

OFFICE MEMORANDUM

Subject: Swachhta Pakhwada Calender- 2019 – Observance of Swachhta Pakhwada from 16th to 31st October, 2019 –reg.

The undersigned is directed to say that Ministry of Drinking Water and Sanitation vide their d.o. letter No.2/2/S (DWS)/18 dated 14th December 2018 desired to organize the Swachhta Pakhwada by each Ministry/Department. Accordingly, Ministry of AYUSH has prepared Swachhta Pakhwada Calender- 2019 to observe the Swachhta Pakhwada in the Ministry of AYUSH w.e.f. 16th to 31st October, 2019. The following activities are to be performed during the Pakhwada in the Ministry of AYUSH:-

Sl. No.	Date	Activities planned to be performed under Swachhta Pakhwada	Action
1	16 th October, 2019	Inauguration of Pakhwada by Secretary (AYUSH) followed by administering Swachh Shapath	
2	16 th to 30 th October, 2019	Disposal of all unserviceable, obsolete, unusable stationery items, e-waste items, electrical and electronic items and furnitures etc. No unserviceable articles should be kept/dumped in corridors/staircases and basements	All Section should identify obsolete items in advance
3	16 th to 30 th October, 2019	(i) White washing/painting of office premises including common areas, specially staircases, parking lots, canteen. Pruning of grass of the lawns and proper maintenance of roads leading to GPO Complex. (ii) Cleaning of work station by individuals.	CPWD (Civil)/ House Keeping Agency
4	21 st & 22 nd October, 2019	Cleaning of overhead water tanks	CPWD (Civil)
5	16 th to 30 th October, 2019	Record Review/ Weeding out of unwanted records in accordance with the Record Retention Schedule. One hour daily should be devoted for review of records	Report to be sent by all section to GA Section 1 st Week of November 2019 : i) No. of files reviewed----- ii) No. of files recorded----- iii) No. of files weeded out---

6	23 rd October, 2019	Fumigation of Parking areas (Basement I & II/ Staircases and surrounding areas (ii) Pest Control treatment in the office premises	Caretaker House Keeping Agency
7	24 th October, 2019	Cleaning area outside the campus of the office complex by the Officers and Staff of the Ministry at 11.00 a.m.	House Keeping/ All Sections
8	25 th October, 2019	Replacement of dead/ dried plants and cleaning of vertical plants	House Keeping Agency/Aranya Services for maintenance of plants
9	28 th October, 2019	Thorough cleaning of Wash rooms/staircases/ basement	House Keeping Agency
10	29 th October, 2019	Dusting/ cleaning of computers/ office equipments/ electrical fittings	House Keeping Agency/ All Sections
11	30 th October, 2019	Essay competition in Hindi on "Swachh Bharat – Swasthaya Bharat" and in English on "Clean India – Healthy India"	Hindi Section
12	31 st October, 2019	Valediction	DG, CCRAS

2. The first three best sections in the matter of implementation of Swachhta Pakhwada activities would be awarded with the Certificates of Excellence.

3. All are requested to participate actively in the Pachhawada activities in order to achieve the objective of the Swachhta Pakhwada.

(Banamali Naik)

Under Secretary to the Govt. of India

1. All Officers/ Staff of the Ministry of AYUSH including NMPB.
2. Hindi Section, Ministry of AYUSH, New Delhi.
3. Executive Engineer (Civil)/ Executive Engineer (Electrical), CPWD.
4. Caretaker, Ministry of AYUSH
5. M/s FDS Management Services Pvt. Ltd., J-134, Second Floor, Kirti Nagar, New Delhi.
6. NIC for uploading on the website of the Ministry of AYUSH.
7. S.O.(PP&C) w.r.t. O.M. F.No.Z.28015/182/2018-PP&C(Vol.II) dated 6th September, 2019.