

No. 11011/01/2022-Admn. (E-22041)

Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
(Administration Section)

Shastri Bhawan, New Delhi.

Dated: 23rd August, 2023

CIRCULAR

Subject: Observation of Swachhata Pakhwada 2023 in DoP - regarding

With the approval of the Competent Authority for the Consolidated Action Plan of Swachhata Pakhwada 2023 for DoP and all the Organizations under its administrative jurisdiction, please find attached herewith a copy of the Swachhata Pakhwada Action Plan of this Department to be observed during 1st to 15th September, 2023 for information and further necessary action.

2. All Divisions/Sections are requested to prepare daily report of activities conducted in their respective Sections, including photos/videos for consideration by the Award Committee.

Encl: As above.


(Sandeep Kumar) 23.08.23

Under Secretary (Admn.)
Tel: 23382096

To

All Divisions in DoP.

Copy to:

1. Sr. PPS to Secretary (Pharma)
2. Consultant to Sr. EA/Consultant to JS (RT)/PA to JS (Pharma)/PA to EA

SWACHHATA PAKHWADA 2023

ACTION PLAN OF DEPARTMENT OF PHARMACEUTICALS

Day	Date	Activities
1 (Friday)	01/09/2023	Uploading of Messages from HMCF and MOS(C&F) on the Department Website; Swachhata Pledge to be administered by Secretary (Pharma) at 11 AM.
4 (Monday)	04/09/2023	Cleanliness of DoP Office Premises in Shastri Bhawan by Officers/Staff.
5 (Tuesday)	05/09/2023	Cleanliness of DoP Office Premises in Janpath Bhawan by Officers/Staff.
6 (Wednesday)	06/09/2023	Cleanliness of DoP Office Premises in Udyog Bhawan by Officers/Staff.
7 (Thursday)	07/09/2023	Holiday (Janmashtami)
8 (Friday)	08/09/2023	Review and weeding out of old records.
11 (Monday)	11/09/2023	Pest Control drive in Shastri Bhawan, Janpath Bhawan and Udyog Bhawan.
12 (Tuesday)	12/09/2023	Disposal of old records/ equipment.
13 (Wednesday)	13/09/2023	Disposal of Scrap items/ review of activities of all Organizations based on their daily reporting.
14 (Thursday)	14/09/2023	Meeting of the Award Committee to decide on best performed Organizations.
15 (Friday)	15/09/2023	Felicitation of Staff who got involved in the special drive on cleaning/ consolidation of reports/videos for submission to Ministry of Drinking Water & Sanitation.