



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली.110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



सा० : 5-1(17)/2008-PD

दिनांक: 16.02.2024

प्रेषक : संयुक्त सचिव (प्रशासन)

सेवा में : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान

विषय : स्वच्छता पखवाड़ा – 2024 के संबंध में ।

महोदय / महोदया,

मुझे स्वच्छता पखवाड़ा – 2024 के संबंध में मंत्रिमंडल सचिव, भारत सरकार के दिनांक 10.01.2024 के अर्धशासकीय पत्र सं 561/01/01/2017-CA.V को स्वच्छता पखवाड़ा कैलेंडर 2024 और स्वच्छता पखवाड़ा 2024 के समेकित दिशानिर्देशों सहित आपकी जानकारी, मार्गदर्शन और अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

2. मुझे स्वच्छता पखवाड़ा कैलेंडर 2024 के अनुसार 1 से 15 मई, 2024 तक स्वच्छता पखवाड़ा, 2024 को उचित तरीके से मनाने और श्री मयंक माथुर, मुख्य वैज्ञानिक, सीएसआईआर-मुख्यालय, नोडल अधिकारी, स्वच्छता पखवाड़ा, 2024 के साथ गतिविधियों का समन्वय करने हेतु आपसे अनुरोध करने का भी निदेश हुआ है।

भवदीय,

अवर सचिव (नीति प्रभाग)

संलग्न : यथोपरि

प्रतिलिपि:

1. श्री मयंक माथुर, मुख्य वैज्ञानिक, सीएसआईआर-मुख्यालय एवं नोडल अधिकारी, स्वच्छता पखवाड़ा
2. सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/इकाइयों और मुख्यालय के सभी वरिष्ठ उप सचिव/वरिष्ठ प्रशासन नियंत्रक/उप सचिव/प्रशासन नियंत्रक/अवर सचिव/प्रशासनिक अधिकारी
3. सी.एस.आई.आर. वेबसाइट
4. कार्यालय प्रति



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No. : 5-1(17)/2008-PD

Dated: 16.02.2024

From : Joint Secretary (Admn.)

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub : Swachhata Pakhwada – 2024 reg.

Sir / Madam,

I am directed to forward herewith the Cabinet Secretary, Government of India, D.O. letter No. 561/01/01/2017-CA.V dated 10.01.2024 regarding Swachhata Pakhwada – 2024 along with Swachhata Pakhwada Calendar 2024, Consolidated Guidelines Swachhata Pakhwada – 2024 for information, guidance and compliance.

2. I am also directed to request you to observe Swachhata Pakhwada, 2024 in a befitting manner from 1st – 15th May, 2024 as per Swachhata Pakhwada Calendar 2024 and to coordinate activities with Sh. Mayank Mathur, Chief Scientist, CSIR-Hqrs., Nodal Officer for Swachhata Pakhwada, 2024.

Yours faithfully,

Under Secretary (PD)

Encl. : As above

Copy to:

1. Sh. Mayank Mathur, CSIR Hqrs, and Nodal officer, Swachhata Pakhwada
2. All Sr. DS/Sr. CoA/DS/CoA/US/AO of all CIR Labs/Instts/Units and Hqrs
3. CSIR Website.
4. Office copy.

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 10th 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 9th 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

7	1st – 15th April	1. Ministry of Health and Family Welfare Department of Health & Family Welfare Department of Health Research	World Heath Day - 7 April
		2. Ministry of Law & Justice Department of Justice Department of Legal Affairs Legislative Department	Ambedkar Jayanti- 14th April
8	16th – 30th April	1. Ministry of Culture	World Heritage Day- 18th April
		3. Ministry of Parliamentary Affairs	
9	1st – 15th May	1. Ministry of Labour & Employment	International Labour Day- 1st May
		2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research	World Technology Day- 11 May
10	16th – 31st May	1. Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms and Public Grievances Department of Pension & Pensioners' Welfare Department of Personnel and Training	
		2. Ministry of Power	
		3. Ministry of Development of North Eastern Region	
11	1st – 15th June	1. Ministry of Environment, Forest and Climate Change	World Environment Day- 5th June
		2. Ministry of New and Renewable Energy	
12	16th – 30th June	1. Ministry of Micro, Small and Medium Enterprises	Micro, Small and Medium Enterprises Day - 27 June
		2. Ministry of Coal	
13	1st – 15th July	1. Ministry of Petroleum and Natural Gas	
		2. Ministry of Earth Sciences	
		3. Ministry of Statistics and Programme Implementation	
14	16th – 31st July	1. Ministry of Social Justice & Empowerment Department of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities	International Day of Disability Awareness- 16th July
		2. Ministry of Skill Development and Entrepreneurship	World Youth Skills Day - 15 July

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 st – 15 th 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 th – 30 th 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 st – 15 th 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 th – 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	

21	1 st – 15 th November	1. Ministry of Commerce and Industry Department of Commerce Department for Promotion of Industry and Internal Trade	National Commerce Education Day - 10th November
		2. Ministry of Civil Aviation	National Ayurveda Day- 17 October
22	16 th – 30 th November	1. Ministry of Communication Department of Posts Department of Telecommunications	National Post Day - 10th October
		2. Ministry of Mines	
23	1 st – 15 th December	1. Ministry of Defence Department of Defence Department of Defence Production Department of Defence Research & Development Department of Ex-Servicemen Welfare	Navy Day- 4th December
		2. Ministry of Home Affairs	Armed Forces Flag Day 7th December
24	16 th – 31 st December	1. Ministry of Agriculture and Farmers Welfare Department of Agricultural Research and Education Department of Agriculture, Cooperation & Farmers Welfare	Kisan Divas (Farmer's Day)- 23 December
		2. Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Department of Animal Husbandry and Dairying	
		3. Ministry of Minority Affairs	Minorities Rights Day - 18th December

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**)

- Ministries/Departments are advised to encourage communities for their active involvement and to ensure cleanliness and awareness drives in their locality alongwith cleanliness of their premises/attached offices. Some suggestive Community engagement activities are given in the **Annexure-II**
- Ministries/Departments should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central level. They need to make use of social media such as myGov., Twitter and Facebook extensively for the purpose
- Ministries/Departments in coordination with MoI&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. MoI&B to also broadcast inspiring Swachhata initiatives on their coverage
- A press release should be issued highlighting major outcomes of Swachhata Pakhwada
- A press conference needs to be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Union Ministers and Secretaries
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
 1. Report containing a detailed account of activities undertaken during Pakhwada
 2. Related picture album, **newspaper clippings, press notes**, audio-visual clips
 3. Any special document that Ministry/Department may have issued during Pakhwada
 4. Name and details of the three Swachhata Pakhwada awardees

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).

Swachhata Pakhwada Suggestive activities on Community Engagement

Following are the suggestive Swachhata Pakhwada Activities may be taken up by the Ministries and Departments during the oberveance of their Swachhata Pakhwada

1. Shraamdaan activities in the nearby locality
2. Repair and renovation of Public Toilets, Schools, Anganwadis Toilets
3. Mass awareness activities on Swachhata Theme
4. Cleaning of nearby Villages, Schools, Anganwadis, PHCs, Collages or any Public Places
5. Engagement of local celebrities
6. Swachhata Seminars, Trainings, Workshops
7. Exhibition on Waste to Wealth
8. Swachhata Rathis, Rallies,
9. Mass Swachhata Pledge
10. Cleaning of Ponds, Rivers, Beaches
11. Plantation drives
12. Selfy Booth
13. Signature Campaigns
14. Swachhata thematic paintings
15. Press Conference
16. Use of Social Media
17. Campaign on discarding the use of Single Use Plastic
18. Organising Nukad Natak on Swachhata theme
19. Nationwide mega "Plogging" event during the Pakhwada
20. The Swachh Bharat Anthem and other relevant IEC materials may be displayed at various strategic locations