

ANNEXURE

**THE PROPOSED ACTION PLAN FOR SWACHHTA PAKHWADA (01.02.2019 to 15.02.2019) IN R/O
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY/ITS OFFICES.**

VC/meeting would be held under the Chairmanship of the Secretary, MeitY on 30.01.2019 in Conference Room, Secretary Office with the Heads of the Organisations under MeitY to for dissemination of information and to review the preparedness before the Pakhwada begins.

| Sl. No. | Date | Particulars of Physical Action | Particular of Proposed Motivational Action across MeitY/Its Offices. | Action By |
|---------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1 | 01.02.2019 | 1. Opening of Swachhta Pakhwada and Pledge taking ceremony. 2. Displaying of Banners at prominent points. 3. All Officers/Staff members may devote 1 hour for general cleaning of work space and their surroundings. 4. General cleaning of common areas of 4 th floor (RW) of the building. 5. Litterbins to be placed at different and required locations. | 1. Swachhta Pakhwada message to be displayed on all Notice Boards across MeitY/Societies/Attached Offices. (Action by : NIC) 2. Welcome message regarding Swachhta Pakhwada in Electronic Niketan during meetings from 01.02.2019 to 15.02.2019 . (Action by : NIC) 3. C-DAC/NIELIT/CSC/NIC/My Gov/NeGD to augment Swachhta Pakhwada Messages through IT application from 01.02.2019 to 15.02.2019 . 4. Swachhta Pakhwada Message to students by NIELIT/CSC/C-DAC. 5. SMS/e-mail reg. Swachhta Pakhwada to employees by NIC/NeGD/My Gov. | NIC NIC C-DAC/ NIELIT/ CSC/ NIC/My NIELIT/CSC/ C-DAC NIC/NeGD/ My Gov |
| 2. | 02.02.2019 | 1.General cleaning of Front and back Glass wall portion/ Main Stairs of the building. 2. Cleaning of Canteen and Parking Areas. | | |
| 3. | 04.02.2019 | 1. General cleaning of THE common area of 4 th floor (LW) of the building. 2. Weeding out old/unused files/registers/records. 3. Removal of old/unused/ unserviceable furniture and other items and deposit in the Store. | | All Sections. Store Section. |

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| 4. | 05.02.2019 | 1.General cleaning of all common areas of 3 rd floor (RW) of the building. 2. Solid and liquid waste management by segregation of waste. | Lecture on "Solid and Liquid waste Management and Importance and Necessity of General Cleanliness" (1600 hrs. to 1700 hrs.) for Housekeeping and Canteen Staff. | SO (SK) |
| 5. | 06.02.2019 | 1.Landscaping and developing plants, lawns etc. 2. General cleaning of all common areas of 3 rd floor (LW) of the building, i.e., Corridor, Lift Lobbies, Toilets and Toilets Lobbies etc. | | All Organisations/ Offices of MeitY. |
| 6. | 07.02.2019 | General cleaning of all common areas of 2nd floor (LW) of the building, i.e., Corridor, Lift Lobbies, Toilets and Toilets Lobbies etc. | | |
| 7. | 08.02.2019 | 1.Slogan/Poster Competition on e-waste by NeGD. 2. Vermi-composting by offices under MeitY where it has not been initiated/started. 3. General cleaning of all common areas of 2nd floor (RW) of the building, i.e., Corridor, Lift Lobbies, Toilets and Toilets Lobbies etc. | | NeGD. All Organisations/ Offices of MeitY. |
| 8. | 09.02.2019 | 1.Genl. Cleaning of AHW Switch Room 1st and 2 nd floor. 2. General cleaning of all common areas of 1st floor (RW) of the building, i.e., Corridor, Lift Lobbies, Toilets and Toilets Lobbies etc. | | |
| 9. | 11.02.2019 | 1. General cleaning of all common areas of 1st floor (LW) of the building, i.e., Corridor, Lift Lobbies, Toilets and Toilets Lobbies etc. | | |
| 10. | 12.02.2019 | 1.General cleaning of all common areas of 1st floor central area including Fire Exit area of the building. 2. General cleaning of AHW, | | |

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| | | Switch Room, 3 rd and 4 th floor. | | |
| 11. | 13.02.2019 | 1.General cleaning of Ground Floor including Store Area, Sub-station, Pump House etc. 2.Glasses Portion of East and West Wing (both sides) of the building. | | |
| 12. | 14.02.2019 | 1.General cleaning of Roof Top area of the building, outside surrounding areas of the building. | National Level Workshop by C-DAC on 'e-waste' in Delhi for all Societies/Offices under MeitY. | C-DAC. |
| 13. | 15.02.2019 | 1. General cleaning and upkeep of Divyang toilets to review maintenance. 2. Selection of final best Organisations for 1 st , 2 nd and 3 rd prizes. | | |

NOTE :

1. The Action Plan activities will be applicable to all Field Formation/Offices under MeitY as marked/mentioned respectively against the name of the Organisation.
2. Swachhta Pakhwada Action Plan may be uploaded on their websites by the respective Organisations.
3. Video clipping and photographs of the events will be sent/uploaded on day-to-day basis.
4. All the Organisations under MeitY will intimate their one best campus to MeitY for the award of prize. MeitY will thereafter select three best Organisations for the distribution of 1st, 2nd and 3rd prizes.
5. All Organisations may assess and initiate Swachhta Awards/Ranking in their offices and intimate to MeitY.