

I/378547/2022

File No.HRM-II/SWC/SE/SP/1/2022-SWC-O/o ADG-HRM-II-DELHI



Telefax: 011- 25717521/ 25823723
dghrd@nic.in Telephone: 011-25733192 / 25729905

Email ID: swachhta-



Government of India
Ministry of Finance
Department of
Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource
Development Deep Shikha Building, Rajendra Place,
New Delhi – 110008

Dated: 12.01.2022

To

All Principal Chief Commissioners/Chief Commissioners (CGST Zones)
All Principal Chief Commissioners/Chief Commissioners (Customs Zones)
All Principal Directors General/ Directors General/Principal Additional Directors
General/Additional Directors General (Directorates)
Director, CRCL
Commissioner, Settlement Commission
Commissioner, Central Bureau of Narcotics

Madam/Sir,

**Subject: Observance of “Swachhta Pakhwada 2022” in Department of Revenue
from 16th January to 31st January, 2022-reg.**

Kindly find enclosed the copy of Office Memorandum issued vide F.No. D.32020/11/2007-GAR dated 06.01.2022 by Under Secretary, Government of India and copy of D.O. No. 561/01/01/2017-CA.IV dated 07.12.2021 issued by Cabinet Secretary, Government of India along with all the enclosures for observing the Swachhta Pakhwada, 2022 from 16th January to 31st January, 2022 (excluding holidays).

2. In pursuance of the abovementioned letters, an Action Plan for the Swachhta Pakhwada, 2022 to be observed by the CBIC from 16th January to 31st January, 2022 and the date wise activity chart is enclosed as Annexure A for further necessary action at your end.

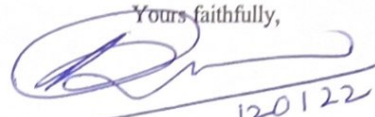
3. A daily report on the activities undertaken during the Swachhta Pakhwada 2022, may please be reported by mail on swachhta-dghrd@gov.in. A Consolidated Action Taken Report on this matter may please be forwarded to this office by 15th of February 2022. It may also be noted that, in view of Covid-19 Pandemic, necessary precautions may be taken and official guidelines may please be followed while observing the Swachhta Pakhwada, 2022.

I/378547/2022

File No.HRM-II/SWC/SE/SP/1/2022-SWC-O/o ADG-HRM-II-DELHI

This letter is being issued with the approval of competent authority.

Yours faithfully,



120122

(Anil Kumar Gunawat)

Assistant Director

HRM-II, DGHRD

Encl: As mentioned above.

I/378547/2022

Sl. No.	Date	Activity to be Undertaken
1	17.01.2022	Swachhta Pledge to be taken by all the officers and staff via online platform. Distribution of masks, sanitizers and other hygiene & Covid safety-related products
2	18.01.2022	Dissemination of information on better hygiene related to Covid-19. Display Swachhata/Covid related awareness/messages on daily basis
3	19.01.2022	Sanitation and Hygiene- Sanitation of office, official cars and all points which came into human contact eg. Door handles, lifts etc.
4	20.01.2022	Disposal of waste/scrap/obsolete items with emphasis on curbing single use plastic (SUP)
5	21.01.2022	Submission of online entries on Essay writing Competition , Cartoon Competition, Slogan writing and Poster making- on curbing single use plastic (SUP)
6	24.01.2022	Webinar on management of plastic waste by Sh Nitin Raoji Bhai Patel, Assistant Commissioner, CGST Bhopal
7	25.01.2022	Online Swachhta sessions to be taken by Senior officers with staff regarding Swachhta in and around office
8	27.01.2022	Creating social buzz regarding Hygiene & Sanitation and curbing single use plastic
9	28.01.2022	Finalization of Events
10	31.01.2022	Online distribution of Certificates to the winners of competitions

I/378547/2022

Government of India
Ministry of Finance
(Department of Revenue)

Room No. 66-D, North Block,
New Delhi, the 06th January, 2022

Office Memorandum

Subject: - Observance of 'Swachhata Pakhwada' in Department of Revenue from 16th January to 31st January, 2022.

The undersigned is directed to forward herewith a copy of the correspondence received from Cabinet Secretariat regarding "Swachhata Pakhwada" on the subject above. In view of the recent COVID-19 situation in the country, it is requested that Swachhata Pakhwada activities may please be planned keeping in mind all the instructions and guidelines issued by the M/o Home Affairs and M/o Health and Family Welfare, w.r.t. COVID appropriate behaviour.

2. In this regard, a copy of the 'Swachhata Pakhwada' activities being observed in the Headquarters of Department of Revenue are also enclosed for reference. It is further requested that the nodal officers concerned of the Boards may please be asked to prepare similar Swachhata Pakhwada activities as per the suggested activities/ guidelines of the Department of Drinking Water & Sanitation (mentioned in the correspondence enclosed) and update Pakhwada activities on the Swachhata Pakhwada portal using the below credentials-

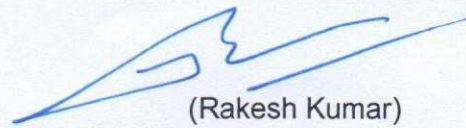
<https://swachhbharatmission.gov.in/SwachhSamiksha/index.aspx>
ID - dor25 Password - *dor87@321

3. A **feedback meeting** on Swachhata Pakhwada via video conferencing will be held on **28.01.2022** with the Nodal Officers of CBDT, CBIC & other field offices under Department of Revenue. The names alongwith Tel. No. and Email address of Nodal officers may be conveyed to this Department through email @ dirnc-dor@nic.in.

4. Nodal officers of the field formations may kindly be directed accordingly.

5. This issues with the approval of Revenue Secretary.

[Encl. As above]

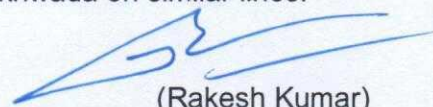

(Rakesh Kumar)
Under Secretary to the Government of India
Tel. No. 23095366
Email: rakesh.kumar72@nic.in

To:

1. Chairman (CBDT), North Block
2. Chairman (CBIC), North Block

Copy to:-

1. Dr. Pramod Kumar, ADIT (Infra) Unit – III, CBDT
2. Ms. Pallabika Dutta, Joint Director (HRM-II), CBIC
3. Director (Hqtrs.), Department of Revenue, North Block - with the request to inform the subordinate offices of the Department for organizing Swachhata Pakhwada on similar lines.


(Rakesh Kumar)
Under Secretary to the Government of India

I/378547/2022

राजीव गौबा
Rajiv Gauba

REVENUE SECRETARY
FTS 24/29812
DATE 10/12/21



सत्यमेव जयते

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 561/01/01/2017-CA.IV

Dated the 7th December, 2021

Dear Secretary

As you are aware, Swachhata Pakhwadas are being organized since April, 2016 with the objective of bringing a fortnight of intense focus on the issues and practices of swachhata in Gol Ministries/Departments. "Swachhata Pakhwada" is inspired by Hon'ble Prime Minister's vision to engage all Central Government Ministries and Departments in swachhata related activities, thereby making swachhata "everyone's business".

2. This is the 7th consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines of Swachhata Pakhwada, for the year 2022 is enclosed.

3. As in previous years, you are requested to communicate the Swachhata Pakhwada plans of your Ministry/Department to D/o Drinking Water and Sanitation, M/o Jal Shakti and upload it on the Swachhata Samiksha portal at least one month in advance. I would request you to identify innovative practices in swachhata related activities during the fortnight. The social media platforms along with electronic media may be used for Swachhata related awareness.

4. I look forward to your enthusiastic cooperation in the meaningful planning and implementation of Swachhata Pakhwada in your Ministry/Department. As in the past, all Swachhata related activities are required to be undertaken in all attached institutions/organisations/autonomous bodies/CPSEs as well.

With regards

Dr. Tarun Bajaj
Finance Secretary,
Department of Revenue
New Delhi

Yours Sincerely,

(Rajiv Gauba)

15.12.21
"Urgent"
501/2/21
10/12/21
10/12/21

I/378547/2022

Swachhata Pakhwada Calendar 2022			
SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs 2. Ministry of Road Transport and Highways	Pravasi Bharatia 9th January Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting 2. Ministry of Finance Department of Economic Affairs Department of Expenditure Department of Financial Services Department of Revenue Department of Investment and Public Asset Management	Republic Day 26 January
3	1st -15th February	1. Department of Space 2. Ministry of Electronics and Information Technology	
4	16th – 28th February	1. Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs Department of Food and Public Distribution 2. Department of Atomic Energy	World Science Day - 28 February
5	1st – 15th March	1. Ministry of Women and Child Development 2. Ministry of Textiles	International Women's Day- 8th March
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation 2. Ministry of Steel	World Water Day- 22nd March Steel Safety Day 28 March

I/378547/2022

7	1st – 15th April	1. Ministry of Health and Family Welfare Department of Health & Family Welfare Department of Health Research 2. Ministry of Law & Justice Department of Justice Department of Legal Affairs Legislative Department	World Health Day - 7 April Ambedkar Jayanti- 14th April
8	16th – 30th April	1. Ministry of Culture 3. Ministry of Parliamentary Affairs	World Heritage Day- 18th April
9	1st – 15th May	1. Ministry of Labour & Employment 2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research	International Labour Day- 1st May World Technology Day- 11 May
10	16th – 31st May	1. Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms and Public Grievances Department of Pension & Pensioners' Welfare Department of Personnel and Training 2. Ministry of Power 3. Ministry of Development of North Eastern Region	
11	1st – 15th June	1. Ministry of Environment, Forest and Climate Change 2. Ministry of New and Renewable Energy	World Environment Day- 5th June
12	16th – 30th June	1. Ministry of Micro, Small and Medium Enterprises 2. Ministry of Coal	Micro, Small and Medium Enterprises Day - 27 June
13	1st – 15th July	1. Ministry of Petroleum and Natural Gas 2. Ministry of Earth Sciences	
14	16th – 31st July	1. Ministry of Social Justice & Empowerment Department of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities 2. Ministry of Skill Development and Entrepreneurship	International Day of Disability Awareness- 16th July World Youth Skills Day - 15 July

I/378547/2022

15	1st - 15th August	1. Ministry of Youth Affairs and Sports Department of Sports 2. Ministry of Youth Affairs Department of Tribal Affairs	International Youth Day-12th August
			World Indigenous Peoples Day August 9
	16th - 31st August	1. Ministry of Heavy Industries and Public Enterprises Department of Heavy Industry Department of Public Enterprises 2. Ministry of Corporate Affairs	
17	1st - 15th September	1. Ministry of Education Department of School Education Literacy Department of Higher Education 2. Ministry of Chemical and Fertilizers Department of Chemicals and Petrochemicals Department of Fertilizers Department of Pharmaceuticals	
18	16th - 30th September	1. Ministry of Tourism 2. Ministry of Railways 3. Ministry of Ports, Shipping and Waterways	World Tourism Day- 27th September
19	1st - 15th October	1. Ministry of Panchayati Raj 2. Ministry of Rural Development Department of Land Resources Department of Rural Development	World Maritime Day 28 September
20	16th - 31st October	1. Ministry of Food Processing Industries 2. Ministry of AYUSH	Swachh Bharat Divas 2nd October World Food Day 16th October and National Ayurveda Day- 17 October

I/378547/2022

21	1 st – 15 th November	1. Ministry of Commerce and Industry Department of Commerce	National Commerce Education Day - 10th November
		2. Ministry of Civil Aviation	
22	16 th – 30 th November	1. Ministry of Communication Department of Posts Department of Telecommunications	National Post Day - 10th October
		2. Ministry of Mines	
23	1 st – 15 th December	1. Ministry of Defence Department of Defence Department of Defence Production Department of Defence Research & Development Department of Ex-Servicemen Welfare	Navy Day- 4th December
		2. Ministry of Home Affairs	
24	16 th – 31 st December	1. Ministry of Agriculture and Farmers Welfare Department of Agricultural Research and Education Department of Agriculture, Cooperation & Farmers Welfare	Kisan Divas (Farmer's Day)- 23 December
		2. Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Department of Animal Husbandry and Dairying	
		3. Ministry of Minority Affairs	Minorities Rights Day - 18th December

I/378547/2022

Swachhata Pakhwada-2022

Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary as nodal officer for Swachhata Pakhwada related activities, if not already nominated
- Every Ministry/Department to ensure that all their line departments, PSUs, attached offices, organizations and Institutions under them to plan and implement in detail Swachhata Pakhwada
- The Swachhata Pakhwada action plan must be communicated to the DDWS two months prior to the commencement of their Pakhwada and the same is to be uploaded in the designated _____ on _____ Swachhata _____ Samiksha (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>)
- Swachhata Pakhwada plans are required to contain detailed date wise activities. Further the Ministries/Departments should ensure that the activities during the Swachhata Pakhwada are in accordance with their plans and discussion
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins
- Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively
- Parliamentary Committee and other MP Committees may be convened on Swachhata
- Ministries/Departments need to involve **Union Ministers, MPs and other dignitaries** in Pakhwada activities
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns so that few stories are generated daily
- Divyang access to the toilets to be reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada
- Ministries/Departments to continue focus on "Hygiene and Sanitation" particularly keeping in mind the ongoing COVID-19
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada
- Curbing Single Use Plastic (SUP) and discourage use of Plastic
- There needs to be a daily reporting of the activities during the Pakhwada on Swachhata Samiksha _____ portal (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals
- Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal

I/378547/2022

- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (Detail guidelines are mentioned as Annexure)
- Ministries/Departments should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central level. They need to make use of social media such as myGov., Twitter and Facebook extensively for the purpose
- Ministries/Departments in coordination with Mol&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. Mol&B to also broadcast inspiring Swachhata initiatives on their coverage
- A press release should be issued highlighting major outcomes of Swachhata Pakhwada
- A press conference needs to be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Union Ministers and Secretaries
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
 1. Report containing a detailed account of activities undertaken during Pakhwada
 2. Related picture album, newspaper clippings, press notes, audio-visual clips
 3. Any special document that Ministry/Department may have issued during Pakhwada
 4. Name and details of the three Swachhata Pakhwada awardees

Note: Due to the ongoing global Pandemic of COVID-19, while observing Swachhata Pakhwada, Ministries/Departments are requested to follow all the instructions and guidelines issued by the M/o Home Affairs and M/o Health and Family Welfare, from time to time

Annexure

Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards from the Department of Drinking Water and Sanitation. However, Ministries/Departments may encourage to introduce a large number of awards at their level to encourage Swachhata Pakhwada activities
2. The awards would be given to those who have contributed the maximum to the cause of sanitation based on rating and ranking. Emphasis while giving the awards would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide

I/378547/2022

3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within the two days of ending of their Pakhwada
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events
5. Ministries and Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the basis for the same to Shri Kapil Chaudhary, Director, (kapilchaudhury.ofb@ofb.gov.in)

I/378547/2022

ACTION PLAN
SWACHHATA PAKHWADA
(16.01.2022 to 31.01.2022)

Sl. No.	Date & Day [excluding Holidays]	Event	Place	Remarks
1.	From 16.01.2022 to 31.01.2022	Cleanliness Drive in all Sections/Offices involving all Officers/Staff, following COVID appropriate behaviour.	In all the buildings of DoR viz. North Block, Hudco Vishala Building, Jeevan Vihar, Jeevan Deep Building, Church Road Hutments.	To be monitored by Heads of the Divisions/ [DS/Director]
2.	From 16.01.2022 to 31.01.2022	Cleanliness Drive in and around the office complex.	All buildings of Department of Revenue	To be monitored by Heads of the Divisions/ [DS/Director]
3.	From 16.01.2022 to 31.01.2022	Disposal of Waste/ scrap items etc. with emphasis on curbing Single Use Plastic (SUP) and discourage use of Plastic	All buildings of Department of Revenue	To be monitored by Heads of the Offices/ [US]
4.	From 16.01.2022 to 31.01.2022	Weeding out old records/ digitization of records/ implementation of E-Office [Continued work]	All buildings of Department of Revenue	To be monitored by Heads of the Divisions/ [DS/Director]
5.	From 16.01.2022 to 31.01.2022	In addition to routine distribution of masks, sanitizers and other hygiene & COVID safety-related products viz. All out/ Hit/ Sanitizer sprays etc. will be distributed by General Admin. to all offices/ sections of Department of Revenue.	All buildings of Department of Revenue	To be monitored by US (GAR)/ SO (GAR)
6.	From 16.01.2022 to 31.01.2022	Display Swachhata/ COVID related awareness /messages on daily basis	On the website(s) of DoR, E-Office and display board	To be monitored by Head of the Divisions. [DS/Director]
7.	From 16.01.2022 to 31.01.2022	Frequent sanitization of entire workplace, official cars, common facilities and all points which come into human contact e.g., door handles, biometric machines etc.	All buildings of Department of Revenue	To be monitored by GAR Section, Department of Revenue
8.	17.01.2022 To 20.01.2022 (upto 5:00 P.M.)	Submission of online entries on Essay Writing Competition, Cartoon Competition and Slogan writing Competition on the topic 'Hygiene related to COVID-19' & 'Curbing Single Use Plastic' (in Hindi or English)	Email ID: - dirnc-dor@nic.in Room No. 48-C, North Block. [For Revenue Headquarters only] [*]	To be monitored by Director (GA/NC)
9.	21.01.2022 To 24.01.2022	Finalization of online competitions entries submitted during 17.01.2022 to 20.01.2022	Room No. 48-C, North Block. [For Revenue Headquarters only] [*]	Entries to be scrutinized & evaluated by a Committee of DS/ Dir. level officers consisting of DS (Coord), Dir (Admn), Dir (NC) & Dir (OL)

[*] such competitions to be organized by field formations/ subordinate offices at their own level.

Contd...

I/378547/2022

Sl. No.	Date & Day [excluding Holidays]	Event	Place	Remarks
10.	21.01.2022	Dissemination of information, education and communication on better hygiene related to COVID-19	All buildings of Department of Revenue	To be monitored by Head of the Divisions.
11.	27.01.2022 Or 28.01.2022	Certificate to be given to Ist / . IInd/ IIIrd prize winner	Room No. 48-C, North Block.	To be given by JS(R)/ AS(R) as per convenience/ availability of timing.
12.	28.01.2022	Online Meeting/ video conferencing with nodal officers of CBDT & CBIC & other field offices under Department of Revenue	Room No. 48-C, North Block.	To be monitored by Head of the Division [DS/Director]
13.	31.01.2022	"Swachhata Pledge" to be taken by each section/ officer individually	All buildings of Department of Revenue	To be monitored by Head of the Divisions. [DS/Director]

- [Divyang access to toilets to be reviewed and ensured in all the offices of the Department of Revenue.
- To ensure all the field formations (CBDT & CBIC) to plan and implement the Swachhata Pakhwada in similar way.
- During Saturdays/Sundays, the officers/staff of General Admin. Sections of the Ministry of Finance will undertake the cleanliness/ sanitization work in corridors/peripheries, etc. inside and outside of the buildings of the Department.]