Software Technology Parks of India
New Delhi-110 023.

PROPOSED ACTION PLAN FOR SWACHHTA PAKHWADA TO BE OBSERVED FROM 1ST TO 15TH FEBRUARY, 2022

DATE	SWACHHTA ACTIVITIES TO BE OBSERVED DURING THE SWACHHTA PAKHWADA
01.02.2022	➢ **Swachhta Pledge** : Opening of Swachh Bharat Pakhwada, Pledge taking ceremony on 01/02/2022 ➢ Displaying of banners at prominent point at office premises ➢ SMS/e-mail reg. Swachhta Pakhwada to employees
02.02.2022 to 15.02.2022	➢ **Swachhta Workshops** : Organizing workshops/lecture on cleanliness, waste management and plastic waste management & ban of single use plastic (SUP) ➢ Slogan/poster competition on e-waste, including interactive sessions between Senior Officers and workers in-charge of cleanliness ➢ Encouraging the E-office for paperless and healthy environment
	➢ **Display and Banner** : Promotion Swachhta message through display boards, banners, posters, pamphlets ➢ Shramdan by each employees of STPI of at least 90 minutes for cleaning of their work place/common areas of the office building
	➢ **Weeding out Old Records/Files** : Weeding out of old records/files ➢ General Cleaning of store rooms, canteen and parking area
	➢ **Disposal of Obsolete/unused Assets/equipment** : Disposal of the old and unused furniture/fixture/stationary including electrical and electronics equipment etc.
	➢ **Basic Maintenance** : Regular cleaning of office workstations, sanitization of office area, toilets and disposal bins. Whitewashing and cleaning of office space
	➢ **Sanitation and SWM** : Need based construction/renovation/maintenance of toilets for men, women and differently abled, availability of running water, hand-washing facilities with soap in all toilets. Installation of Dustbin (Blue/Green) wherever required
	➢ **Publicity in Social Media/Digital Awareness** : use of social media such as My-Gov, Twitter and Facebook extensively for the purpose.
	➢ **Landscaping/Plantation/Beautification of surrounding areas :** Tree plantation in and around office complex and installation of potted plants in corridor in the Office to create and eco-friendly environment. ➢ Cleaning of any areas in a certain radius of secretariat building that has stagnant water and/or mounds of garbage lying unmanaged ➢ Solid and liquid waste management by segregation of waste

	Swachhta Awareness at Local Level : Senior Officers in the STPI may provide leadership implementing for Swachhta Pakhwada effectively. Officers at the level of Deputy Director/SAO/AO may be nominated in all STPI Centres as Nodal Officer
	Save Energy : Promotion for saving energy during Swachhta Pakhwada by reducing electricity consumption and by installing energy efficient lights.
	General Cleaning of Surrounding Area : General cleaning of roof top area of the buildings, outside surrounding area of the building. - General cleaning of backside wall portion/glass portion/main stairs of the building - General cleaning of other office areas, including Fire Exit of the building