



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India  
भविष्य निधि भवन / Bhavishya Nidhi Bhawan  
14, भीकाजी कामा प्लेस, नई दिल्ली 110066  
Bhikaiji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)



No.HRM-VIII/5/2019/SHS

10902

Dated: 03 FEB 2020

All ACC (HQ) / ACC (Zones),  
RC (ASD) Head Office,  
Director, PDNASS.

**Subject:- Action plan for the Swachhata Pakhwada, 2020 to be observed in EPFO from 1<sup>st</sup> May-15<sup>th</sup> May,2020-Regarding.**

**Ref:- Office Memorandum No. D-31016/3/2014-Admn-II dated 18<sup>th</sup> December, 2019.**

Sir,

EPFO will be observing the Swachhata Pakhwada, 2020 from 1<sup>st</sup> May to 15<sup>th</sup> May, 2020. The following action plan has been formulated to make the Swahhta Pakhwada a successful event in EPFO.

**A. Awareness among the Staff, Employers and Members**

- (i) Holding the awareness drive in the offices among the Staff, establishments and members. Hoardings displaying the benefits of the Swachhata are to be placed in the offices.
- (ii) At the organizational level the message relating to the Swachhata will be displayed on the EPFO website and all the portals to which establishments and members have access.
- (iii) Essay Competition and Drawing Completion on the topic of Swachhta may be held among the staff and staff may be encouraged to participate along with their families.

**B. Cleanliness Drive in the EPFO offices and Residential Colonies**

- (i) Weeding out of the old records, files condemned furniture and such other irreparable office equipments.
- (ii) E-Waste such as printer/fax cartridges, personal computers and peripherals to be disposed off by following the Government of India norms.
- (iii) Cleaning of the toilets, providing appropriate ventilation, tiling of the toilets and other activities relating to maintenance of toilet may be carried out regularly particularly those being frequently visited in numbers by the visiting public.
- (iv) Covering the open drains in the Offices may be undertaken.
- (v) Covering of the electric switch boards, switching panels and wires. It may be ensured that all the hanging wires in the offices are put through the channels/piping.
- (vi) Maintenance of the lawns and pathways.
- (vii) Clear marking for the cars in the parking areas. The vehicles parked by the staff in the official residential area to be advised to keep their vehicles clean and parked in the allotted slots only.
- (viii) It may be ensured that the office building, entry gates, boundary walls etc. are properly maintained, painted and periodically cleaned.

**C. Cleanliness drives in the surrounding of the EPFO offices**

- (i) Steps should be taken to educate public about the disadvantages of littering and defecation in open. Take up the matter with Municipal authorities for the construction of the dustbins in the office vicinity and toilets in the defecation sites.
- (ii) Adoption of a Road, Park, Public Place, Office Area etc. to make it clean and green.
- (iii) Sponsoring green Plantations in the nearby area through horticulture Department.

3. The above activities are only indicative in nature and all the offices are requested to undertake such activities which they feel should be taken to make their working environment "SWACHH". Needless to mention that the activities should not be those which are otherwise to be performed by each office in the normal course.

4. After the event and action taken report may be sent to the headquarters by 20<sup>th</sup> May 2019 along with the photographs of the activities undertaken by each office to the designated email ID.

5. In order to make it a round the year activity, constitution of a committee at each regional level by RPFC-I may be considered, which may formulate the action to be taken to keep the EPFO offices, residential areas and surroundings clean and green. They may give their recommendations on monthly basis to Zonal Addl. CPFC of the Region, who will analyze and implement the agreeable recommendations through RPFC-I of the Region. At the end of the financial year, a report of the actions taken by various Regional Offices will be forwarded by the Addl. CPFC (Zones) along with their recommendations as to which office performed best among their Regional Office in their jurisdiction with their assessment reports. Such offices will also be given recognition as best performing office under the "Swachhta Pakhwada" during the Annual Foundation day at EPFO.

6. In respect of Training Institutes, similar activities will be carried out by the Director (PDNASS).

Encl:As above.

Yours faithfully,



**(Uma Mandal)**  
**Additional Central P.F. Commissioner (HRM)**

**Copy to:**

- (i) Shri S.R.Datta, US (MOL&E) - for information with reference to letter no. D-31016/3/2014-Admn-II dated 18<sup>th</sup> December, 2019.
- (ii) RPFC-I (IS/NDC) for displaying the electronic message in the website during the period 01<sup>st</sup> May, 2019 to 15<sup>th</sup> May, 2019.
- (iii) Staff Officer to CPFC – for information please.
- (iv) PS to ACC(HQ)(HR).
- (v) FA&CAO / All ACC(HQ),Head Office.
- (vi) Chief Vigilance Officer.
- (vii) All Addl.CPFCs (Head Office).
- (viii) Hindi Section for Hindi version.



S.No-1(R)

No. D-31016/3/2014-Adm-II  
Government of India  
Ministry of Labour and Employment

के.प.नि.आ. के. नि.स.  
24 DEC 2019  
डायरी सं. 137871  
26/12/19

Acc (H2)

Shram Shakti Bhawan, New Delhi  
Date: 18<sup>th</sup> December, 2019

OFFICE MEMORANDUM

**Subject: Calender for Swachhata Pakhwada in 2020 - regarding.**

The undersigned is directed to say that the Swachhata Pakhwada was started with a vision to mainstream Swachhata activities across all Ministries/Department of Government of India. Cabinet Secretary vide his D.O letter dated 29.11.2019 has sent a calendar for Swachhata Pakhwada for the year 2020, indicating the significance of the Pakhwada and has directed to formulate an Action Plan for the Pakhwada and identify innovative practices in Swachhata related activities to mainstream them during the Pakhwada. As per the direction, the Action plan needs to be uploaded on the Swachhata Samiksha at least 2 months in advance. Cabinet Secretary desired that the Pakhwada may be publicized to encourage active participation of the members of public.

2. According to the plan, Swachhata Pakhwada will be observed from 1<sup>st</sup> May-15<sup>th</sup> May, 2020 by the M/o Labour & Employment and 1<sup>st</sup> May will be observed as International Labour Day as special occasion.

3. Heads of all the attached/subordinate office are, therefore, requested to formulate the Action Plan for Swachhata Pakhwada, 2020 and identify innovative practices in Swachhata related activities to mainstream them during the upcoming Pakhwada. The Action Plan for the Swachhata Pakhwada may be furnished to the Ministry by 18.01.2020 positively so that the same could be uploaded on the portal and forwarded to Ministry of Drinking Water and Sanitation.

अ.के.प.नि.  
डायरी सं. E-35127  
दिनांक 27/12/19

27/12/19

18.12.2019  
(S.R. Datta)

Under Secretary to the Govt. of India  
Tele No. 23766320

To

1. CPFC, EPFO, Bhikaji Cama Place, New Delhi - 110066.
2. DG (ESIC), 14, Panchdeep Bhawan, C.I.G Road, New Delhi - 110002.
3. DG, Mines Safety, Dhanbad, Jharkhand - 826016
4. DGFASLI, Central Labour Institute Building, N.S. Mankikar Marg, Sion, Mumbai - 400022.
5. DG, VVG NLI, Sector-24, Noida, Gautam Budh Nagar - 201301.
6. DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A, Chandigarh-160017.
7. Director (CBWE), North Ambazari Road, Nagpur.
8. CLC(C), S.S. Bhawan, Rafi Marg, New Delhi.
9. DG(E), S.S. Bhawan, Rafi Marg, New Delhi.
10. All Bureau Heads: {DG (Stat)/ AS(L&E)/ AS&FA/PLEA/ JS & DGLW/JS (VB)/JS (RKG)/ JS (KR)/EA (DS)/DDG (SPB)/ DDG (SN)}
11. All Directors/Deputy Secretaries in the Ministry of Labour & Employment. {Dir (M.K)/Dir. (R.B)/ Dir (MKG) /DS (S.K.K)/DS (AT)/DS (MSN)/DS (VR)/DS (J.K.S)/ DS (S.P)/DS (R.K)/ DS (B.P)/ DS (A.K.S.)}

Copy to :-

PPS to Secretary for information.

27/12/19

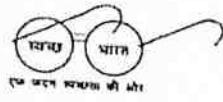
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26/12  
SO (MEM VIB)

20034(1)/2019/O/o CHAIRMAN  
614725/2019/GENERAL ADMIN SECTION

राजीव गाबा  
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

Dated, 29<sup>th</sup> November, 2019

D.O. No 561/1/1/2017-CA-V

Dear Secretary,

*Handwritten initials*

As you are aware, Swachhata Pakhwada was started with a vision to mainstream Swachhata activities across all Ministries/ Departments of Government of India. The programme has seen enthusiastic implementation by Central Government Ministries/ Departments and its agencies. The efforts made by different agencies have been appreciated by the Government and suitably rewarded at National level.

2. I attach herewith the calendar of Swachhata Pakhwadas for the year 2020, indicating the special occasions falling under during Pakhwadas. You are requested to formulate the Action Plan of your Ministry/ Department's Pakhwada and share it with the D/o Drinking Water & Sanitation. It may also be uploaded on the Swachhata Samiksha portal at least two months in advance. I request you to identify innovative practices in Swachhata related activities and mainstream them during these Pakhwadas. Further, Pakhwadas may be publicized to encourage active participation of the members of public.

Is(A)

3. I look forward to your enthusiastic implementation of Swachhata Pakhwada.

With regards,

Encl: as above

Yours sincerely,

*Signature of Rajiv Gauba*  
29/11  
(Rajiv Gauba)

DS(GA)  
→ P1-Spreat  
03/11/19

DS(GA)  
4/12/19  
S. Manojkumar  
5/1/20

All Secretaries to Government of India