

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

New Delhi, the 06th January, 2022


CIRCULAR

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

This Department intends to organize 'Swachhata Pakhwada' from 16th to 31st January, 2022 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 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 mass mobilization for Swachhata, Hygiene and Sanitation, digitization/ weeding out of records, following all COVID protocol. A copy of the activities 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 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
(16.01.2022 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.

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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]

- [Diversity 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.]