

MOST IMMEDIATE

No.Z.28011/07/2014 -E-II (Vol.II)
Government of India
Ministry of AYUSH

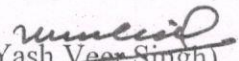
AYUSH Bhavan, 'B' Block,
GPO Complex INA,
New Delhi-110023
Dated, the 2nd December, 2016

OFFICE MEMORANDUM

**Subject: Swachhta Pakhwada Calendar, 2017 - Observance of Swachhta Pakhwada
from 1st February, 2017 to 15th February, 2017**

The undersigned is directed to forward herewith a copy DO letter No. 561/2/2/2014-CA.IV dated 15th November, 2016 of the Cabinet Secretary on the subject mentioned above and to say that Swachhta Pakhwada shall be observed in the Ministry of AYUSH and its formations from 1st to 15th February, 2017. The gist of activities proposed to be performed during the Pakhwada are listed in the enclosed Annexure. The Research Councils/National Institutes/Attached and Subordinate Offices/PSU of the Ministry of AYUSH may devise the activities as per their requirement/working.

2. All concerned are requested to ensure better branding and publicity of pakhwada activities in the electronic, social media such as Mygov, Twitter, Facebook and print media platforms at both field and Ministry levels. There should be daily reporting of activities during the Pakhwada on Swachhta Sameeksha and Mygov portals, including uploading of pictures. A press release should also be issued highlighting major outcomes of the Swachhta Pakhwada.
3. C.P.W.D. is also requested to undertake beautification schemes and proper maintenance/cleanliness of the lawns, roads and surroundings of the CPO complex, toilets in AYUSH Bhawan. They may also undertake the white washing and painting of AYUSH Bhawan, wherever required.
4. This issues with the approval of Joint Secretary(Admn.).


(Yash Veer Singh)

Under Secretary to the Govt. of India
Tel.: 24651644
E-mail: yv.singh@nic.in

To

1. All Officers/Sections of the Ministry of AYUSH.
2. Executive Engineer, CPWD(Civil)/(Electrical), Kidwai Nagar, New Delhi.

Copy to:

1. DGs/Directors, Research Councils/National Institutes/Attached and Subordinate Offices/PSUs of the Ministry of AYUSH (as per standard list).
2. PPS to Secretary(AYUSH)
3. PPS to JDS(AKG)/JS(ASSr.PPS to JS(PNRK)
4. NIC for handling twitter and uploading activities on the portals/website etc.

Copy also to:

1. Ministry of Drinking Water and Sanitation, 4th Floor, Paryavaran Bhawan, Lodhi Road, New Delhi-110 003.
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.

Gist of activities to be performed during the Swachhta Pakhwada

S.No.	Date	Activities to be performed	Action									
1.	2 nd to 11 th Feb, 2017	Traditional Painting Style Decor workshop by Zonal Cultural Centers (Autonomous Body, Ministry of Culture)	Zonal Cultural Centers, Ministry of Culture									
2.	1 st February & 2 nd February, 2017	Disposal of all unserviceable, obsolete and unusable stationery, e-waste items, electrical and electronic items, furniture etc.	1. All Sections to identify obsolete items and surrender to Estt. Divn. 2. Estt. Division to take action for the disposal of obsolete items									
3.	3 rd February to 5 th February, 2017	White washing/Painting of office premises wherever required specially stair cases canteen, reception/pruning of grass of the lawns and proper maintenance of roads leading to GPO complex	C.P.W.D.									
4.	6 th & 7 th February, 2017	Repair/replacement of defective electrical gadgets and sanitary fittings	1. Estt. Division 2. CPWD(Electrical and Civil)									
5.	8 th & 9 th February, 2017	Record review/weeding out of unwanted records in accordance with the Record Retention Schedule	All Sections. Report to be sent to Estt. Section in the following format by 20 th February, 2017. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">No. of File</th> </tr> <tr> <th>Reviewed</th> <th>Recorded</th> <th>Weeded out</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No. of File			Reviewed	Recorded	Weeded out			
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Reviewed	Recorded	Weeded out										
6.	10 th to 12 th February, 2017	Thorough cleaning of workstations/corridors/ common areas wash rooms and dusting of electrical/electronic gadgets	1. Estt. II Section 2. Care Taker 3. House keeping staff									
7.	12 th February, 2017	Slogan competition on swachhta										
8.	13 th February, 2017	Essay competition in Hindi or English- topic for the essay "The cleanliness is next to godliness"	Hindi Section									
9.	14 th February, 2017	Press release in respect of activities undertaken during the Pakhwada	Estt. II Section									
10.	15 th February, 2017	Inspection of office premises to oversee the results of the Swacchta Pakhwada	Dir.(Estt.)									

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