



वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



## केन्द्रीय तसर अनुसंधान एवं प्रशिक्षण संस्थान

Central Tasar Research & Training Institute

(केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार)

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क्र:केतअवप्रसं/स्था./स्वच्छ भारत अभियान/23-24/ 6688

दिनांक: 20.02.2024

परिपत्र

20 FEB 2024

विषय: दिनांक 01 से 15 मार्च 2024 के बीच स्वच्छता पखवाडा आयोजन किये जाने की कार्यायोजना के संबंध में।

संदर्भ: दिनांक 09 फरवरी, 2024 का केन्द्रीय कार्यालय का इमेल।

दिनांक 16 फरवरी, 2024 का केन्द्रीय कार्यालय का इमेल।

उपरोक्त विषय के संबंध में संस्थान एवं अधीनस्थ इकाईयों के सभी अनुभागीय प्रधानों/प्रभारी अधिकारियों को सूचित किया जाता है कि दिनांक 01.03.2024 से 15.03.2024 तक स्वच्छता पखवाडा के तहत केन्द्रीय रेशम बोर्ड में लागू किए जाने वाली कार्य योजना के अनुसार स्वच्छता पखवाडा मनाया जाना है। इस पत्र के साथ कार्य योजना/गतिविधियों की एक प्रति मंलग्न है। यह भी सूचित किया जाता है कि पखवाडा अवधि के दौरान दैनिक आधार पर आवश्यक तम्बीरों (पहले/बाद) के साथ की जाने वाली कार्रवाई की रिपोर्ट केन्द्रीय कार्यालय के मेल ([cs.csb@nic.in](mailto:cs.csb@nic.in)) में भेजा जाना है। इसके साथ ही संकलित रिपोर्ट दिनांक 17.03.2024 तक या उससे पहले भेजी जानी है।

अतः अधोहस्ताक्षरी द्वारा उक्त कार्य को कार्यान्वित करने हेतु एक समिति का गठन किया गया है जिसके सदस्य निम्न प्रकार से होंगे। वे कार्य रिपोर्ट तैयार कर सीधे केन्द्रीय कार्यालय भेजे तथा इसकी एक प्रति [estctrti@gmail.com](mailto:estctrti@gmail.com) को प्रेषित करें।

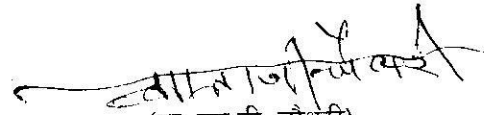
1.	01.03.2024 Friday	<b>Inauguration of Swachhata Pakhwada</b> 1. Mass pledge on Swachhata by employees 2. Display slogans and sign boards regarding cleanliness of office premises.	डा. जे.पी. पाण्डेय, वै-डी, डा. आरनव राय, वैज्ञानिक-बी, श्री वसंत प्रसाद, वतस, श्री सिकन्दर रवि दाम, आशुलिपिक तथा बाबुमोना मंडल-प्र.स.
2.	04.03.2024 Monday	<b>Cleanliness Drive</b> 1. Cleaning of offices, Farms, Quarters, Hostel, Guest House Premises 2. Removal of weeds, waste materials 3. Planting of tree species to create eco-friendly environment 4. Cleaning of toilets and wash rooms	डा. जे. वेनकदाकट्टी, वै-मी, श्री प्रमोद कुमार दुबे, वतस, मिम पल्लवी गुप्ता, कनिष्ठ अभियंता, श्री बाबुमोना मंडल-प्र.स.
3.	03.03.2024 Sunday	Holiday	
4.	05.03.2024 Tuesday	<b>Cleanliness Drive</b> 1. Creating awareness on cleanliness and disposal of sericulture waste 2. Campaign on discarding the use of Single Use Plastic	डा. जितेन्द्र सिंह, वै-मी, श्री मतियस खलखो, वतस, श्री इन्दरराम महतो, वतस तथा बाबुमोना मंडल-प्र.स.

कृप्य.

5.	06.03.2024 Wednesday & 07.03.2024 Thursday	<u>Weed out of old files/Records/In-serviceable articles:</u> 1. Special drive to clear and dispose all unserviceable articles to create better working environment. 2. Weeding out of old files 3. Cleaning of common areas/passages and open areas in the campus & its quarters.	डा. विशाल मित्तल, वै-डी, रंजनी रंजन, वतम, मिस पल्लव गुप्ता, श्री वैश्वनाथ मिश्रा, वतम, तथा बाबुमोना मंडल-प्र.म.
6.	08.03.2024 Friday	<u>Innovative Programmes:</u> Conducting International Women's Day and other cultural Programmes	मिस श्रुति के.एस., वैज्ञानिक-बी मिस निधि सुखिजा, वैज्ञानिक-बी मिस दिव्या रजावत, वैज्ञानिक-बी मिस पल्लवी गुप्ता, कनिष्ठ अभियंता मिस अंजली शर्मा, कनिष्ठ अनुवादक (हिन्दी) श्री बाबू मोना मंडल, प्रम
7.	09.03.2024	(Second Saturday)	
8.	10.03.2024	(Sunday)	
9.	11.03.2024	<u>Innovative Programmes:</u> Conversion of Seri-residue for composting Workshop on Swachhata	डा. जितेन्द्र सिंह, वै-सी, श्री वैश्वनाथ मिश्रा, वतम, श्री मलय मंडल, प्रम. तथा बाबुमोना मंडल-प्र.म.
10.	12.03.2024 Tuesday	<u>Improvement in Citizen Interface areas like Cocoon Markets &amp; Grainages etc:</u> 1. Systematic collection and disposal of waste 2. Clean drinking water facility	श्री कर्मवीर जेता, वै-डी, श्री प्रमोद कुमार दुबे, वतम, श्री सुरेश राम मोची, वतम, श्री बाबू मोना मंडल, प्रम
11.	13.03.2024 Wednesday 14.03.2024 Thursday	<u>Clean &amp; Green Drive</u> 1. Waste Segregation 2. Organic Composting 3. Programmes on Reduce-Reuse-Recycle 4. Organizing a Exhibition waste to wealth	श्री कर्मवीर जेता, वै-डी, श्री आशु कुमार, वै- बी, श्री राजन कुमार, वतम, श्री बाबू मोना मंडल, प्रम
12.	15.03.2024	<u>Valedictory Function:</u> 1. Review of activities undertaken during the "Swachhata Pakhawada" period 2. Documentation of activities carried out during "Swachhata Pakhawada"	डा. जे.पी पाण्डेय, वैज्ञानिक-डी, डा. विशाल मित्तल, वैज्ञानिक-डी, डा. जितेन्द्र सिंह, वैज्ञानिक-सी, श्री प्रमोद कुमार दुबे, वतम, श्री बाबू मोना मंडल, प्रम

उपर्युक्त कार्य हेतु केन्द्रीय कार्यालय के निदेशानुसार श्रीमती सुष्मिता दाम, वैज्ञानिक-डी कार्यान्वयन नोडल अधिकारी होंगी, वे सभी समिति के कार्यों का निरीक्षण/अनुपालन 11.00 बजे प्रातः से मुनिश्चित करवाये। समिति के सभी सदस्यों को सलाह दी जाती है कि स्वच्छता पखवाडा के तहत कार्यक्रमों में सभी वैज्ञानिक, अधिकारी तथा कर्मचारी समय पर मौजूद रहें तथा सभी संबंधित अभियान में शामिल होकर परिपत्र में उल्लेखित सभी अभियान को मफल बनाये। चूंकि इससे संबंधित रिपोर्ट दैनिक आधार पर केन्द्रीय कार्यालय भेजा जाता है। अतः कार्य योजना की निगरानी करते हुये कार्यान्वयन की रिपोर्ट, अभियान की तस्वीरों के साथ (High resolution photo) दैनिक आधार पर नोडल अधिकारी के द्वारा मीडे महायक निदेशक (कम्प्यूटर), कम्प्यूटर अनुभाग को दी जाए। समिति के सभी सदस्य को संबंधित कार्य में यदि कोई परेशानी हो तो नोडल अधिकारी से संपर्क करेंगे। संबंधित समिति द्वारा कार्यों का अनुपालन नहीं किये जाने की स्थिति समिति के सभी सदस्यों को जिम्मेवार मानते हुए उनपर आवश्यक कार्रवाई की जाएगी।

संलग्नक: यूप्रोपरि

  
(डा. एन.बी. चौधरी)  
निदेशक

सेवा में,  
समिति के सभी सदस्यगण

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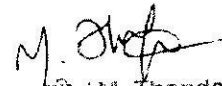
**CENTRAL SILK BOARD  
BANGALORE – 560068**

**Tentative Action Plan for Swachhata Pakhawada w.e.f. 01.03.2024 to 15.03.2024**

<b>Date</b>	<b>Programmes proposed</b>	<b>Institutes Associated</b>
01.03.2024 Friday	<b><u>Inauguration of Swachhata Pakhawada</u></b> ❖ Mass Pledge on Swachhata by employees ❖ Display slogans and sign boards regarding cleanliness at office premises	CSB-All Institutes & Nested units. The programmes to be inaugurated by respective Heads
04.03.2024 Monday	<b><u>Cleanliness Drive</u></b> ❖ Cleaning of Offices, Farms, Quarters, Hostel, Guest House Premises ❖ Removal of weeds, waste materials ❖ Planting of tree species to create eco-friendly environment ❖ Cleaning of toilets and wash rooms	CSB-All Institutes & Nested units.
05.03.2024 Tuesday	<b><u>Cleanliness Drive</u></b> ❖ Creating awareness on cleanliness and disposal of sericulture waste ❖ Campaign on discarding the use of Single Use Plastic	All main institutes of CSB
06.03.2024 Wednesday & 07.03.2024 Thursday	<b><u>Weeding out of old files/Records/Un-serviceable articles:</u></b> ❖ Special drive to clear and dispose all unserviceable articles to create better working environment ❖ Weeding out of old files ❖ Cleaning of common areas/passages and open areas in the campus & its quarters.	CSB-All Institutes & Nested units.
08.03.2024 Friday	<b><u>Innovative Programmes:</u></b> ❖ Conducting International Women's Day and other cultural Programmes	CSB-All Institutes & Nested units. Local MPs/MLAs, Dist. Officers to be invited
11.03.2024 Monday	<b><u>Innovative Programmes:</u></b> ❖ Conversion of Seri-residue for composting ❖ Workshop on Swachhata	CSB-All Institutes & Nested units.
12.03.2024 Tuesday	<b><u>Improvement in Citizen Interface areas like Cocoon Markets &amp; Grainages, etc.:</u></b> ❖ Systematic collection and disposal of waste ❖ Clean drinking water facility	CSB-All Institutes & Nested units.

27/3/24

13.03.2024 & 14.3.2024 Wednesday & Thursday	<b>Clean &amp; Green Drive:</b> <ul style="list-style-type: none"><li>❖ Waste Segregation</li><li>❖ Organic Composting</li><li>❖ Programmes on Reduce-Reuse-Recycle</li><li>❖ Organizing a Exhibition on <b>waste to wealth</b></li></ul>	CSB-All Institutes & Nested units.
15.03.2024 Friday	<b>Valedictory Function:</b> <ul style="list-style-type: none"><li>❖ Review of activities undertaken during the "Swachhata Pakhawada" period</li><li>❖ Documentation of activities carried out during "Swachhata Pakhawada"</li></ul>	CSB-All Institutes & Nested units.

  
एच. थंडपानी / M. Thandapani  
अधीक्षक (संगठन) / Deputy Director (Comm.)  
केन्द्रीय रेशम बोर्ड / Central Silk Board  
(केन्द्रीय मंत्रालय - भारत सरकार)  
(Ministry of Textiles, Govt. of India)  
एच.एस. कोर्टवार्ड, बी.टी.ए. लैआउट, मदीवारा  
CSB Complex, B.T.A. Layout, Madiwala  
बैंगलूरु - 560 008

## 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-1)

- 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 Raths, 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