

F.No.34011/16/2017-Admn
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

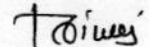
Shastri Bhavan, New Delhi,
Dated 11th September, 2017.

OFFICE MEMORANDUM

Subject: Action Taken Report on observance on Swachh Bharat Pakhwadas observed from 16th August, 2017 to 31st August, 2017.

The undersigned is directed to refer D.O letter No.561/2/2/2014-CA.IV dated 15th November, 2016 of Cabinet Secretary, for observance of Swachhata Pakhwada in this Department of Chemicals and Petrochemicals from 16th-31st August, 2017. Action Taken Report on observance of Swachhata Pakhwada in this Department's Secretariat for the period from 16th August, 2017 to 31st August, 2017 is annexed. The Action Taken Report relating to PSUs/Autonomous Institutes under the administrative control of this Department will be sent soon.

Encl: As above.



(T.P.N. Singh)

Under secretary to the Government of India
Phone No. 23386013.

To

The Secretary,
Ministry of Drinking Water and Sanitation,
4th Floor, Paryavaran Bhawan,
New Delhi -110003.

Details of activities carried out by the Department of Chemicals and Petrochemicals at its Secretariat during observance on Swachhata Pakhwada from 16th August, 2017 to 31st August, 2017.

Date	Action taken report
16/08/2017	<ul style="list-style-type: none"> i. Mass pledge was administered by the Secretary (C&PC) to the officers of the Department. ii. Banners were displayed at the prominent places in the Department. iii. Organized cleanliness drive in office premises in the Department. iv. Dustbins were installed at various locations in the Department in Shastri Bhavan, Janpath Bhavan and Udyog Bhavan, New Delhi.
17/08/2017 to 25/08/2017	<ul style="list-style-type: none"> i. Special drive for reviewing / recording/ weeding of old files/Records were carried out. All Divisions/Sections of the Department participated enthusiastically in the drive. Total 4099 files were reviewed out of which 2850 files recorded & sent to Record Room and 700 files were weeded out during this period. ii. All out efforts were made by the officials/officers of the Department for making workplace clean. iii. Pest control was done in all sections/rooms in the Department on 25.08.2017. iv. Old furnitures and obsolete electronic items were disposed of v. Cleanliness was done by way of disposal of old newspapers/scrap materials/magazines. vi. In addition to above, one old staff car was disposed off.
28/08/2017	<p>An essay writing competition was organised in the Department on the topic "स्वच्छता स्वस्थ जीवन की कुंजी है" (Cleanliness is Key to Healthy Life") at 3.00 PM in which six officials participated. Three best written essays were adjudged by a Committee constituted for the purpose.</p>
29/08/2017	<p>A large number of officials participated enthusiastically for</p>

	cleanliness activities in front of Gate No 4, Shastri Bhavan, New Delhi prior to office timing i.e. from 8.00 AM to 8.30 AM and made the area clean and tidy.
30/08/2017	Prize distribution ceremony to the winners of Essay writing competition was held at 3.00 PM. The winners of the Essay writing Competition were felicitated by Senior Economic Advisor which was attended by a large number of officials of the Department. Three prizes of Rs.3,000/-, Rs.2,000/- and Rs.1,000/- were awarded to the winners as the First , Second and Third prize.
31/08/2017	All rooms/sections of the Department in Shastri Bhavan, Udyog Bhavan and Janpath Bhavan were inspected by officials of Administration Division and intensive cleanliness of rooms/ sections were carried out by House keeping staff deployed for this purpose.

In addition to above, a total number of 4601 files were scanned containing 656550 pages in the Department of Chemicals and Petrochemicals and converted into e-files. Photographs of the events carried out during the Pakhwada have been uploaded, on daily basis, on website of Department of Chemicals & Petrochemicals, Social Media and website of Department of Drinking Water & Sanitation.
