

F. No. eGov/5/2024-e-Coord
Ministry of Parliamentary Affairs
(Coordination & e-Governance Section)

92, Samvidhan Sadan
New Delhi


Dated: 12.03.2024

CIRCULAR

Subject: Celebration of Swachhata Pakhwada, 2024-reg.

In pursuance of Calendar of Swachhata Pakhwadas, 2024 forwarded by Cabinet Secretariat vide D.O. No. 561/01/01/2017-CA.V dated 10.01.2024, this Ministry has formulated Action Plan/Day to-Day activities for celebration of Swachhata Pakhwada, 2024 from 16th April to 30th April 2024. Copy of same is **enclosed**.

All Sections of the Ministry are requested to take necessary action as per activities assigned to them.


(P. K. Tripathy)
Under Secretary

To,

All Sections of the Ministry.

Copy to:

KMS / Whatsapp Group (MPA)

Ministry of Parliamentary Affairs

Day to Day Activities/ Action Plan for celebration of Swachhata Pakhwada, 2024 (16th-30th April,2024)

S. No.	Date	Proposed Day to Day Activities	Action by
1.	16.04.2024	(i)Swachhata Pledge administration by Secretary, Ministry of Parliamentary Affairs to all employees of the Ministry. All officers/staffs members to make resolution to keep office premises clean and to manage old records properly and to participate in Swachhata related activities. (ii) Creating Social buzz regarding Swachhata through electronic media such as 'X' (Twitter). Swachhata message may be displayed on the Ministry's Website.	e-Coord Section
2.	18.04.2024	Review/Recording/weeding out of physical files as per rules by sections of the Ministry and inspection of same by two officers (not below Under Secretary level)	All sections
3.	19.04.2024	(i)Special cleanliness drive in rooms viz Room No. 92, 93,94,97,98, 102-B and inspection of same by two officers.	Concerned Sections/office in Room No. 92, 93,94,97,98, 102-B
4.	22.04.2024	Whitewashing of rooms/offices of this Ministry through CPWD and inspection of same by two officers	e-Coord Section
5.	23.04.2024	Cleaning of electric switch boards/fans/replacement of fused bulbs/tube lights with new ones thorough CPWD, Electric Department.	e-Coord Section
6.	24.04.2024	Collection of old and obsolete electronic items for auctioning of them.	A& P Sections
7.	25.04.2024	Youth Parliament Section to conduct a Swachhata Pledge to participants of Youth Parliament Scheme related programme / conduct an Intra-School Essay Competition/Slogan Writing Competition in one of the identified Schools in Delhi.	YP-1 & YP-2 Section
8.	26.04.2024	Special cleanliness drive in rooms viz Room No. 86, 87, 88, 89, 90 and inspection of same by two officers.	Concerned Sections/office Room No. 86, 87, 88, 89, 90
9.	29.04.2024	Inspection by Senior Officers of the Ministry for checking status of cleanliness in offices/sections and ranking of sections/offices on swachhata parameters.	e-Coord Section
10.	30.04.2024	(i)Prize distribution to top three sections who stood best on Swachhata parameters and message on Swachhata by Secretary to all officers/officials of the Ministry. (ii) A press release will be issued highlighting key activities of Swachhata Pakhwada.	e-Coord Section