



स./ No.5-1(17)/2008-PD

दिनांक/Dated: 26-10-2017

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/कॉम्प्लेक्स/केन्द्रों/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Complex /Centres /Units.

विषय / Sub : **Observance of Swachhta Pakhwada from 1st -15th November, 2017 in CSIR.**

It has been decided to observe "**Swachhta Pakhwada**" in CSIR from **1st-15th November, 2017** in compliance to the directions issued by the Secretary, Ministry of Drinking Water & Sanitation vide his D.O letter dated 6th June, 2017. The detailed date wise activities plan on observance of Swachhta Pakhwada are also enclosed herewith as Annexure - A for reference.

2. Shri R.P.Singh, Sr.Principal Scientist, CSIR Hqrs. has been nominated as nodal officer to coordinate the Swachhta Pakhwada related activities in CSIR.
3. At the conclusion of the Swachhta Pakhwada, it is required that the following be submitted to Ministry of Drinking Water & Sanitation for onward transmission to Cabinet secretary and PMO:
 - i) Report containing detailed account of activities undertaken during Pakhwada.
 - ii) Related picture album, newspaper clippings, press notes, audio-visual clips.
 - iii) Any special document that Ministry have issued during the Pakhwada.
4. Therefore, all offices of CSIR are requested to submit their Swachhta Pakhwada Report by 20.11.2017 positively in soft copy at emails: santoshk@csir.res.in and rpsingh@csir.res.in for onward submission to Ministry of Drinking Water & Sanitation.
5. The Report should contain detailed account of activities undertaken during the Swachhta Pakhwada, related picture album, newspaper clippings, press notes, audio-visual clips and any special document that offices may have issued during the Pakhwada.
6. After culmination of "Swachhta Pakhwada" a press conference will be organized to highlight the activities and initiatives undertaken.

भवदीय/Yours faithfully

- विनोद कुमार

(विनोद कुमार / Vinod Kumar)

अवर सचिव (नीति प्रभाग)/US (Policy Division)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1. US to DG,CSIR
2. PS to JS (Admn.),CSIR
3. Shri R.P.Singh, Sr.Principal Scientist, CSIR Hqrs. & Nodal Officer for Swachhta Pakhwada in CSIR
4. Dr.S.K.Deshpande, Scientist-G & Nodal Officer for Swachh Bharat Mission, DSIR.
5. PPS to Secretary (DW&S), C-wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, N.Delhi-110003.
- ✓ 6. Head, IT Division: for uploading on the CSIR website & Policy Repository.
7. कार्यालय प्रति/Office copy

परमेश्वरन अय्यर
Parameswaran Iyer



भारत सरकार
पेयजल एवं स्वच्छता मंत्रालय
Secretary
Government of India
Ministry of Drinking Water &
Sanitation
4th Floor, Pt Dindayal Antodaya
Bhawan, Lodhi Road, New Delhi
Tel: 24361011, 24362715,
e-Mail: param.iyer@gov.in

MOST IMMEDIATE
D.O. 2/2/S(DWS)/2016
6th June 2017

Dear Shri Sahni

The Hon'ble Prime Minister in his interaction with Union Secretaries yesterday underlined the need for all Ministries and Departments to take up their Swachhta Pakhwada much more seriously and on a substantial scale in order to make clean India a reality. He advised that perfunctory treatment of the Swachhta Pakhwada is to be avoided. The Hon'ble Prime Minister went on to say that during the Swachhta Pakhwada, the concerned Ministry should put its heart and soul into implementing a substantial and meaningful Pakhwada having significant impact.

2. As you are aware, your Ministry is to observe the Swachhta Pakhwada as part of the annual calendar 2017. In view of the Prime Minister's aforesaid directions, your personal leadership, detailed planning and monitoring is requested for significantly raising the level of sanitation related performance through countrywide interventions including programme and policy areas. The end of the Pakhwada press conference by your Ministry is a necessity to record and report performance.

3. For guidance, kindly refer to this Ministry's earlier communications D.O.2/2/S(DWS)/16 dated 28th August 2016 and 18th October 2016. OSD Swachh Bharat Mission, Shri Akshay Rout will provide any further clarification that you might require. I am also available for the purpose.

With regards

Yours sincerely,

Parameswaran Iyer

Shri Girish Sahni
Secretary
Department of Scientific and Industrial Research
Ministry of Science & Technology,
New Delhi

Copy to

Shri P.K. Sinha
Cabinet Secretary
Cabinet Secretariat, New Delhi

Shri N. Misra
Principal Secretary to Prime Minister
Prime Minister's Office, New Delhi

ANNEXURE-2

Consolidated Guidelines

Swachhta Pakhwada- 2017

- Ministries should move beyond symbolism and go to the next level in the implementation of Pakhwada in 2017.
- Ministries may consider setting up permanent mechanism through new programmes and schemes for sustainability of swachhta, in addition to cleanliness drives during the Pakhwada.
- Every Ministry should nominate a Joint Secretary as the nodal officer for Swachhta Pakhwada related activities, if not already nominated.
- The Swachhta Pakhwada action plan must be communicated to the MDWS two months prior to the commencement of their Pakhwada.
- Pakhwada plans required to contain detailed date wise activities
- Divyang access to toilets to be reviewed and ensured in Central and State offices of Ministries during Pakhwada.
- Parliamentary Consultative Committee and other MPs Committees may be convened on Swachhta.
- Ministries need to involve Union Ministers and MPs in Pakhwada activities.
- Senior officers in the Ministry may provide leadership in implementing the Swachhta Pakhwada effectively.
- Ministries may take steps to undertake innovative initiatives during the campaign so that few stories are generated daily.
- Ministries should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central levels. They need to make use of social media such as my Gov, Twitter and Face book extensively for the purpose
- A press release should be issued highlighting major outcomes of Swachhta Pakhwada.
- A press conference needs to be organised by the Ministry at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Minister.

- There should be a daily reporting of activities during the Pakhwada on Swachhta Sameeksha and myGov portals.
 - At the conclusion of the Swachhta Pakhwada the Ministries are required to submit the following to MDWS for onward submission to Cabinet Secretary and PMO:
 - 1.Report containing detailed account of activities undertaken during Pakhwada
 2. Related picture album, newspaper clippings, press notes, audio-visual clips
 3. Any special document that Ministry may have issued during Pakhwada
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**Swachhta Pakhwada
Calendar 2017**

S.No	Pakhwada	Ministries	Special Occasions
1	1 st - 15 th January	1. Ministry of External affairs 2. Ministry of Finance 3. Ministry of Steel	Pravasi Bhartiya Diwas - 9 th January
2	16 th - 31 st January	1. Ministry of Information and Broadcasting 2. Ministry of Civil Aviation	Republic Day- 26 th January
3	1 st - 15 th February	1. Ministry of Health and Family welfare 2. Ministry of AYUSH	
4	16 th - 28 th February	1. Ministry of Commerce and Industry 2. Ministry of Development of North Eastern Region	
5	1 st - 15 th March	1. Ministry of Women and Child Development 2. Ministry of Tribal Affairs	International Women's Day - 8 th March
6	16 th - 31 st March	1. Ministry of Water Resources, River Development and Ganga Rejuvenation 2. Ministry of Shipping	World Water Day - 22 nd March;
7	1 st - 15 th April	1. Ministry of Law and Justice 2. Ministry of Parliamentary Affairs 3. Dept of Atomic Energy	Ambedkar Jayanti - 14 th April
8	16 th - 30 th April	1. Ministry of Culture	World Heritage Day - 18 th April

		2. Ministry of Tourism	
9	1 st - 15 th May	1. Ministry of Labour and Employment 2. Ministry of Textiles	International Labour Day - 1 st May
10	16 th - 31 st May	1. Ministry of Agriculture and Farmers Welfare 2. Ministry of Consumer Affairs, Food and Public Distribution	
11	1 st - 15 th June	1. Ministry of Environment & Forests and Climate Change 2. Ministry of New and Renewable Energy 3. Ministry of Personnel, Public Grievances and Pensions 4. Department of Atomic Energy	World Environment Day - 5 th June
12	16 th - 31 st June	1. Ministry of Social Justice and Empowerment 2. Ministry of Earth Sciences 3. Department of Space	
13	1 st - 15 th July	1. Ministry of Communications 2. Ministry of Power	

14	16 th - 31 st July	1. Ministry of Petroleum and Natural Gas 2. Ministry of Road Transport and Highways	
15	1 st - 15 th August	1. Ministry of Youth Affairs and Sports 2. Ministry of Electronics and Information Technology	International Youth Day- 12 th August
16	16 th - 31 st August	1. Ministry of Railways 2. Ministry of Coal 3. Ministry of Chemicals and Fertilizers	
17	1 st - 15 th September	1. Ministry of Human Resource Development (DoSER and DoHE)	Teacher's Day - 5 th September
18	16 th - 30 th September	1. Ministry of Tourism 2. Ministry of Culture	World Tourism Day- 27 th September
19	1 st - 15 th October	1. Ministry of Panchayati Raj 2. Ministry of Rural development 3. Ministry of Urban Development	3 rd Anniversary of Swachh Bharat Mission on 2 nd Oct 2017

20	16 th - 31 st October	1. Ministry of Food Processing Industries 2. Ministry of Statistics and Programme Implementation	World Food Day - 16 th October
21	1 st - 31 st November	1. Ministry of Skill Development and Entrepreneurship 2. Ministry of Education	
22	16 th - 30 th November	1. Ministry of Housing and Urban Poverty Alleviation 2. Ministry of Minority Affairs	World Toilet Day - 19 th November
23	1 st - 15 th December	1. Ministry of Defence 2. Ministry of Home Affairs 3. Ministry of Micro, Small and Medium Enterprises	Navy Day - 4 th December, Armed Forces Flag Day - 7 th Dec
24	16 th - 31 st December	1. Ministry of Corporate Affairs 2. Ministry of Heavy Industries and PF 3. Ministry of Mines	



स्वच्छता पखवाड़ा / SWACHHTA PAKHWADA
[1st - 15th November, 2017]



Annex-A

Day	Date	Theme	Detail Activities
Day-1	01.11.2017 (WED)	Opening Ceremony & Swachhta Pledge	<ul style="list-style-type: none"> ➤ Opening of Swachhta Pakhwada & Pledge Taking Ceremony (<i>enclosed at Annex-B</i>). ➤ Swachhta awareness message to be posted on the website of the CSIR and its all national Labs./Instts.
Day-2	02.11.2017 (THU)	Swachhta Awareness	<ul style="list-style-type: none"> ➤ Promotion of Swachhta message through digital display boards, banners, posters, hoardings, pamphlets, slogans etc. ➤ Organize Swachhta awareness campaigns and Special Cleanliness drive in office premises and its surroundings.
Day-3	03.11.2017 (FRI)	Swachh Parisar (Clean work place)	<ul style="list-style-type: none"> ➤ General Cleaning of floor, removal of cob webs, cleaning of fans, furniture & other electronic items. ➤ Dusting of all rooms, cleaning of name plates & other sign boards etc. ➤ Sweeping, mopping, machine scrubbing of all specified floors. ➤ Pest control and Fogging operation of the office premises may be done.
Day-4	04.11.2017 (SAT)	Swachh Parisar (clean residential premises)	<ul style="list-style-type: none"> ➤ Special Cleanliness drive in Residential Premises / colonies / apartments, Hostels, Guest House etc. ➤ A centralized garbage collection and disposal system may be adopted. ➤ Pest control and Fogging operation for control of mosquito around residential & non-residential buildings, open area of the premises may be done.
Day-5	05.11.2017 (SUN)	Swachh Paryavaran	<ul style="list-style-type: none"> ➤ Voluntary cleaning activities in and around office premises and installation of potted plants in corridors to create an eco-friendly environment. ➤ Landscaping including tree plantation programme to be organized. ➤ It should be ensured that equipment using Solar Power should be functional, wherever installed. ➤ Rain water harvesting system may be adopted. ➤ Composting of leaves and biodegradable waste (<i>if feasible</i>).
Day-6	06.11.2017 (MON)	Swachh Anubhaag	<ul style="list-style-type: none"> ➤ Disposal of unused files/ papers / registers, old records and to weed out the same as per Record Retention Schedule. ➤ Disposal of old newspapers / magazines / books in the Libraries. ➤ Removal of old / unused / unserviceable furniture & other items.
Day-7	07.11.2017 (TUE)	Swachh Neelaami	<ul style="list-style-type: none"> ➤ Auctioning of obsolete / unserviceable items of the office.
Day-8	08.11.2017 (WED)	Swachh Neer	<ul style="list-style-type: none"> ➤ Intensive inspection / checking and Upkeeping drive for all water installations including water filter plants, sources of water supply, water taps for drinking water at office, residential colonies, hostels, hospitals, schools etc.

Day-9	09.11.2017 (THU)	Swachh Prasadhan	<ul style="list-style-type: none"> ➤ Removal of seepages and need based construction / renovation of broken pipelines / sanitary wares, toilets, washrooms & drainage system. ➤ Divyang access to toilets to be reviewed and ensured in the office during Pakhwada.
Day-10	10.11.2017 (FRI)	Swachh Ahar	<ul style="list-style-type: none"> ➤ Intensive cleaning of office canteens/cafeteria etc. ➤ It should be ensured that clean and hygienic food is served. ➤ Efforts should be made to discourage use of plastic. ➤ Provisioning of sufficient number of dustbins to prevent littering. ➤ Proper garbage collection and systematic disposal must be ensured.
Day-11	11.11.2017 (SAT)	Swachh Karyalay	<ul style="list-style-type: none"> ➤ Cleanliness drive in office premises and adjoining areas near the premises. ➤ Attain and maintain high standards of cleanliness and general upkeep
Day-12	12.11.2017 (SUN)	Swachh Karyalay	<ul style="list-style-type: none"> ➤ Cleaning of all doors, window glasses and curtains. ➤ Dusting of all cabins including computers, fax and other office equipments. ➤ Provide separate dustbins for bio-degradable and non-biodegradable materials.
Day-13	13.11.2017 (MON)	Swachh Karyalay	<ul style="list-style-type: none"> ➤ Dusting of chairs, conference table, plants and paintings of conference Hall. ➤ Repair, wherever required of electronic equipment's. ➤ All e-wastes like used cartridges, CD's and other worn out electronic components may be disposed properly.
Day-14	14.11.2017 (TUE)	Swachh Samwad & Swachh Pratispardha	<ul style="list-style-type: none"> ➤ Display of Exhibition & Organizing Quiz / Debate competition on cleanliness and Hygiene. ➤ Essay writing competition for CSIR employees on cleanliness and Hygiene. " ➤ "Cleanest Section/Division" and "Cleanest Hostel Room" and "Best Safai Karamchari" (<i>among safai karamchari employees</i>) contest may be instituted and an Appreciation Certificate may be awarded to the winners.
Day-15	15.11.2017 (WED)	Review & Closing Ceremony	<ul style="list-style-type: none"> ➤ The work carried out during the Pakhwada should be reviewed and a detailed report with photos & videos should be uploaded on the website of respective CSIR Lab./Instt. as well as CSIR website. ➤ Press release in respect of activities undertaken during the Swachhta Pakhwada. ➤ Due coverage of the Swachhta Drive should be ensured in social / print / electronic media. ➤ Honoring the winners of various competitions organized during Pakhwada.

✓
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 वहाँ 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।

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 voluntary 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.