

No. 23012/3/2023-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(General Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated: 20.09.2023.

OFFICE MEMORANDUM

Subject: Subject: Action Plans/Activities for Swachhata Hi Seva Pakhwada –reg

The undersigned is directed to refer to the subject mentioned above and to inform that **SWACHHATA HI SEVA PAKHWADA** during 15th Sept to 30th Sept is being organized by department of Drinking Water and Sanitation. The Theme for this year campaign is 'Garbage Free India'. The following activities have been identified to undertake during the Pakhwada:-

- Special cleanliness drive to clean their workspaces, corridors, and common areas of Department's office located at Shram Shakti Bhawan, Shashtri Bhawan, Krishi Bhawan, Loknaya Bhawan, CGO Complex and MTNL Building.
- To identify areas that require painting or repairs and schedule maintenance work to give the offices of this Department a fresh and clean look
- Ensure proper waste segregation and disposal by placing 2 bins for dry and wet waste.
- Promote a clean desk policy where employees will be encouraged to keep their workstations clutter-free and organized
- Promote eco-friendly practices such as reducing paper usage, recycling, and using energy-efficient appliances.
- Implement measures to control dust and improve indoor air quality, such as regular cleaning of air conditioning filters.

2. In view of above, all the officers are requested to identify the scope of work from the above mentioned activity may be implemented at sections/branch level so as to ensure participation in '**Swachhata Hi Seva Pakhwada**'. It is also requested to take up the matter with General admin section w.r.t. any assistance/facility, if required.



(Ashish Kumar Sao)
Under Secretary to the Govt. Of India
Tel.No. 011-23738126

All Wings /Division /Branch Heads/Sections of D/o WR, RD & GR

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