	28.04.2021	An inspection by Senior Officers of the Ministry for checking status of cleanliness in offices/sections and ranking of sections/offices on swachhata parameters.
9.	29.04.2021	Encouraging printing of documents on both sides and use of Knowledge Management System (KMS) in e-office for circulating information in Ministry instead of using physical papers.
10.	30.04.2021	Prize distribution to winners of essay competition and to top three Sections which stood best on swachhata parameters.