

Kind attention is invited towards Swachh Bharat Abhiyan-a campaign in India that aims to clean up the streets, roads and infrastructure of India’s cities, smaller towns, and rural areas. The objectives of Swachh Bharat include cleanliness of offices, streets, government schools, government hospitals, public parks etc.

“Swachhta Hi Seva” fortnight which started already across the country is a grand success. The cleanliness fortnight marking the third anniversary of the ‘Clean India Mission’ is being celebrated in the country.

1. On this subject, following letters have been received from Board 1/DGHRD/CCO:-
 - (i) D.O.F No. 8/B/188/HRD(HRM-II)2016 dated 21.09.2017 of Chairperson CBEC— wherein mentioned campaign will include Sharamdaam or voluntary work focusing on mass mobilization and reinforcing ‘Jan Andolan’ for sanitation to contribute to Mahatama Gandhi’s dream of clean India.
 - (ii) D.O No. 8/B/188/HRD(HRM-II)2016 by Member Admn. Dated 08.12.2017— wherein calendar of Swachhta Pakhwada from 16th to 31st January, 2018 enclosed.
 - (iii) Letter from CCO dated 14.12.2017 regarding Nationwide campaign under “Swachhta Hi Seva”.
 - (iv) Letter from DGHRD dated 21.12.2017 regarding observation of “Swachhta Pakhwada” in the Department of Revenue during 16.01.2018 to 31.01.2018

All the above letters are with reference to “Swachhta hi Sewa” & to implement “Swachhta Hi Seva,” CBEC has been allotted Swachhta Pakhwada from 16th to 31st January, 2018.

2. In this regard DGHRD has circulated date-wise Action Plan which has been forwarded by the CCO as under:-

S. No.	Date	Activity plan
1.	16.01.2018	<p>Pledge by officers and staff and display of banners regarding pakhwada. All officers/ staff members to make resolution to keep officer premises clean, manage old records properly and to participate in other Swachhta related reforms.</p> <p style="text-align: center;"><u>Plan for Execution of Activity in Commissionerate</u></p> <p>The pledge shall be undertaken by all staff in the conference room at 10.30 A.M situated on 2nd floor in HQ Office</p> <p>- One hour from 11.00 to 12.00 will be dedicated for the segregation of old records & other consumable items for</p>

		<p>weeding out.</p> <ul style="list-style-type: none"> - Display of Banners regarding Swachhta Pakhwada at the main gate, main entrance of Ground floor and fourth floor & in conference room.
2.	17.01.2018	<p>Cleaning of office premises by the staff.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Timing form 10.30 A.M to 1.30 P.M</p> <p>Every staff will take the responsibility of the cleanliness work of place/chamber where he/she sits. For common area, floor wise activity will be taken under the supervision as follows:</p> <ul style="list-style-type: none"> - For Basement & old drivers' room, records room and store room, Supdt H.Q with the support of staff sitting. - For Ground floor – under the supervision of Supdt. Pre. Sh. Nimesh Pal with the support of staff sit on Ground Floor - For First floor, Rohit Kalia (Supdt. HQ) with the support of staff of First floor - Second floor-- Supdt. Admin with the support of staff of Second floor - Third floor -- Supdt. (ET) with the support of staff of that floor - Fourth floor-- Supdt. R-10 (Div 2) with the help of staff of Fourth floor <p>Fifth floor - Supdt. R-12 (Div 3) with the help of staff of that floor</p>
3.	18.01.2018	<p>Swachhta workshop :- organizing workshop on cleanliness and waste management in office for staff, including intereactive sessions between Senior officers and workers in charge of cleanliness.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Work shop is proposed at 10.30 to 11.30 in the conference room on cleanliness & waste management</p>

4.	19.01.2018	<p>Competitions :- competitions to be held among the office staff inviting ideas for swachhta.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Elocution competition among staff is proposed with “Innovative idea for Swachhta which can be implemented by this Commissionerate” in the conference from 4 P.M to 5 P.M</p>
5.	22.01.2018	<p>Voluntary work: Each Commissionerate may select a locality or school and clean the premises.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>A school Prathamik/uchtah prathamik vidyalaya situated at Nawada, Rasoolpur, Block- Visrakh in sector-62, GB Nagar has been identified for voluntary cleanliness work.</p> <p>A committee with members is proposed to implement the activities to be done at school.</p> <ol style="list-style-type: none"> 1. Sh. D. D. Mangal, DC 2. Sh. Narash Tiwari, AC 3. Sh. Vikrant Bangotra, AC 4. Sh. Abhinav Ujjania, AC 5. Sh. Om Vir Singh, Supdt. 6. Sh. A. K. Singh, Supdt. 7. Sh. Manoj Aggarwal, Supdt. 8. Sh. Nimesh Pal, Supdt. 9. Sh. Rajiv Pharswal , Supdt. 10. Sh. S. K. Srivastava, Supdt. 11. Sh. Devesh Rastogi, Suptdt. 12. Sh. Anil Kumar Gupta, Supdt. 13. Sh. Uttam Maurya, Insp. 14. Sh. Deepak K. Srivastava, Insp. 15. Sh. Sheet Srivastava, Insp. 16. Sh. Manoj K. Srivastava, Insp. 17. Kr. Chetna Meena, Insp 18. Sh. Pradeep Mani Tripathi, Insp. 19. Sh. Dhara Singh Meena, Insp. 20. Sh. Ashutosh Pathak, Insp.

		<p>21. Sh. Girish Kumar, Insp. 22. Sh. Nitin Kumar , Insp. 23. Sh. Saurabh Sahu, EA 24. Sh. Jagmal, Hawaldar 25. Sh. Ranvir, Hawaldar, 26. Sh. Sunil, Driver</p> <p>Other volunteers form office staff are free to join the cleanliness campaign to be conducted in school form 10.30 A.M to 1.30 P.M with prior intimation to D.C HQ</p> <p>A letter to the District Magistrate GB Nagar intimating the selection of school for voluntary cleanliness & his cooperation for the same is put up for kind perusal & approval please.</p>
6.	23.01.2018	<p>Each Commissionerate will carry out one of its own innovative idea for cleanliness to be submitted by the Commissionerate itself. Commissionerates may take steps to undertake innovative initiatives during campaign so that few stories are generated daily.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Innovative ideas gathered from elocution competition scheduled on 19.01.18 may be carried out.</p>
7.	24.01.2018	<p>Plantation: - each Commissionerate should identify an area for tree plantation or beautification through plantation and carry out the same.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Plantation work – Plantation is proposed in the school mentioned at point No. 5.</p>
8.	25.01.2018	<p>Segregation of old records, enlisting safe keeping of the same. Digitization of records.</p>

		<p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Division offices/Ranges situated at C-56/42, Sector -62 Office & all H.Q Branches will identify old records & segregate it for safe keeping. Dedicated time for this activity is 10.30 A.M to 1.30 P.M.</p>
9.	29.01.2018	<p>Commissionerates to adopt roads, round abouts, historical places etc to maintain its cleanliness.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>For cleanliness of roads/ round abouts/historical places, it is proposed stretch of road outside office building may be adopted after intimation to competent authority in Noida Development Authority. A draft letter addressed to OSD intimating the activity, NDA is put up for your approval.</p> <p>Alternately, the Government School can be adopted and regular cleaning can be done by engaging for a Sari Karamchari since the school has no provisions for same. Also, fencing/reconstruction of boundary wall for school can undertaken.</p> <p>Activities proposed to be undertaken cleaning, repair, maintenance & placing dustbins.</p>
10.	30.01.2018	<p>Creating social buzz regarding swachhta through electronic and print media. A press release should be issued highlighting major outcomes of Swachhta Pakhwada. Each Commissionerate should ensure better branding and publicity of Pakhwada activities.</p> <p style="text-align: center;"><u>Execution of Plan by Commissionerate</u></p> <p>Daily Activities shall be posted on Twitter handle of zone. Ticker & photographs regarding the activities posted on Commissionerate website. Press release at the end of Pakhwada highlighting activities may be issued to print media.</p>

11.	31.01.2018	Mass anti-polythene drive.
		<u>Execution of Plan by Commissionerate</u>
		All Staff will devote time from 10.30 to 11.30 to remove polythene from office & outside the office building, a march with Banners & slogans may be carried out to spread awareness to “Say No To Polythene.”

3. Further to carry out these activities during Swachhta Pakhwada, some material/items are required as mentioned below:

List of items required for Swachchata Pakhwara		
S. No.	Name of Items	Nos. of quantity
1.	Dustbin (3 blue + 3 green), medium support 80 Ltr	6
2.	Dustbin (9 blue + 9 green), 40 Ltr	18
3.	Banners	4
4.	Face mask and head cover	100 each
5.	Gloves (plastic) pairs	100
6.	Biodegradable polythin big size bag	100
7.	Brooms	40
8.	Big Brooms (with wooden handle)	10
9.	Handwash (liquid)	5
10.	Buckets	12
11.	Mugs	24
12.	Plant (Neem/Pipal)	10
13.	Plants (Gulmohar)	10
14.	Plant Guards (wire)	20
15.	Markeen (Red Cloth)	200 mtrs
16.	Flex Rope	10 kg

17.	Sutali	2 kg
18.	Jute bags (Bori)	50
19.	Aprons/T-shirt	50
20.	Dustbin with wheels	02
21.	Plastic water tank cover	01
22.	Kent R.O (Perk Model) for School	01
23.	Cutter (big scissors)	02
24.	Emulsion Paint with thinner	20 litres (approx.)
25.	Khurpi of iron	10
26.	Phawada	05
27.	Harpic	5 litres
28.	Tissue Paper box	20
29.	Collin	10 bottles
30.	Toilet cleaning brush	4
31.	Wiper Ponahcha	10
32.	Duster cloths	50
33.	LED with fixtures to be installed at the ceiling of Porch	10
34.	Long broom	2
35.	Tasla (iron/plastic)	5

4. Quotations for above mentioned materials/ items and quotations for services (man-power for painting work, gardening work and other cleanliness work) conducting activities as per plan may be obtained.

Further proposals have also been received from division offices of Sector 1, Sector 8 & Hapur for conducting Cleanliness Pakhwada. They have also provided expenditure estimate letters placed opposite in File, estimate as under.

S. No.	Office	Estimate
1.	Office of AC, Central GST, Div-1, E-23(B) Sector-8, Noida	2,00,000/-
2.	Office situated at E-5, Sector-1, Noida	3,00,000/-

3.	Office of the Assistant Commissioner, Central GST, Div-Hapur	1,00,000/-
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If approved, Fund as per their estimate may allocated for O/E (Swachhta) to these divisions. Put up for you kind perusal and approval pls.