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Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resources Development  
409/8, Deep Shikha Building,  
New Delhi-110008

F.No. 8/B/151/HRD(HRM-II)/2017/

Dated:- 18 .01.2018

To

All Pr. Chief Commissioners/Chief Commissioners (GST)  
All Pr. Chief Commissioners/Chief Commissioners (Customs)  
All Directors General, Directorates.

Sir/Madam,

**Sub :-Observation of Swachhta Pakhwada from 16.01.2018 to 31.01.2018- reg.**

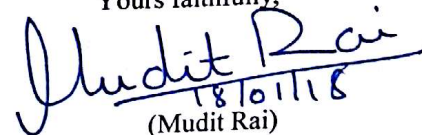
Please refer to this office letter dated 21.12.2017 on the subject cited above.

In this regard, it is requested that the Swachhta Pakhwada may be observed from 16<sup>th</sup> to 31<sup>st</sup> January 2018 as per the Datesheet enclosed (which was earlier also forwarded to you vide aforementioned letter). On 19.01.2018, when competitions are to be held among the office staff inviting ideas for swachhta, it is suggested that the following three competitions may also be organized alongwith any other competition that the Zone/Directorate may deem fit:-

- i. Essay writing competition on the topic of "Cleanliness starts from your home";
  - ii. Cartoon competition on the topic of "Cleanliness in my behavior"
  - iii. Slogan for "My contribution in Swachh Bharat"
2. It is requested that the all officers/staff may be encouraged to participate in the competition to further the cause of Swachhta. An action taken report in this regard may be submitted to this office alongwith the report on Swachhta Pakhwada on or before 5<sup>th</sup> February, 2018.
3. This issues with the approval of Director General,HRD .

Encl: As above

Yours faithfully,

  
(Mudit Rai)  
Deputy Director

**SWACHHTA PAKHWADA 16.01.2018 TO 31.01.2018**

<b>Date</b>	<b>Activity</b>
16.01.2018	Pledge by officers and staff and display of banners regarding pakhwada. All officers/staff members to make resolution to keep office premises clean, manage old records properly and to participate in other Swachhta related reforms
17.01.2018	Cleaning of the office premises by the staff
18.01.2018	Swachhta Workshop:- organizing workshops on cleanliness and waste management in office for staff, including interactive sessions between Senior officers and workers in charge of cleanliness.
19.01.2018	Competitions :- competitions to be held among the office staff inviting ideas for swachhta
22.01.2018	Voluntary work:- Each Commissionerate may select a locality or school and clean the premises
23.01.2018	Each Commissionerate will carry out one of its own innovative idea for cleanliness to be submitted by the commissionerate itself
24.01.2018	Plantation:- each commissionerate should identify an area for tree plantation or beautification through plantation and carry out the same
25.01.2018	Segregation of old records, enlisting safe keeping of the same. Digitization of records.
29.01.2018	Commissionerates to adopt roads, round abouts, historical places etc to maintain its cleanliness
30.01.2018	Creating social buzz regarding swachhta through electronic and print media
31.01.2018	Mass anti-polythene drive.