



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस नई दिल्ली -110066

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi -110066

www.epfindia.gov.in, www.epfindia.nic.in

No. ASD-II/Swachh Bharat/2016/Pl./

By web circulation

Dated:

4 MAY 2017

Office Memorandum

Sub: Thematic Cleanliness drive during the period 1st 15th May, 2017.

The undersigned is directed to invite a reference to the Office Memorandum No.D-31016/3/2014-Adm.II dated Nil as well as the D.O. No 56/1/2/2014 CA.IV dated 15th November, 2017 (copy enclosed) regarding the proposed 2017 calendar of Swachhta Pakhwadas.

2. In this context, it has been decided to observe a Special Campaign at this office as well as at other offices of EPFO during the fortnight ending May 15, 2017 with emphasis on cleanliness and weeding out of records etc. in general and cleaning and maintenance of common areas like corridors and stairs which tend to attract stacking of surplus office almirahs and old furniture in particular and digitization of records and documents which need to be preserved to ensure tidy workplaces.

3. The following officers are being nominated as floor in-charge for cleanliness activities being undertaken on every floor during the special campaign and also thereafter as per details given below:

Sl. No.	Description of floor	Officer In-charge to monitor
1.	Ground Floor	Shri Subrata Kumar, RC-I
2.	First Floor	Shri Mukesh Kumar, RC-I
3.	Second Floor	Shri Vipin Kumar Sharma, RC-I
4.	Third Floor	Shri Sanjay Bisht, RC-I
5.	Fourth Floor	Shri Aparajita Jaggi, RC-I
6.	Fifth Floor	Shri J.K. Sangalay, RC-I
7.	Sixth Floor	Shri M. Ngullie, RC-I

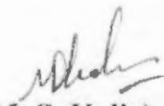
4. 13th may, 2017 has been kept exclusively for weeding out of obsolete records/files and stacking of loose receipts/ files properly to make the surrounding area hygienic and workable.

5. All the concerned officer of the Head Office and the field offices shall furnish reports of the activities undertaken during the drive to the ASD-II Section by 16.05.2017 latest for inclusion in the consolidated report for its onward transmission to the Ministry of Labour & Employment, Government of India with elaborate details along with the photographs (both pre-campaign and post-campaign) clearly depicting improvement as a result of the campaign.

6. In this context, it needn't be stated that personal attention of the concerned officer at the Head Office and the heads of the offices in the field in ensuring result-oriented successful observance of the cleanliness drive is needed and the daily reports be furnished to the RPFC (ASD) on daily basis.

7. Every Division of the Head Office and every field office shall launch a special campaign for weeding out of old and unnecessary records and digitization of records which are required to be preserved to ensure that the workplaces are tidy, clean and hygienic. A report also in this regard shall be furnished to the ASD-II Section for inclusion in the consolidated action taken report to be furnished to the Ministry of Labour & Employment, Government of India after the special campaign is complete.

This Campaign is to be accorded UTMOST PRIORITY.



(M. S. Kalia)

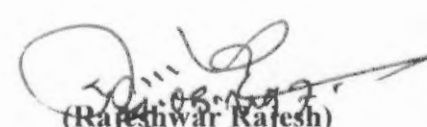
Addl. Central Provident Fund Commissioner (ASD)

To,

1. PS to CVO.
2. PS to FA&CAO.
3. All Addl. Central Provident Fund Commissioners (HQ)/I/II of the Head Office.
4. All Addl. Central Provident Fund Commissioners of the Zones.
5. All Regional Provident Fund Commissioners-I/II of the Head Office.
6. All Regional Provident Fund Commissioners-I/II of the Regional Offices including NDC.

Copy to:

1. PS to CPFC for information
2. RPFC-I (NDC) for web circulation.
3. Notice Board
4. Guard File.



(Rajeshwar Rajesh)

Regional Provident Fund Commissioner (ASD)

प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



सत्यमेव जयते



एक जलम स्वच्छता ही जीत

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

प्रदीप कु
PRADEEP

D.O.No.561/2/2/2014-CA.IV

Dated 15th November 2016

D.O.

Dear

As you are aware, in his vision to mainstream Swachhta across all Ministries and Departments, the Hon'ble Prime Minister had initiated in April, 2016 the concept of Swachhta Pakhwada. I am happy that most Ministries are implementing Swachhta Pakhwadas during 2016, being coordinated by the Ministry of Drinking Water & Sanitation. Activities under the Pakhwada have been strengthened from time to time based on the overall feedback and further suggestions.

2. Hon'ble PM has also recently directed that each Ministry should prepare two year's Swachhta Action Plan (SAP) for 2017-18 and 2018-19 and include specific activities in the Budget proposals for 2017-18. I had written to you in this regard vide letter date 4th October 2016 [copy enclosed]. Secretary, MoDWS had followed up the SAPs preparation vide his letter dated 18th October 2016. I understand that the SAP preparation is underway.

3. I attach herewith the proposed 2017 calendar of Swachhta Pakhwadas for various Ministries and Departments indicating also the special occasions falling during their Pakhwadas. You are required to communicate the Plan of your Ministry's scheduled Pakhwada to Ministry of Drinking Water and Sanitation by at least two months in advance. Any further guidance regarding the Swachhta Pakhwada and Swachhta Action Plan will be conveyed to you from time to time by MDWS, the coordinating nodal Ministry for Swachh Bharat Mission.

4. I look forward to the preparation of a robust SAP as well as an innovative Swachhta Pakhwada and incorporation of Swachhta in all aspects of your Ministry's works.

With regards,

Yours sincerely,

(P.K. Sinha)

Swachhta Pakhwada

Date: 11/22/16 11:25 AM

From: P K Sinha <cabinetsy@nic.in>

in, secy-arpg@nic.in, dg.icar@nic.in,
in, secyahd@nic.in, chmn@dae.gov.in,
in, secybm@nic.in, sec.cpc@nic.in,
in, secy-ca@nic.in, defsecy@nic.in, sdps@nic.in,
stoph@gov.in, secy-dea@nic.in, secretary@mit.gov.in,
secretary-da-msje@nic.in, secyesw@nic.in, secyexp@nic.in,
artsec@nic.in, secy-ts@nic.in, secy-food@nic.in,
secyhtw@nic.in, soumya.s@nic.in, shioff@nic.in,
secy.dhe@nic.in, secy-ipp@nic.in, secydivest@nic.in,
secy-jus@gov.in, secylr@nic.in, sureshchandra@nic.in,
pk.malhotra@nic.in, secy-ol@nic.in, secy-arpg@nic.in,
secy_mop@nic.in, jaipriye@nic.in,
secretary-posts@indiapost.gov.in, secy-dpe@nic.in,
rsecy@nic.in, secyrd@nic.in, secy.sel@nic.in, dstsec@nic.in,
dgcsir@csir.res.in, secywel@nic.in, chairman@isro.gov.in,
secy-sports@nic.in, secy-dot@nic.in, secy-ya@nic.in,
s.tripathi@eci.gov.in, secy-iscs@nic.in, gn.raju@nic.in,
secy-ayush@nic.in, secy.moca@nic.in, secy.moc@nic.in,
secy.mca@nic.in, secy-culture@nic.in, secydoner@nic.in,
secydws@nic.in, secretary@moes.gov.in, secy-moef@nic.in,
psfs@mea.gov.in, secy.mofpi@nic.in, hshso@nic.in,
secy-mhupa@nic.in, secy.inb@nic.in, secy-labour@nic.in,
secretary-msme@nic.in, secy-rnines@nic.in, secy-rma@nic.in,
secy-mrre@nic.in, secretary@moia.nic.in, secy-mopr@nic.in,
secympa@nic.in, sec.png@sb.nic.in, secy-power@nic.in,
crb@rb.railnet.gov.in, secy-road@nic.in, secyship@nic.in,
secy-msde@nic.in, tca.anant@nic.in, secy-steel@nic.in,
secy-textiles@nic.in, sectcur@nic.in, secy-tribal@nic.in,
secyurban@nic.in, secy-mowr@nic.in, secy.wcd@nic.in,
chairman.nacwc@nic.in, secyprmd@nic.in,
secyeast@mea.gov.in, secyer@mea.gov.in,
secywest@mea.gov.in, secy.security@nic.in, satorm@nic.in,
LALIT KAPUR <l.kapur@nic.in>

Cc: ajay.sinha@gov.in, amitesh.iras@gov.in

CS'sDO dt 15.11.2016.pdf (344kB)

Annex1.pdf (1.8MB)

Annex 2.pdf (2.3MB)

Dear Sir/Madam,

Please find attached CS's D.O letter dated 15.11.2016 on Swachhta Pakhwada

Regards
SO to CS

File No.	254712
Date	23/11/16

प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



सत्यमेव जयते



एक कदम स्वच्छता की ओर

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No.561/2/2014-CA-IV

4th October, 2016

Dear Secretary,

Digital India Programme and Swachh Bharat Mission are two of the important flagship programmes of the Government of India that seek to improve the quality of life of the common people. The Swachh Bharat Mission was launched with the challenging goal of achieving Swachh Bharat by 2nd October 2019, coinciding with the 150th Birth Anniversary of Mahatma Gandhi. On the other hand, the Digital India programme aspires to transform India into a digitally empowered society.

2. In order to derive maximum benefits from these two programmes, it is important that convergence is achieved between various programmes under implementation by different Ministries. Besides, in order to give an impetus to these programmes, you are requested to consider incorporating specific and innovative activities in regard to Swachh Bharat Mission and Digital India programme in the 2017-18 Budget proposals of your Department.

3. I shall be grateful for a feedback from you on the action taken in regard to the above, at the earliest.

With regards,

Yours sincerely,

US/OST (Separate copy)
Hyn 6/10/16

(P.K. Sinha)

Shri Parmeswaran Iyer
Secretary,
Ministry of Drinking Water and Sanitation
New Delhi

**Swachhta Pakhwada
Calendar 2017**

S.No	Pakhwada	Ministries	Special Occasions
1	1 st - 15 th January	1. Ministry of External affairs 2. Ministry of Finance 3. Ministry of Steel	Pravasi Bhartiya Diwas -9 th January
2	16 th - 31 st January	1. Ministry of Information and Broadcasting 2. Ministry of Civil Aviation	Republic Day- 26 th January
3	1 st - 15 th February	1. Ministry of Health and Family welfare 2. Ministry of AYUSH	
4	16 th - 28 th February	1. Ministry of Commerce and Industry 2. Ministry of Development of North Eastern Region	
5	1 st - 15 th March	1. Ministry of Women and Child Development 2. Ministry of Tribal Affairs	International Women's Day - 8 th March
6	16 th - 31 st March	1. Ministry of Water Resources, River Development and Ganga Rejuvenation 2. Ministry of Shipping	World Water Day - 22 nd March;
7	1 st - 15 th April	1. Ministry of Law and Justice 2. Ministry of Parliamentary Affairs 3. Dept of Atomic Energy	Ambedkar Jayanti -14 th April
	16 th - 30 th April	1. Ministry of Culture	World Heritage Day -18 th April

		2. Ministry of Tourism	
9	1 st - 15 th May	1. Ministry of Labour and Employment 2. Ministry of Textiles	International Labour Day - 1 st May
10	16 th - 31 st May	1. Ministry of Agriculture and Farmers Welfare 2. Ministry of Consumer Affairs, Food and Public Distribution	
11	1 st - 15 th June	1. Ministry of Environment & Forests and Climate Change 2. Ministry of New and Renewable Energy 3. Ministry of Personnel, Public Grievances and Pensions 4. Department of Atomic Energy	World Environment Day - 5 th June
12	16 th - 31 st June	1. Ministry of Social Justice and Empowerment 2. Ministry of Earth Sciences 3. Department of Space	
13	1 st - 15 th July	1. Ministry of Communications 2. Ministry of Power	

14	16 th - 31 st July	1. Ministry of Petroleum and Natural Gas 2. Ministry of Road Transport and Highways	
15	1 st - 15 th August	1. Ministry of Youth Affairs and Sports 2. Ministry of Electronics and Information Technology	International Youth Day- 12 th August
16	16 th - 31 st August	1. Ministry of Railways 2. Ministry of Coal 3. Ministry of Chemicals and Fertilizers	
17	1 st - 15 th September	1. Ministry of Human Resource Development (DoSEL and DoHE)	Teacher's Day - 5 th September
18	16 th - 30 th September	1. Ministry of Tourism 2. Ministry of Culture	World Tourism Day- 27 th September
19	1 st - 15 th October	1. Ministry of Panchayati Raj 2. Ministry of Rural development 3. Ministry of Urban Development	3 rd Anniversary of Swachh Bharat Mission on 2 nd Oct 2017

20	16 th - 31 st October	1. Ministry of Food Processing Industries 2. Ministry of Statistics and Programme Implementation	World Food Day - 16 th October
21	1 st - 15 th November	1. Ministry of Skill Development and Entrepreneurship 2. Ministry of Science and Technology	
22	16 th - 30 th November	1. Ministry of Housing and Urban Poverty Alleviation 2. Ministry of Minority Affairs	World Toilet Day - 19 th November
23	1 st - 15 th December	1. Ministry of Defence 2. Ministry of Home Affairs 3. Ministry of Micro, Small and Medium Enterprises	Navy Day - 4 th December, Armed Forces Flag Day - 7 th Dec
24	16 th - 31 st December	1. Ministry of Corporate Affairs 2. Ministry of Heavy Industries and PE 3. Ministry of Mines	