

URGENT

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

New Delhi, the 13th August, 2021

CIRCULAR

Subject: Observance of 'Swachhata Pakhwada' in Department of Revenue from 16th August to 31st August, 2021.

As per schedule attached with the said Circular, this Department intends to organize 'Swachhata Pakhwada' activities/ competitions during the period from 16th – 31st August, 2021 keeping in mind all the instructions and guidelines regarding COVID-19 issued by the M/o Home Affairs and M/o Health and Family Welfare.

2. All the officers are requested that they may encourage their subordinate officers/staff to participate in all the activities/ competitions to promote the cause of Swachhata. Special emphasis may be given for digitization/ weeding out of records, which shall be monitored by respective Divisional Heads.

(Rakesh Kumar)

Under Secretary to the Government of India

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उप सचिव (सूचना)

Under Secretary (IT)

वित्त मंत्रालय (सूचना विभाग)

Ministry of Finance (Dept. of IT)

भारत सरकार/ Govt. of India

To:

1. PS to MOS(R)/PPS to RS/ PPS to Chairman, CBDT/PPS to Chairman, CBIC/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 Department of Revenue Website.
5. SO (Ad.-IB) – for uploading the circular in E-Office.
6. JE (Electrical), CPWD – to ensure fixing of loose wires in corridors of North Block.
7. JE(Civil), CPWD – to ensure proper maintenance of walls/ ceilings etc. of corridors of North Block.
8. Supervisor (M/s Sudarshan Facilities Pvt. Ltd.) – to ensure proper cleanliness in corridors & ensure that no waste /malba remains scattered in the corridors of North Block.

ACTION PLAN
SWACHHATA PAKHWADA
(16.08.2021 to 31.08.2021)

Sl. No.	Date & Day [excluding Holidays]	Event	Place	Remarks
1.	From 16.08.2021 to 31.08.2021	Cleanliness Drive 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, Church Road Hutments.	To be monitored by Head of the Division.
2.	From 16.08.2021 to 31.08.2021	Cleanliness Drive in and around the office complex.	All buildings of Department of Revenue	To be monitored by Head of the Divisions.
3.	From 16.08.2021 to 31.08.2021	Disposal of Waste/ scrap items etc. with emphasis on curbing Single Use Plastic (SUP) and discourage use of Plastic/ thermocol	All buildings of Department of Revenue	To be monitored by Head of the Offices
4.	From 16.08.2021 to 31.08.2021	Weeding out old records/ digitization of records achieving target of 100% use of E-Office	All buildings of Department of Revenue	To be monitored by Head of the Divisions.
5.	From 16.08.2021 to 31.08.2021	Distribution of Mask, Sanitizers, Soap and other safety-related products for avoiding spread of COVID-19	All buildings of Department of Revenue	To be monitored by Head of the Divisions.
6.	From 16.08.2021 to 31.08.2021	Display Swachhata message on the website(s)/ social media etc.	All buildings of Department of Revenue	To be monitored by Head of the Divisions.
7.	24.08.2021	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.
8.	25.08.2021	Submission of online competitions entries on Essay Writing Competition, Cartoon Competition and Slogan writing Competition on the topic 'Hygiene related to COVID-19' & 'Curbing Single Use Plastic'	Email ID: - dimc-dor@nic.in	To be monitored by Head of the Division.
9.	26.08.2021	Feedback via video conferencing with Nodal officers of CBDT & CBIC	Room No. 48-C, North Block.	Nodal Officers
10.	27.08.2021	Organizing "webinar" on Swachhata in the Department	All buildings of Department of Revenue	To be monitored by Head of the Divisions.

- Access of Divyang Jan 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 in detail Swachhata Pakhwada.
- 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.