OFFICE MEMORANDUM

Subject: Swachhta Pakhwada Calendar, 2017 - Observance of Swachhta Pakhwada from 1st February, 2017 to 15th February, 2017

The undersigned is directed to forward herewith a copy DO letter No. 561/2/2/2014-CA.IV dated 15th November, 2016 of the Cabinet Secretary on the subject mentioned above and to say that Swachhta Pakhwada shall be observed in the Ministry of AYUSH and its formations from 1st to 15th February, 2017. The gist of activities proposed to be performed during the Pakhwada are listed in the enclosed Annexure. The Research Councils/National Institutes/Attached and Subordinate Offices/PSU of the Ministry of AYUSH may devise the activities as per their requirement/working.

2. All concerned are requested to ensure better branding and publicity of pakhwada activities in the electronic, social media such as Mygov, Twitter, Facebook and print media platforms at both field and Ministry levels. There should be daily reporting of activities during the Pakhwada on Swachhta Sameeksha and Mygov portals, including uploading of pictures. A press release should also be issued highlighting major outcomes of the Swachhta Pakhwada.

3. C.P.W.D. is also requested to undertake beautification schemes and proper maintenance/cleanliness of the lawns, roads and surroundings of the CPO complex, toilets in AYUSH Bhawan. They may also undertake the white washing and painting of AYUSH Bhawan, wherever required.

4. This issues with the approval of Joint Secretary(Admn.).

(Yash Ver Singh)
Under Secretary to the Govt. of India
Tel.: 24651644
E-mail: yv.singh@nic.in

To
1. All Officers/Sections of the Ministry of AYUSH.
2. Executive Engineer, CPWD(Civil)(Electrical), Kidwai Nagar, New Delhi.

Copy to:
1. DGs/Directors, Research Councils/National Institutes/Attached and Subordinate Offices/PSUs of the Ministry of AYUSH (as per standard list).
2. PPS to Secretary(AYUSH)
3. PPS to JDS(AKG)/JS(ASSr),PPS to JS(PNRK)
4. NIC for handling twitter and uploading activities on the portals/website etc.

Copy also to:
1. Ministry of Drinking Water and Sanitation, 4th Floor, Paryavaran Bhawan, Lodhi Road, New Delhi-110 003.
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date</th>
<th>Activities to be performed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2nd to 11th Feb, 2017</td>
<td>Traditional Painting Style Decor workshop by Zonal Cultural Centers (Autonomous Body, Ministry of Culture)</td>
<td>Zonal Cultural Centers, Ministry of Culture</td>
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| 2    | 1st February & 2nd February, 2017 | Disposal of all unserviceable, obsolete and unusable stationery, e-waste items, electrical and electronic items, furniture etc. | 1. All Sections to identify obsolete items and surrender to Estt. Divn.  
2. Estt. Division to take action for the disposal of obsolete items |
| 3    | 3rd February to 5th February, 2017 | White washing/Painting of office premises wherever required specially stair cases canteen, reception/pruning of grass of the lawns and proper maintenance of roads leading to GPO complex | C.P.W.D. |
| 4    | 6th & 7th February, 2017 | Repair/replacement of defective electrical gadgets and sanitary fittings | 1. Estt. Division  
2.CPWD(Electrical and Civil) |
| 5    | 8th & 9th February, 2017 | Record review/weeding out of unwanted records in accordance with the Record Retention Schedule | All Sections. Report to be sent to Estt. Section in the following format by 20th February, 2017. |
| 6    | 10th to 12th February, 2017 | Thorough cleaning of workstations/corridors/ common areas wash rooms and dusting of electrical/electronic gadgets | 1.Estt.II Section  
2. Care Taker  
3. House keeping staff |
| 7    | 12th February, 2017 | Slogan competition on swachhta |  |
| 8    | 13th February, 2017 | Essay competition in Hindi or English- topic for the essay “The cleanliness is next to godliness” | Hindi Section |
| 9    | 14th February, 2017 | Press release in respect of activities undertaken during the Pakhwada | Estt. II Section |
| 10   | 15th February, 2017 | Inspection of office premises to oversee the results of the Swacchta Pakhwada | Dir.(Estt.) |

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