

New Delhi, the 25<sup>th</sup> June, 2018

**CIRCULAR**

**Subject: Cleanliness in the Department of Revenue - Celebration of Swachhata Pakhwada in the Department of Revenue from 15.10.2018 to 31.10.2018**

The undersigned is directed to inform that 'Swachhata Pakhwada' is being celebrated for the last few years by every Ministry/Department of the Government of India under the Swachhata Action Plan and the same has gone through much transformation, from routine to sustainable activities with involvement of all sectors/wings of the Government. Regular review through online portal designed by the Ministry of Drinking Water and Sanitation (MDWS) has helped ensuring the quality of Pakhwada activities. This year, during the 'Swachhata Pakhwada', the MDWS will be providing three awards to each Ministry/Department on the basis of innovative/creative activities and initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization, etc., which have deep and sustainable impact countrywide. These awards would be given to the winning sections/attached offices/field formations, etc., and the selection process for first/second/third prize winners would be overseen by Secretary of the Department, which then would be conveyed to the Ministry of Drinking Water and Sanitation within two days after completion of the 'Swachhata Pakhwada'.

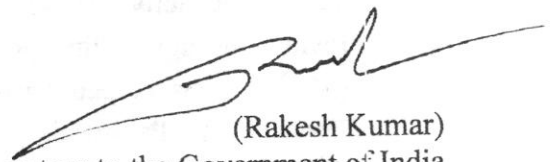
2. In view of the above, this Department had decided to celebrate the 'Swachhata Pakhwada' w.e.f. 15.10.2018 to 31.10.2018, wherein full cooperation and participation of all the officers/staff of the department is anticipated. A copy of the Action Plan is enclosed for reference.

3. This year the work and the initiatives undertaken in the 'Swachhata Pakhwada' will be reviewed by the Parliamentary Committee and a few Members of Parliament. Therefore, in order to make 'Swachhata Pakhwada' a grand success, the officers/staff of the Department are requested to maintain proper cleanliness in the office premises and in the vicinity of their offices. Services of the MTS employed with officers/sections may be utilized on daily basis for upkeep and cleanliness of office premises. GAR Section would provide necessary assistance, if required.

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4. Further, it has been observed that despite several directions by the Administration for digitization and weeding out of records, several sections of the Department have still not carried out full digitization/weeding out of records. It is therefore, requested that all the sections must digitize all the records and weed-out the old records, positively by 15<sup>th</sup> September, 2018, so that proper cleanliness is maintained in all offices/sections and a clean and hygienic ambience is created in all offices/sections of the Department before beginning of the 'Swachhata Pakhwada'. Heads of the Divisions must personally monitor digitization/weeding out of records and cleanliness of the sections on regular basis. The officers/Staff of the Department may take active part in the cleanliness drive by undertaking fresh initiatives and applying innovative ideas so that the 'Swachhata Pakhwada' being celebrated in this Department becomes a splendid success.

5. This issues with the approval of Joint Secretary (Revenue).

  
(Rakesh Kumar)  
Under Secretary to the Government of India  
Tel. No. 23095366

To

All Officers/Sections of the Department of Revenue

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**ACTION PLAN [Revenue Headquarters]**

**SWACHHTA PAKHWADA**  
**(In October, 2018)**

Sl. No.	Date & Day [excluding Holidays]	Event	Place	Remarks
1	15.10.2018	Cleanliness Drive in all Sections/Offices involving all Officers/Staff of the Department	In all the buildings of DoR viz. North Block, Hudco Vishala Building, Jeevan Vihar, Jeevan Deep Building, Church Road Hutments.	To be monitored under Supervision of Head of the Division.
2	16.10.2018	Essay Writing Competition, participation from all employees of DoR.	Joint competition in all buildings.	Entries to be submitted to GAR Section on the same day. First/Second/Third prize winning entries to be decided by the Committee of Directors/Dy. Secretaries of Revenue Headquarters including Director (OL)
3	17.10.2018	Slogan Writing Competition, participation from all employees of DoR.		
4	18.10.2018	Cartoon competition, participation from all employees of DoR.		
5	22.10.2018	Pledge/Oath with MOS towards 'Swachhta'	North Block	<b>Date &amp; Time to be confirmed from Office of MOS.</b>
6	23.10.2018	Cleanliness Drive in all Sections/Offices involving all Officers/Staff of the Department.	Hudco Vishala Building / Jeevan Deep Building / Jeevan Vihar / Church Road Hutments	To be monitored under Supervision of Head of the Division.
7	24.10.2018	March with banners in North Block	Hudco Vishala Building / Jeevan Vihar / Church Road Hutments / Jeevan Deep Building	Officers/Staff of GAR Section to be involved.
8	25.10.2018	March with banners	Hudco Vishala Building	-do-
9	26.10.2018	Awards for best section for weeding out old records/Digitization of records	All buildings	To be decided by the Committee of Directors/Dy. Secretaries.
10	29.10.2018	Reviewing of Divyang Access in toilets	All buildings	CPWD to be involved in North Block.

11	30.10.2018	Visit by Parliamentary Committee/MPs to review the Swachhta Awareness	North Block	To be coordinated by the Nodal Officer
12.	31.10.2018	Declaration of prize winners of Essay/Slogan writing and Cartoon making competitions	All buildings	By HoD/ Nodal Officer.
13.		Press Release for publicity of Swachhta Pakhwada	North Block	To be coordinated by the Nodal Officer with Ministry of I&B.