

901(S), Sewa Bhawan
R.K. Puram, New Delhi
Dated: 15.03.2018.

Circular

Sub:- Swachhta Pakhwada- 2018 daily action plan-reg.

“Swachhta Pakhwada”, an inter ministry initiative of Government of India, is a annual campaign under Swachh Bharat Abhiyan for spreading awareness on cleanliness and hygiene among people. MoWR, RD & GR has been allotted the fortnight 16th to 31st March, 2018 to organize the Pakhwada. The Ministry has finalised an action plan during the Pakhwada for all attached offices, subordinate organizations and PSUs under the Ministry and communicated the same vide OM dated 26.02.2018 (copy enclosed). Following events/ activities are entrusted to CWC (HQ) during the Pakhwada:-

1. Clearing of major roads, streets and important public places by involving local population and local municipal office, Generation of mass awareness through rallies and cleanliness drives in the office premises on 29th March, 2018.
2. To organize an awareness programme among school children regarding the importance of Swachhta by organising painting competition in a nearby school on 30th March, 2018.

In this regard, a meeting under the Chairmanship of Secretary, MoWR was held on 12.03.2018 at the Ministry with the respective organization heads. In the meeting, Secretary, MoWR emphasised that some cleaning activities may be done on all days of the Pakhwada in addition to organization wise assigned dates.

Accordingly, a day to day work plan of cleaning activities for CWC (HQ), Sewa Bhawan, has been finalised by this office and is enclosed herewith as **Annexure- I**. It is therefore requested to all the officers and staff to participate in the cleanliness activities/events from 16th to 31st March during the Swachhta Pakhwada 2018 with all enthusiasm and vigour.

Pre and post cleanliness photographs may be sent to the e-mail id “ddpcp-cwc@nic.in” for real time submission to the Ministry.

This issue with the approval of the CE(HRM), CWC.

Encl.:- As above.

Gaurav Sharma
(Gaurav Sharma)
Deputy Director
PCP directorate

Copy for kind information to :

1. PPS to the Chairman, CWC
2. PPS to Member (WP&P), Member (D&R), Member (RM), CWC
3. All Field Chief Engineers
4. PS to the CE(HRM), CWC
5. The Secretary, CWC.
6. All Directors at CWC(HQ)
7. All Under Secretaries at CWC(HQ), Accounts Officer, CWC.
8. Pay and Accounts Office, CWC

Daily work plan w.e.f. 16th to 31st March 2018, Central Water Commission, Sewa Bhawan (HQ), Participation by all individual officers & staff of concerned directorate/section.

Date	Detail of Daily Cleaning Work assigned to each directorate/section
16.03.2018	(i) Weeding out of old records. (ii) Cleaning of door and door handles. (iii) Cleaning of partition walls. (iv) Cleaning of window panel glasses.
19.03.2018	(i) Cleaning of partition wall. (ii) Cleaning of almirahs. (iii) Cleaning of partition wall glasses (iv) Removal of old wall stickers.
20.03.2018	(i) Wall of room cleaning. (ii) Cleaning of table and chairs. (iii) Cleaning of curtains. (iv) Floor cleaning.
21.03.2018	(i) Cleaning of ceiling fans. (ii) Cleaning of tube lights. (iii) Cleaning of air conditioners. (iv) Cleaning of water coolers.
22.03.2018	(i) Cleaning of electrical switches. (ii) Cleaning of electrical switch boards. (iii) Removal of nails not in use. (iv) Weeding out of old records.
23.03.2018	(i) Files kept on the top of Almirahs on the 3 rd , 4 th , 5 th and 6 th Floors to be kept inside Almirahs and Drawers. (ii) Cleaning of plantation in nearby premises. (iii) Moving unused T&P items lying on floors to T&P store.
26.03.2018	(i) Files kept on the top of Almirahs on the 7 th , 8 th and 9 th Floors to be kept inside Almirahs and Drawers. (ii) Weeding out of old records.
27.03.2018	(i) Removal of old and unused papers under the table glass. (ii) Progressive digitalization of records. (iii) Cleaning of carpets. (iv) Cleaning of display boards.
28.03.2018	(i) Cleaning of computer and its peripherals. (ii) Cleaning of photocopy machines. (iii) Cleaning of wall clocks. (iv) Weeding out of old records.
29.03.2018	(i) Clearing of major roads, streets and important public places by involving local population and local municipal office, Generation of mass awareness through rallies and cleanliness drives in the office premises.
30.03.2018*	(i) To organize an awareness programme among school children regarding the importance of Swachhta by organising painting competition in a nearby school.

*The event is rescheduled on 16th March, 2018 instead of 30th March 2018.