

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

92, Samvidhan Sadan  
New Delhi


Dated: 08.04.2025

**CIRCULAR**

**Subject: Celebration of Swachhata Pakhwada, 2025-reg.**

In pursuance of calendar of Swachhata Pakhwadas 2025 forwarded by Cabinet Secretariat vide D.O. No. 561/01/01/2017-CA.V dated 26.11.2024, this Ministry has formulated action plan/day to day activities for celebration of Swachhata Pakhwada 2025 from 16<sup>th</sup> April to 30<sup>th</sup> April 2025. Copy of the Action Plan of this Ministry is **enclosed**.

All Sections/Cells of the Ministry are requested to take necessary action as per activities assigned to them and submit action taken report.

  
8/4/2025  
(Sharad Dwivedi)  
Under Secretary

To,

All Sections/Cells of the Ministry.

**Copy for information to:**

1. PS to Secretary, MPA
2. PS to Additional Secretary
3. Office of the All Deputy Secretaries/Under Secretaries/Additional Director (H)
4. KMS/WhatsApp group MPA.

Ministry of Parliamentary Affairs  
Day to day Activities/ Action Plan for celebration of Swachhata Pakhwada, 2025 (16<sup>th</sup>-  
30<sup>th</sup> April,2025 )

S. No.	Date	Proposed day to day Activities	Action by
1.	16.04.2025	(i)Swachhata Pledge administration by Secretary, Ministry of Parliamentary Affairs to all employees of the Ministry. Senior officers address the importance of Swachhata.  (ii) Creating Social buzz regarding Swachhata through electronic media such as Twitter. Swachhata message may be displayed on the Ministry's Website.	e-Coord Section
2.	17.04.2025	Review/Recording/weeding out of physical files as per rules by sections of the Ministry	All sections & Cells
3.	21.04.2025	Special cleanliness drive in all rooms/offices of Ministry	All Sections & Cells
4.	22.04.2025	Collection of old and obsolete electronic items for auctioning of them.	A& P Section
5.	23.04.2025	Cleaning of electric switch boards/fans/replacement of fused bulbs/tube lights with new ones thorough CPWD, Electric Department.	e-Coord Section
6.	24.04.2025	Whitewashing of rooms/offices of Ministry through CPWD wherever required	e-Coord Section
7.	28.04.2025	CPWD Horticulture is to be requested to provide indoor plants in rooms/offices wherever required for green office environment.	e-Coord Section
8.	29.04.2025	Inspection for checking status of cleanliness in offices/sections and ranking of sections/offices on swachhata parameters to be carried out by Shri A B Acharya, DS and Shri Mukesh Kumar, DS.	e-Coord Section
9.	30.04.2025	(i)Prize distribution to top three sections that stood best on Swachhata parameters and message on Swachhata by Secretary to all officers/officials of the Ministry.  (ii) Issuance of a Press Release highlighting key activities of Swachhata Pakhwada.	e-Coord Section