



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
मुख्य कार्यालय/Head Office  
भविष्य निधि भवन, 14, भिकाजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066  
Website: www.epfindia.gov.in, [www.epfindia.nic.in](http://www.epfindia.nic.in)



No.HRM-VIII/5/2020/SHS/1001

Date:

To

22 APR 2024

All ACC(HQ) / Director (PDNASS),  
ACC (Zones),  
RPFC (ASD) Head Office,

**Sub: Action plan for the Swachhata Pakhwada, 2024 to be observed in EPFO from 1<sup>st</sup> May 2024 to 15 May 2024-reg.**

Madam/Sir,

EPFO will be observing the Swachhata Pakhwada, 2024 from 01.05.2024 to 15.05.2024 and 1<sup>st</sup> May will be observed as International Labour Day as special occasion. The following action plan has been formulated to make the Swachhata Pakhwada a successful event in EPFO.

**A. Awareness among the Staff, Employers and Members**

- i. Holding awareness drive in the offices among the Staff, establishments and members. Hoardings displaying the benefits of the Swachhata are to be placed in the offices.
- ii. At the organizational level, the message relating to the Swachhata will be displayed on the EPFO website and all the portals to which establishments and members have access.
- iii. Essay Competition and Drawing Completion on the topic of Swachhata may be held among the staff and staff may be encouraged to participate along with their families.

**B. Cleanliness Drive in the EPFO offices and Residential Colonies**

- i. Weeding out of the old records, files, condemned furniture and such other irreparable office equipments.
- ii. E-Waste such as printer/fax cartridges, personal computers and peripherals to be disposed off by following the Government of India norms.
- iii. Cleaning of the toilets, providing appropriate ventilation, tiling of the toilets and other activities relating to maintenance of toilets may be carried out regularly particularly for those being frequently used by the visiting public
- iv. Covering of open drains in the office premises may be undertaken.
- v. Covering of the electric switch boards, switching panels and wires. It may be ensured that all the hanging wires in the offices are put through the channels/piping.
- vi. Maintenance of the lawns and pathways.
- vii. Clear marking for cars in the parking areas. The vehicles parked by the staff in the official area to be advised to keep their vehicles clean and parked in the allotted slots only.
- viii. It may be ensured that the office building, entry gates, boundary walls etc. are properly maintained, painted and cleaned periodically.

**C. Cleanliness drives in the surrounding of the EPFO offices**

- i. Steps should be taken to educate public about the disadvantages of littering and defecation in the open. Take up the matter with Municipal authorities for the construction of dustbins in the office vicinity and toilets in the defecation sites.
- ii. Adoption of a Road, Park, Public Place, Office Area etc. to make it clean and green.
- iii. Sponsoring green Plantations in the nearby area through Horticulture Department.

**D. Activities on Community Engagament as per Annexure-II of Swachhata Pakhwada-2024 Consolidated Guidelines**

2. The above activities are only indicative in nature and all the offices are requested to undertake activities which they deem fit to make their environment "SWACHH".
3. Action taken report along with photographs (in high resolution of 2MB - 5MB) may be submitted to the headquarters by 18<sup>th</sup> May 2024 to the email id - [rc.hrm8@epfindia.gov.in](mailto:rc.hrm8@epfindia.gov.in)
4. Further, it is advised that a Committee headed by OIC of the concerned field office may be constituted which may formulate and recommend action plan on monthly basis for Swachhata related activities in their field offices, residential areas and their surroundings to Zonal Office. Zonal Office will examine and guide the concerned field office for implementation of action plan on Swachhata. A report of the action taken by the field offices along with the recommendation regarding best performing field office shall be submitted by Zonal Office to Headquarters.
5. In respect of Training Institutes, similar activities may be carried out by the Director (PDNASS).

Yours faithfully,

Encl: Swacchata Pakhwada-2024 Consolidated Guidelines

  
(S.K Suman)

**Addl. Central P.F. Commissioner (HR)**

**Copy to:**

1. Shri Chaman Lal Guleria, Deputy Secretary, SS-II, MoL&E: for information with reference to email dated 18.04.2024.
2. Staff Officer to CPFC: for information please.
3. PS to ACC (HQ) (HR)
4. FA & CAO/Director, PDNASS/All ACC (HQ), Head Office
5. Chief Vigilance Officer
6. All Addl. CPFCs (Head Office)
7. RPF-C (IS/NDC) for uploading on website and also for displaying the electronic message in the website during the period 1<sup>st</sup> May 2024 to 15<sup>th</sup> May 2024
8. DD (OL) for Hindi Version

राजीव गौबा  
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 561/01/01/2017-CA.V

Dated the 10<sup>th</sup> January, 2024

*Dear Secretary*

As you are aware, Swachhata Pakhwadas are being organized since April, 2016 with the objective of bringing a fortnight of intense focus on the issues and practices of swachhata in Gol Ministries/Departments. The "Swachhata Pakhwada" concept is inspired by Hon'ble Prime Minister's vision to make swachhata "everyone's business" and, therefore, involving all Central Government Ministries and Departments in swachhata related activities.

2. Over the years, the Swachhata Pakhwada has acquired an extra dimension. Besides undertaking cleaning activities in offices/organisations of the Ministry/Department, the focus now is on ensuring intensive sanitation efforts in the entire ecosystem related to the Ministry/Department's area of work.

3. The year 2024 would be the 9<sup>th</sup> consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines for Swachhata Pakhwada, is enclosed. Ministries / Departments are expected to engage in Shramdan activities in the communities where they are located and to which they are connected by virtue of their work. A **C**ompetitive spirit towards swachhata should be actively encouraged in your organisations and subordinate offices. It is expected that your Ministry/Department will recognize and felicitate outstanding contributors to Swachhata activities both in the organisations as also in the communities.

4. As in previous years, you are requested to upload the Swachhata Pakhwada plans of your Ministry/Department on the Swachhata Samiksha portal well in advance. I would request you to identify some innovative practices that would be undertaken by your Ministry/Department during the Swachhata fortnight. Needless to add, social media platforms and electronic media may be fully leveraged for creating Swachhata related awareness.

5. I look forward to your enthusiastic cooperation in the planning and implementation of Swachhata Pakhwada in your Ministry/Department. As in the past, all Swachhata related activities are required to be undertaken in the attached institutions/organisations/autonomous bodies/CPSEs as well.

With regards

Yours sincerely,

(Rajiv Gauba)

**All Secretaries to Govt. of India.**

### Swachhata Pakhwada Calendar 2024

SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs	Pravasi Bharatia 9th January
		2. Ministry of Road Transport and Highways	Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting	Republic Day 26 January
		2. Ministry of Finance Department of Economic Affairs Department of Expenditure Department of Financial Services Department of Revenue Department of Investment and Public Asset Management Department of Public Enterprises	
3	1st -15th February	1. Department of Space	
		2. Ministry of Electronics and Information Technology	
4	16th – 29th February	1. Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs Department of Food and Public Distribution	
		2. Department of Atomic Energy	World Science Day - 28 February
5	1st – 15th March	1. Ministry of Women and Child Development	International Women's Day- 8th March
		2. Ministry of Textiles	
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation	World Water Day- 22nd March
		2. Ministry of Steel	Steel Safety Day 28 March

7	1st – 15th April	1. Ministry of Health and Family Welfare Department of Health & Family Welfare Department of Health Research	World Heath Day - 7 April
		2. Ministry of Law & Justice Department of Justice Department of Legal Affairs Legislative Department	Ambedkar Jayanti- 14th April
8	16th – 30th April	1. Ministry of Culture	World Heritage Day- 18th April
		3. Ministry of Parliamentary Affairs	
9	1st – 15th May	1. Ministry of Labour & Employment	International Labour Day- 1st May
		2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research	World Technology Day- 11 May
10	16th – 31st May	1. Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms and Public Grievances Department of Pension & Pensioners' Welfare Department of Personnel and Training	
		2. Ministry of Power	
		3. Ministry of Development of North Eastern Region	
11	1st – 15th June	1. Ministry of Environment, Forest and Climate Change	World Environment Day- 5th June
		2. Ministry of New and Renewable Energy	
12	16th – 30th June	1. Ministry of Micro, Small and Medium Enterprises	Micro, Small and Medium Enterprises Day - 27 June
		2. Ministry of Coal	
13	1st – 15th July	1. Ministry of Petroleum and Natural Gas	
		2. Ministry of Earth Sciences	
		3. Ministry of Statistics and Programme Implementation	
14	16th – 31st July	1. Ministry of Social Justice & Empowerment Department of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities	International Day of Disability Awareness- <b>16th July</b>
		2. Ministry of Skill Development and Entrepreneurship	World Youth Skills Day - 15 July

15	1st – 15th August	1. Ministry of Youth Affairs and Sports Department of Sports Department of Youth Affairs	International Youth Day-12th August
		2. Ministry of Tribal Affairs	World Indigenous Peoples Day August 9
	16th – 31st August	1. Ministry of Heavy Industries and Public Enterprises	
		2. Ministry of Corporate Affairs	
17	1 <sup>st</sup> – 15 <sup>th</sup> September	1. Ministry of Education Department of School Education Literacy Department of Higher Education	
		2. Ministry of Chemical and Fertilizers Department of Chemicals and Petrochemicals Department of Fertilizers Department of Pharmaceuticals	
18	16 <sup>th</sup> – 30 <sup>th</sup> September	1. Department of Drinking Water & Sanitation	
		2. Ministry of Tourism	World Tourism Day- 27th September
		3. Ministry of Ports, Shipping and Waterways	World Maritime Day 28 September
		4. M/o Housing & Urban Affairs	
19	1 <sup>st</sup> – 15 <sup>th</sup> October	1. Ministry of Railways	Swachh Bharat Diwas 2nd October
		2. Ministry of Rural Development Department of Land Resources Department of Rural Development	
20	16 <sup>th</sup> – 31st October	1. Ministry of Food Processing Industries	World Food Day 16th October and National Ayurveda Day- 17 October
		2. Ministry of AYUSH	
		3. Ministry of Panchayati Raj	

21	1 <sup>st</sup> – 15 <sup>th</sup> November	1. Ministry of Commerce and Industry Department of Commerce Department for Promotion of Industry and Internal Trade	National Commerce Education Day - 10th November
		2. Ministry of Civil Aviation	National Ayurveda Day- 17 October
22	16 <sup>th</sup> – 30 <sup>th</sup> November	1. Ministry of Communication Department of Posts Department of Telecommunications	National Post Day - 10th October
		2. Ministry of Mines	
23	1 <sup>st</sup> – 15 <sup>th</sup> December	1. Ministry of Defence Department of Defence Department of Defence Production Department of Defence Research & Development Department of Ex-Servicemen Welfare	Navy Day- 4th December
		2. Ministry of Home Affairs	Armed Forces Flag Day 7th December
24	16 <sup>th</sup> – 31 <sup>st</sup> December	1. Ministry of Agriculture and Farmers Welfare Department of Agricultural Research and Education Department of Agriculture, Cooperation & Farmers Welfare	Kisan Divas (Farmer's Day)- 23 December
		2. Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Department of Animal Husbandry and Dairying	
		3. Ministry of Minority Affairs	Minorities Rights Day - 18th December

## Swachhata Pakhwada-2024

### Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary as nodal officer for Swachhata Pakhwada related activities, if not already nominated
- Every Ministry/Department to ensure that all their line departments, PSUs, attached offices, organizations and Institutions under them to plan and implement in detail Swachhata Pakhwada
- The Swachhata Pakhwada action plan must be communicated to the DDWS **two months** prior to the commencement of their Pakhwada and the same is to be uploaded in the designated on Swachhata Samiksha (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>)
- Swachhata Pakhwada plans are required to contain detailed date wise activities. Further the Ministries/Departments should ensure that the activities during the Swachhata Pakhwada are in accordance with their plans and discussion
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins
- Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively
- Parliamentary Committee and other MP Committees may be convened on Swachhata
- Ministries/Departments need to involve **Union Ministers, MPs and other dignitaries** in Pakhwada activities
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns so that few stories are generated daily
- Divyang access to the toilets to be reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada
- Curbing Single Use Plastic (SUP) and discourage use of Plastic
- **There needs to be a daily reporting of the activities during the Pakhwada on Swachhata Samiksha portal** (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals
- **Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal**
- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (**Detail guidelines are mentioned as Annexure-I**)



- Ministries/Departments are advised to encourage communities for their active involvement and to ensure cleanliness and awareness drives in their locality alongwith cleanliness of their premises/attached offices. Some suggestive Community engagement activities are given in the **Annexure-II**
- Ministries/Departments should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central level. They need to make use of social media such as myGov., Twitter and Facebook extensively for the purpose
- Ministries/Departments in coordination with MoI&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. MoI&B to also broadcast inspiring Swachhata initiatives on their coverage
- A press release should be issued highlighting major outcomes of Swachhata Pakhwada
- A press conference needs to be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Union Ministers and Secretaries
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
  1. Report containing a detailed account of activities undertaken during Pakhwada
  2. Related picture album, **newspaper clippings, press notes**, audio-visual clips
  3. Any special document that Ministry/Department may have issued during Pakhwada
  4. Name and details of the three Swachhata Pakhwada awardees

Annexure-I

Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards from the Department of Drinking Water and Sanitation. However, Ministries/Departments may encourage to introduce a large number of awards at their level to encourage Swachhata Pakhwada activities
2. The awards would be given to those who have contributed the maximum to the cause of sanitation based on rating and ranking. Emphasis while giving the awards would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide
3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within the two days of ending of their Pakhwada
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events
5. Ministries and Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the basis for the same to Shri Sanjay Kumar Sinha, Director, ([sanjay.sinha67@nic.in](mailto:sanjay.sinha67@nic.in)).

**Swachhata Pakhwada Suggestive activities on Community Engagement**

Following are the suggestive Swachhata Pakhwada Activities may be taken up by the Ministries and Departments during the oberveance of their Swachhata Pakhwada

1. Shraamdaan activities in the nearby locality
2. Repair and renovation of Public Toilets, Schools, Anganwadis Toilets
3. Mass awareness activities on Swachhata Theme
4. Cleaning of nearby Villages, Schools, Anganwadis, PHCs, Collages or any Public Places
5. Engagement of local celebrities
6. Swachhata Seminars, Trainings, Workshops
7. Exhibition on Waste to Wealth
8. Swachhata Rathes, Rallies,
9. Mass Swachhata Pledge
10. Cleaning of Ponds, Rivers, Beaches
11. Plantation drives
12. Selfy Booth
13. Signature Campaigns
14. Swachhata thematic paintings
15. Press Conference
16. Use of Social Media
17. Campaign on discarding the use of Single Use Plastic
18. Organising Nukad Natak on Swachhata theme
19. Nationwide mega "Plogging" event during the Pakhwada
20. The Swachh Bharat Anthem and other relevant IEC materials may be displayed at various strategic locations