

URGENT

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

New Delhi, the 29th December, 2022

CIRCULAR

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

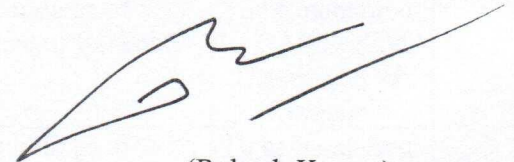
This Department intends to organize 'Swachhata Pakhwada' from 16th to 31st January, 2023 following all the instructions and guidelines regarding COVID appropriate behaviour as issued by the M/o Home Affairs and M/o Health and Family Welfare, from time to time.

2. All the officers are requested to encourage their subordinate officers/staff to participate in all the activities/ competitions for promoting the cause of Swachhata. Special emphasis may be given for mass mobilization for Swachhata, Hygiene and Sanitation, digitization/ weeding out of records, following all COVID protocol. A copy of the activities being undertaken by this Department is enclosed herewith.

3. The Swachhata activities shall be monitored by respective Divisional Heads [DS/ Director].

4. This issues with the approval of Revenue Secretary.

[Encl. As above]



(Rakesh Kumar)

Under Secretary to the Government of India

Tel. No. 23095366

To:

1. PS to MOS(R)/PPS to RS/ PPS to Chairman, CBDT/PPS to Chairman, CBIC/PPS to AS(R)/PPS to JS (R).
2. All Heads of Divisions, Department of Revenue.
3. All Officers/Sections of the Department of Revenue.
- ✓ 4. Computer Cell for uploading the Circular in E-Office, Department of Revenue Website.
5. JE (Electrical), CPWD – to ensure fixing of loose wires in corridors of North Block.
6. JE(Civil), CPWD – to ensure proper maintenance of walls/ ceilings etc. of corridors of North Block.
7. Supervisor (M/s Venture Security & Facility Management (P) Ltd.) – to ensure proper cleanliness in corridors & ensure that no waste /malba remains scattered in the corridors of North Block.

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 CDBT & 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.**