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INDIAN COUNCIL OF  
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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.16/99/2014-Admn.II

Dated:02/02/2022

To

**The Directors/Directors-in-Charge of  
Permanent Institutes/Centers of ICMR**

**Subject:- Swachhata Pakhwada Plan 2022-reg.**

Sir/Madam,

I am directed to refer a copy of D.O. No. 561/01/01/2017-CA.IV dated 07.12.2021 forwarded by Dept of Health Research, New Delhi on the subject mentioned above.

As per the proposed Swachhata Pakhwada Calendar, 2022, ICMR Hqr and its all Institutes/Centres are to observe the Swachhata Pakhwada from 1<sup>st</sup>-15<sup>th</sup> April, 2022 and report of the same must be submitted as per Plan submitted to DHR (copy enclosed).

**Yours faithfully**

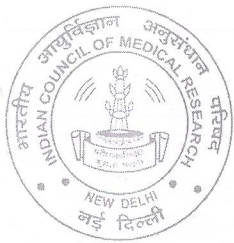
(Safal Chetri)

**Sr. Administrative Officer**

Encl: **As above**

**Copy to:-**

- 1 PS to DG/Sr.DDG (A)
- 2 DDG(A)/ADG(A)
- 3 Maintenance Section- for similar action.



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Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**ICMR Action Plan for Swachhta Pakhwada (from 01.04.2022 to 15.04.2022)**

1. Swachhta Pledge may be undertaken.
2. Swachhta message may be displayed at website.
3. Cleaning of work space and proper arrangement of files, furniture and other fixtures may be done.
4. Voluntarily cleaning of the area around the Institutes/Centres may be done.
5. Proper disposal of the garbage, e-waste and unused items may be done.
6. Proper disposal of laboratory wasters may be done.
7. Seminar/lectures on Health Awareness and scientific findings through Video Conferencing (VC) may be given.
8. Competition at School Level may be done and prizes may be distributed.
9. Banners and Posters on swachhta and hygiene may be displayed and disseminated.
10. Spray and Fogging may be done at Institutes/Centres.
11. Digitization of records may be done.
12. Award may be given to staff for doing best for Swachhta Activities.
13. Kits related to health and hygiene may be distributed.
14. World Health Day may be celebrated.
15. Plantation may be done.
16. Innovative initiatives may be taken during campaign, so that few stories are generated daily. Activities should focus on "Hygiene and Sanitation," particularly keeping in mind the ongoing COVID-19.
17. Divyang access to the toilet to be reviewed and ensured.
18. Setting up of permanent mechanism through new programmes and schemes for sustainability of Swachhta in addition to cleanliness drive may be done.
19. Curbing Singly Use Plastic (SUP) and discourage use of Plastic.
20. Daily reporting of activities on Swachhta Samiksha Portal may be done. Activity pictures of high resolution of 2Mb- 5Mb may be uploaded on this portal. (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals.
21. Activities may be published at electronic, print media platforms and social media such as myGov., twitter and facebook.
22. Institutes may nominate one employee who have contributed maximum to the cause of sanitation. Emphasis while nominating must be given to innovative/creative activities and initiatives, mass mobilization for Swachhata, etc.
23. Senior officers may be assigned duty to monitor the activities.

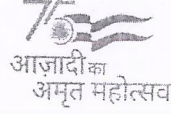


राजीव गौबा  
Rajiv Gauba



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 561/01/01/2017-CA.IV



Dated the 7<sup>th</sup> December, 2021

*Deer Secretary*

As you are aware, Swachhata Pakhwadas are being organized since April, 2016 with the objective of bringing a fortnight of intense focus on the issues and practices of swachhata in Gol Ministries/Departments. "Swachhata Pakhwada" is inspired by Hon'ble Prime Minister's vision to engage all Central Government Ministries and Departments in swachhata related activities, thereby making swachhata "everyone's business".

2. This is the 7<sup>th</sup> consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines of Swachhata Pakhwada, for the year 2022 is enclosed.

3. As in previous years, you are requested to communicate the Swachhata Pakhwada plans of your Ministry/Department to D/o Drinking Water and Sanitation, M/o Jal Shakti and upload it on the Swachhata Samiksha portal at least one month in advance. I would request you to identify innovative practices in swachhata related activities during the fortnight. The social media platforms along with electronic media may be used for Swachhata related awareness.

4. I look forward to your enthusiastic cooperation in the meaningful planning and implementation of Swachhata Pakhwada in your Ministry/Department. As in the past, all Swachhata related activities are required to be undertaken in all attached institutions/organisations/autonomous bodies/CPSEs as well.

With regards

Yours Sincerely,

*Rajiv Gauba*  
(Rajiv Gauba)

### Swachhata Pakhwada Calendar 2022

SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs 2. Ministry of Road Transport and Highways	Pravasi Bharatia 9th January Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting 2. Ministry of Finance Department of Economic Affairs Department of Expenditure Department of Financial Services Department of Revenue Department of Investment and Public Asset Management	Republic Day 26 January
3	1st -15th February	1. Department of Space 2. Ministry of Electronics and Information Technology	
4	16th – 28th February	1. Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs Department of Food and Public Distribution 2. Department of Atomic Energy	World Science Day - 28 February
5	1st – 15th March	1. Ministry of Women and Child Development 2. Ministry of Textiles	International Women's Day- 8th March
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation 2. Ministry of Steel	World Water Day- 22nd March Steel Safety Day 28 March



7	1st – 15th April	<ol style="list-style-type: none"> <li>1. Ministry of Health and Family Welfare Department of Health &amp; Family Welfare Department of Health Research</li> <li>2. Ministry of Law &amp; Justice Department of Justice Department of Legal Affairs Legislative Department</li> </ol>	World Health Day - 7 April  Ambedkar Jayanti- 14th April
8	16th – 30th April	<ol style="list-style-type: none"> <li>1. Ministry of Culture</li> <li>3. Ministry of Parliamentary Affairs</li> </ol>	World Heritage Day- 18th April
9	1st – 15th May	<ol style="list-style-type: none"> <li>1. Ministry of Labour &amp; Employment</li> <li>2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research</li> </ol>	International Labour Day- 1st May  World Technology Day- 11 May
10	16th – 31st May	<ol style="list-style-type: none"> <li>1. Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms and Public Grievances Department of Pension &amp; Pensioners' Welfare Department of Personnel and Training</li> <li>2. Ministry of Power</li> <li>3. Ministry of Development of North Eastern Region</li> </ol>	
11	1st – 15th June	<ol style="list-style-type: none"> <li>1. Ministry of Environment, Forest and Climate Change</li> <li>2. Ministry of New and Renewable Energy</li> </ol>	World Environment Day- 5th June
12	16th – 30th June	<ol style="list-style-type: none"> <li>1. Ministry of Micro, Small and Medium Enterprises</li> <li>2. Ministry of Coal</li> </ol>	Micro, Small and Medium Enterprises Day - 27 June
13	1st – 15th July	<ol style="list-style-type: none"> <li>1. Ministry of Petroleum and Natural Gas</li> <li>2. Ministry of Earth Sciences</li> </ol>	
14	16th – 31st July	<ol style="list-style-type: none"> <li>1. Ministry of Social Justice &amp; Empowerment Department of Social Justice &amp; Empowerment Department of Empowerment of Persons with Disabilities</li> <li>2. Ministry of Skill Development and Entrepreneurship</li> </ol>	International Day of Disability Awareness- 16th July World Youth Skills Day - 15 July

15	1st – 15th August	<ol style="list-style-type: none"> <li>Ministry of Youth Affairs and Sports Department of Sports Department of Youth Affairs</li> <li>Ministry of Tribal Affairs</li> </ol>	International Youth Day-12th August World Indigenous Peoples Day August 9
	16th – 31st August	<ol style="list-style-type: none"> <li>Ministry of Heavy Industries and Public Enterprises Department of Heavy Industry Department of Public Enterprises</li> <li>Ministry of Corporate Affairs</li> </ol>	
17	1 <sup>st</sup> – 15 <sup>th</sup> September	<ol style="list-style-type: none"> <li>Ministry of Education Department of School Education Literacy Department of Higher Education</li> <li>Ministry of Chemical and Fertilizers Department of Chemicals and Petrochemicals Department of Fertilizers Department of Pharmaceuticals</li> </ol>	
18	16 <sup>th</sup> – 30 <sup>th</sup> September	<ol style="list-style-type: none"> <li>Ministry of Tourism</li> <li>Ministry of Railways</li> <li>Ministry of Ports, Shipping and Waterways</li> </ol>	World Tourism Day- 27th September World Maritime Day 28 September
19	1 <sup>st</sup> – 15 <sup>th</sup> October	<ol style="list-style-type: none"> <li>Ministry of Panchayati Raj</li> <li>Ministry of Rural Development Department of Land Resources Department of Rural Development</li> </ol>	Swachh Bharat Diwas 2nd October
20	16 <sup>th</sup> – 31st October	<ol style="list-style-type: none"> <li>Ministry of Food Processing Industries</li> <li>Ministry of AYUSH</li> </ol>	World Food Day 16th October and National Ayurveda Day- 17 October



21	1 <sup>st</sup> – 15 <sup>th</sup> November	1. Ministry of Commerce and Industry Department of Commerce Department for Promotion of Industry and Internal Trade 2. Ministry of Civil Aviation	National Commerce Education Day - 10th November  National Ayurveda Day- 17 October.
22	16 <sup>th</sup> – 30 <sup>th</sup> November	1. Ministry of Communication Department of Posts Department of Telecommunications 2. Ministry of Mines	National Post Day - 10th October
23	1 <sup>st</sup> – 15 <sup>th</sup> December	1. Ministry of Defence Department of Defence Department of Defence Production Department of Defence Research & Development Department of Ex-Servicemen Welfare 2. Ministry of Home Affairs	Navy Day- 4th December  Armed Forces Flag Day 7th December
24	16 <sup>th</sup> – 31 <sup>st</sup> December	1. Ministry of Agriculture and Farmers Welfare Department of Agricultural Research and Education Department of Agriculture, Cooperation & Farmers Welfare 2. Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Department of Animal Husbandry and Dairying 3. Ministry of Minority Affairs	Kisan Divas (Farmer's Day)- 23 December  Minorities Rights Day - 18th December

## Swachhata Pakhwada-2022

### Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary as nodal officer for Swachhata Pakhwada related activities, if not already nominated
- Every Ministry/Department to ensure that all their line departments, PSUs, attached offices, organizations and Institutions under them to plan and implement in detail Swachhata Pakhwada
- The Swachhata Pakhwada action plan must be communicated to the DDWS two months prior to the commencement of their Pakhwada and the same is to be uploaded in the designated \_\_\_\_\_ on \_\_\_\_\_ Swachhata \_\_\_\_\_ Samiksha (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>)
- Swachhata Pakhwada plans are required to contain detailed date wise activities. Further the Ministries/Departments should ensure that the activities during the Swachhata Pakhwada are in accordance with their plans and discussion
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins
- Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively
- Parliamentary Committee and other MP Committees may be convened on Swachhata
- Ministries/Departments need to involve **Union Ministers, MPs and other dignitaries** in Pakhwada activities
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns so that few stories are generated daily
- Divyang access to the toilets to be reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada
- **Ministries/Departments to continue focus on “Hygiene and Sanitation” particularly keeping in mind the ongoing COVID-19**
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada
- Curbing Single Use Plastic (SUP) and discourage use of Plastic
- **There needs to be a daily reporting of the activities during the Pakhwada on Swachhata Samiksha \_\_\_\_\_ portal** (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals
- Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal



- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (**Detail guidelines are mentioned as Annexure**)
- Ministries/Departments should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central level. They need to make use of social media such as myGov., Twitter and Facebook extensively for the purpose
- Ministries/Departments in coordination with Mol&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. Mol&B to also broadcast inspiring Swachhata initiatives on their coverage
- A press release should be issued highlighting major outcomes of Swachhata Pakhwada
- A press conference needs to be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Union Ministers and Secretaries
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
  1. Report containing a detailed account of activities undertaken during Pakhwada
  2. Related picture album, newspaper clippings, press notes, audio-visual clips
  3. Any special document that Ministry/Department may have issued during Pakhwada
  4. Name and details of the three Swachhata Pakhwada awardees

**Note: Due to the ongoing global Pandemic of COVID-19, while observing Swachhata Pakhwada, Ministries/Departments are requested to follow all the instructions and guidelines issued by the M/o Home Affairs and M/o Health and Family Welfare, from time to time**

#### Annexure

#### Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards from the Department of Drinking Water and Sanitation. However, Ministries/Departments may encourage to introduce a large number of awards at their level to encourage Swachhata Pakhwada activities
2. The awards would be given to those who have contributed the maximum to the cause of sanitation based on rating and ranking. Emphasis while giving the awards would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide

3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within the two days of ending of their Pakhwada
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events
5. Ministries and Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the basis for the same to Shri Kapil Chaudhary, Director, ([kapilchaudhury.ofb@ofb.gov.in](mailto:kapilchaudhury.ofb@ofb.gov.in))