

I/935652/2023



Telefax: 011- 25823723 / 25717521
dghrd@gov.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
507/8, Deep Shikha Building
New Delhi-110008**

Dated: 30.12.2022

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)
The Director, CRCL
The Commissioner, Settlement Commission

Madam/Sir,

**Subject: Observance of “Swachhta Pakhwada 2023” in
Department of Revenue from 16.01.2023 to
31.01.2023 - reg.**

Kindly find enclosed here with Office Memorandum F. No. D.32020/11/2007-GAR dated 29.12.2022 issued by the Under Secretary to the Government of India along with all enclosures and D.O. No. 561/01/01/2017-CA.IV dated 25.11.2022 issued by the Cabinet Secretary, Government of India, along with all enclosures regarding observance of Swachhta Pakhwada 2023 from 16.01.2023 to 31.01.2023.

2. An Action Plan for the Swachhta Pakhwada 2023 and date wise activity chart is enclosed here with as **Annexure A** for necessary action at your end.

3. A new tab namely “Swachhta Pakhwada” has been created by this office in swachhta@CBIC Module for uploading pictures in respect of daily activities as mentioned in Annexure A. Further, provision of uploading **consolidated action taken report** after completion of Swachhta Pakhwada 2023 has also been provided in Swachhta Pakhwada tab. The consolidated action taken report may please be uploaded on swachhta@CBIC Module,

I/935652/2023

latest by **15.02.2023**. **The pictures (in jpg of size not more than 200 kb) shall be uploaded in before/after format (wherever necessary).**

4. It may also be noted that field formations shall continue focus on "Hygiene and Sanitation" particularly keeping in mind the Covid-19 Pandemic. Necessary precautions may be taken and official guidelines regarding Covid-19 may please be followed while observing the Swachhta Pakhwada 2023.

This issues with the approval of competent authority.

Yours Faithfully

Enclosures: As mentioned above.

Signed by Ritesh Kumar

Tripathi

Date: 04-01-2023 12:03:30

(Ritesh Kumar Tripathi)

Deputy Director (Swachhta Cell)

HRM-II, DGHRD

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

Room No. 66-D, North Block,
New Delhi, the 29th December, 2022

Office Memorandum

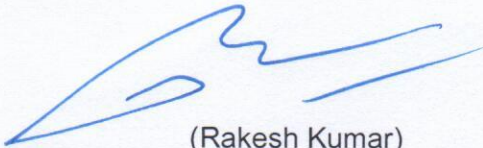
Subject: - Observance of 'Swachhata Pakhwada' in Department of Revenue from 16th January to 31st January, 2023.

The undersigned is directed to forward herewith a copy of the correspondence received from Cabinet Secretary regarding "**Swachhata Pakhwada**" on the subject above. In this regard, it is requested that the nodal officers concerned of the Boards may please be asked to prepare 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-

<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>
ID - dor25 Password - *dor87@321

2. A **feedback meeting** on Swachhata Pakhwada via online meeting/ video conferencing will be held on **30.01.2023** 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.
3. Nodal officers of the field formations may kindly be directed accordingly. A Sample Swachhta Pakhwada being organized by the Revenue Headquarters is enclosed for reference purpose.
4. This issues with the approval of Revenue Secretary.

[Encl. As above]

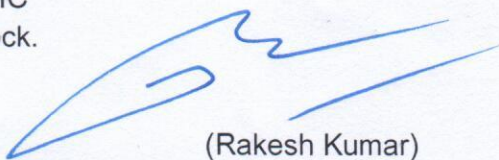

(Rakesh Kumar)
Under Secretary to the Government of India
Tel. No. 23095366
Email: rakesh.kumar72@nic.in

To:

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

Copy to:-

1. Dr. Sunil Shokeen, DCIT (Infra) Unit – III, CBDT
2. Ms. Pallabika Dutta, Additional Director (HRM-II), CBIC
3. Director (GA/NC), Department of Revenue, North Block.


(Rakesh Kumar)
Under Secretary to the Government of India

ACTION PLAN
SWACHHATA PAKHWADA
(16.01.2023 to 31.01.2023)

Sl. No.	Date & Day [excluding Holidays]	Event	Place	Remarks
1.	From 16.01.2023 to 31.01.2023	Cleanliness Drive viz., repairs/ whitewashing etc., as per requirement in all Sections/Offices involving all Officers/Staff.	In all the buildings of DoR viz. North Block, Hudco Vishala Building, Jeevan Vihar, Jeevan Deep Building, Jeevan Tara Building.	To be monitored by Head of the Division.
2.	From 16.01.2023 to 31.01.2023	Cleanliness Drive in and around the office complex.	All buildings of Department of Revenue	To be monitored by Head of the Division.
3.	From 16.01.2023 to 31.01.2023	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 Head of the Offices
4.	From 16.01.2023 to 31.01.2023	Weeding out old records/ digitization of records/ implementation of E-Office	All buildings of Department of Revenue	To be monitored by Head of the Division.
5.	From 16.01.2023 to 31.01.2023	Distribution of Sanitizers, Soap and other safety-related products	All buildings of Department of Revenue	To be monitored by GAR Section, Department of Revenue
6.	From 16.01.2023 to 31.01.2023	Display Swachhata related awareness /message on the website(s)	All buildings of Department of Revenue	To be monitored by GAR Section, Department of Revenue
7.	From 16.01.2023 to 31.01.2023	Sanitization of entire workplace, common facilities etc.	All buildings of Department of Revenue	To be monitored by GAR Section, Department of Revenue
8.	25.01.2023	Walk around in offices with banners etc. to promote Swachh Bharat Mission.	All buildings of Department of Revenue	To be monitored by GAR Section, Department of Revenue
9.	27.01.2023	Submission of online competitions entries on Essay Writing Competition and Slogan writing Competition on the topic 'Hygiene and Sanitation'. [only for Revenue Headquarters]	Email ID: - dirnc-dor@nic.in Room No. 66-A, North Block.	To be monitored by Dir (GA/NC) and distribution of awards done on convenient date. Entries to be scrutinized & evaluated by a Committee of DS/ Dir. Level officers consisting of DS (Coord), Dir (Admn), Dir (NC) & Dir (OL)

10.	30.01.2023	Online Meeting/ video conferencing by Nodal Officer/ delegated officer with Nodal officers of CBDT & CBIC	Room No. 66-A, North Block.	To be monitored by Nodal Officer/ Dir (GA/NC)
11.	31.01.2023	Inspection of all rooms/ sections by officers nominated by Nodal officer/ Dir (GA/NC).	All buildings of Department of Revenue	To be monitored by Dir (GA/NC) & award to be given to cleanest section on any convenient date.

- During Saturdays/Sundays, the officers/staff of General Admn. Sections of the Ministry of Finance will undertake the cleanliness/ sanitization work in corridors/peripheries, etc. inside and outside of the buildings.

राजीव गांधी
Rajiv Gauba



सत्यमेव जयते

आजादी का
अमृत महोत्सव

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

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

Dated the 25th November, 2022

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. The "Swachhata Pakhwada" concept 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. The year 2023 would be the 8th consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines of Swachhata Pakhwada, for the year 2023 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 two months in advance. I would request you to identify some innovative practices that would be undertaken by your Ministry/Department during the fortnight. Needless to add, the social media platforms along with electronic media may be fully leveraged for creating Swachhata related awareness.

4. I look forward to your enthusiastic cooperation in 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 the attached institutions/organisations/autonomous bodies/CPSEs of your Ministries as well.

With regards

Yours sincerely,

(Rajiv Gauba)

To

All Secretaries to Govt. of India.

26

Swachhata Pakhwada Calendar 2023

SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs	Pravasi Bharatia Divas 9th January
		2. Ministry of Road Transport and Highways	Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting	Republic Day 26 January
		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	
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	International Women's Day- 8th March
		2. Ministry of Textiles	
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation	World Water Day- 22nd March
		2. Ministry of Steel	Steel Safety Day 28 March
7	1st – 15th April	1. Ministry of Health and Family Welfare Department of Health & Family Welfare Department of Health Research	World Heath Day - 7 April
		2. Ministry of Law & Justice Department of Justice Department of Legal Affairs Legislative Department	Ambedkar Jayanti- 14th April
8	16th – 30th April	1. Ministry of Culture	World Heritage Day- 18th April
		3. Ministry of Parliamentary Affairs	

9	1st – 15th May	1. Ministry of Labour & Employment	International Labour Day- 1st May
		2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research	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	World Environment Day- 5th June
		2. Ministry of New and Renewable Energy	
12	16th – 30th June	1. Ministry of Micro, Small and Medium Enterprises	Micro, Small and Medium Enterprises Day - 27 June
		2. Ministry of Coal	
13	1st – 15th July	1. Ministry of Petroleum and Natural Gas	
		2. Ministry of Earth Sciences	
		3. Ministry of Statistics and Programme Implementation	
14	16th – 31st July	1. Ministry of Social Justice & Empowerment Department of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities	International Day of Disability Awareness- 16th July
		2. Ministry of Skill Development and Entrepreneurship	World Youth Skills Day - 15 July
15	1st – 15th August	1. Ministry of Youth Affairs and Sports Department of Sports Department of Youth Affairs	International Youth Day-12th August
		2. Ministry of Tribal Affairs	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	1 st – 15 th 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	16 th – 30 th September	1. Ministry of Tourism	World Tourism Day- 27th September
		2. Ministry of Railways	
		3. Ministry of Ports, Shipping and Waterways	World Maritime Day 28 September
		4. Ministry of Housing and Urban Affairs	-
		5. Department of Drinking Water and Sanitation	-
19	1 st – 15 th October	1. Ministry of Panchayati Raj	
		2. Ministry of Rural Development Department of Land Resources Department of Rural Development	Swachh Bharat Diwas 2nd October
20	16 th – 31 st October	1. Ministry of Food Processing Industries	World Food Day 16th October and National Ayurveda Day- 17 October
		2. Ministry of AYUSH	
21	1 st – 15 th November	1. Ministry of Commerce and Industry Department of Commerce Department for Promotion of Industry and Internal Trade	National Commerce E ducation Day - 10th November
		2. Ministry of Civil Aviation	National Ayurveda Day- 17 October
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	Armed Forces Flag Day 7th December
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

Swachhata Pakhwada-2023

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 COVID-19 pandemic**
- 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

- 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

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
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 Sanjay Kumar Sinha, DS, (sanjay.sinha67@nic.in)

Annexure A		
Sl. No.	Date	Activity to be Undertaken
1	16.01.2023	Swachhta Pledge to be taken by all the officers and staff
2	17.01.2023	Dissemination of information on general Hygiene and Hygiene practices related to Covid. Display Swachhata/Covid related awareness/messages on social Media
3	18.01.2023	Review of Sanitation and Hygiene- Sanitation of office/surroundings/office Garden/Lawn/Guest Houses/Canteens, official cars and all points which came into human contact eg. Door handles, lifts etc. and also review and to ensure Divyang access to the toilets in the office
4	19.01.2023 and 20.01.2023	General cleaning of common area of office premises/surroundings/office Garden/Lawn/Guest Houses/Canteens
5	23.01.2023 and 24.01.2023	Disposal of e-waste/ General waste/scrap/obsolete items(as per GFR)
6	25.01.2023	Identification of Best practices with emphasis on curbing single use plastic (SUP) in Swachhta which can be adopted in office
7	27.01.2023 and 30.01.2023	Any specific Swachhta activity, Zone/Directorate may like to choose and carry out
8	31.01.2023	Closing of Pakhwada
Note: Social buzz will be created regarding Hygiene & Sanitation and Curbing Single Use Plastic during entire Swachhta Pakhwada 2023		