



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
 (MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली – 110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi – 110 066.

वेबसाइट/Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRM VIII/Misc/2018

Dated 06.03.2018

To,

All Additional CPFC (Zones) including Addl. CPFC (ASD),
 Director (PDNASS),
 All Regional P.F. Commissioners (RO)/ZTIs

06 MAR 2018

Subject: Action plan for the Swachhta Pakhwada, 2018 to be observed in Ministry of Labour and Employment from 1st May-15th May 2018.

Reference: Office Memorandum No. D-31016/3/2014-Admn-II(Vol.III) dated 14th December, 2017

Sir,

As we are all aware that the Swachhta Pakhwada is an initiative of the Hon'ble Prime Minister with a vision to mainstream Swachhta in all the Ministries and Departments. This year Ministry of Labour and Employment will be observing the Swachhta Pakhwada, 2018 from 1st May to 15th May 2018 for which an action plan has been formulated with the approval of the competent authority.

2. The following action plan is hereby communicated to all concerned to make the Swachhta 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 Swachhta are to be placed in the Offices.
- (ii) At the organisational level the message relating to the Swachhta will be displayed on the EPFO website and all the portals to which establishments and members have access.
- (iii) Essay Competition and Drawing Competition 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 drive 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 the 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 an action taken report may be sent to the headquarters by 20th May 2018 along with the photographs of the activities undertaken by each office to the designated email ID rc.hrm@epfindia.gov.in.

5. In order to make it a round the year activity it is decided that a Committee at each Regional office may be constituted by RPFC-I which may formulate the action to be taken to keep the EPFO offices, residential area and surrounding clean and green. They may give their recommendation on monthly basis to Zonal Addl. CPFC of the Region, who will analyze and implement the agreeable recommendation 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 recommendation 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).

7. This issues with the approval of Central Provident Fund Commissioner.

Yours faithfully


(K.V Sarveswaran)

Additional Central PF Commissioner (HQ)(HRM)

Copy to:

- (i) Shri Vinod Kumar, Director (MOL&E) with reference to email dated 23rd Feb 2018
- (ii) Shri Deepak Dan Barnwal, US(MOL&E)
- (iii) RPFC-I (IS/NDC) for displaying the electronic messages in the website during the period 01st May-2018 to 15th May 2018.