

F. No. 22/1/2014-Admin  
Ministry of Parliamentary Affairs  
( Administration Section)

94, Parliament House  
New Delhi

Dated: 01.03.2023

**CIRCULAR**

**Subject: Celebration of Swachhata Pakhwada, 2023-reg.**

In pursuance of calendar of Swachhata Pakhwadas 2023 forwarded by Cabinet Secretariat vide D.O. No. 561/01/01/2017 –CA.IV dated 25.11.2022, this Ministry has formulated action plan/day to day activities for celebration of Swachhata Parkhwad 2023 from 16<sup>th</sup> April to 30<sup>th</sup> April 2023. Copy of same is **enclosed**.

All Sections of the Ministry are requested to take necessary action as per activities assigned to them.



(Mukesh Kumar)  
Under Secretary (Admn.)

To,

All Sections of the Ministry.

Copy to:

KMS

Ministry of Parliamentary AffairsDay to day Activities/ Action Plan for celebration of Swachhata Pakhwada, 2023 (16<sup>th</sup>-30<sup>th</sup> April,2023 )

S. No.	Date	Proposed day to day Activities	Action by
1.	17.04.2023	(i)Swachhata Pledge administration by Secretary, Ministry of Parliamentary Affairs to all employees of the Ministry. All officers/staffs members to make resolution to keep office premises clean and to manage old records properly and to participate in Swachhata related activities.  (ii) Creating Social buzz regarding Swachhata through electronic media such as Twitter. Swachhata message may be displayed on the Ministry's Website.	Administration Section
2.	18.04.2023	Review/Recording/weeding out of physical files as per rules by sections of the Ministry and inspection of same by two officers	All sections
3.	19.04.2023	(i)Special cleanliness drive in rooms viz Room No. 92, 93,94,97,98, 102-B and inspection of same by two officers.	Concerned Sections/office in Room No. 92, 93,94,97,98, 102-B
4.	20.04.2023	Whitewashing of rooms/offices of this Ministry through CPWD and inspection of same by two officers	Administration Section
5.	21.04.2023	Cleaning of electric switch boards/fans/replacement of fused bulbs/tube lights with new thorough CPWD, Electric Department.	Administration Section
6.	24.04.2023	Collection of old and obsolete electronic items for auctioning of them.	A& P Sections
7.	25.04.2023	Youth Parliament Section to conduct a Swachhata Pledge to participants of Youth Parliament Scheme related programme.	YP Section
8.	26.04.2023	Special cleanliness drive in rooms viz Room No. 86, 87,88,89,90 and inspection of same by two officers.	Concerned Sections/office Room No. 86, 87,88,89,90
9.	27.04.2023	Inspection by Senior Officers of the Ministry for checking status of cleanliness in offices/sections and ranking of sections/offices on swachhata parameters.	Administration Section
10.	28.04.2023	(i)Prize distribution to top three sections who stood best on Swachhata parameters and message on Swachhata by Secretary to all officers/officials of the Ministry.  (ii) A press release will be issued highlighting key activities of Swachhata Pakhwada.	Administration Section