

India Trade Promotion Organisation

(Administration Division, EI Section)

File No.11-ITPO (1)/EI/2014(Part I)

Dated: 02.03.2022

Action Plan for Swachhata Pakhwada(1st November to 15th November, 2022)

Following action plan/activities have been approved by the Competent Authority for the "Swachhata Pakhwada" which would be observed in ITPO from 1st - 15th November, 2022 with a prominent theme of Curbing Single Use Plastic and discourage use of plastics.

- (i) Mass pledge for Swachhta Pakhwada by all employees of ITPO, in view of the present COVID-19 scenario, Administration Division will issue instructions through circular for oath to all employees at their respective place through web link on 01/11/2022 (Tuesday) at 11:30 a.m.

Action by: Admin Division

- (ii) Name and contact number of the conservancy and caretaking staff deployed should be pasted in the respective departments and performance certificate of these staff may be taken from respective departments for the deployed period.

**Action by: Sh. Azam Khan, M (Caretaking Unit) and
Sh. Mohan Lal, SM (Works)**

- (iii) Uploading of banner on Swachhta Pakhwada on ITPO's Website/Social Media.

Action by: IT Services

- (iv) Digital photo prepared by D&D Unit in respect of Swachhta Pakhwada for uploading on ITPO's Website/Social Media.

Action by: D&D Unit

- (v) Adequate publicity for Swachhata Pakhwada initiative in electronic, print media and social media.

Action by: Sh. Sanjay Vashistha, M(CPPR)

Contd/-

- (vi) Engineering Division may ensure waste collection drives and cleanliness areas will be toilets, ground area, Halls etc. in and around Pragati Maidan Complex , review Divyang access to toilets with emphasis on "hygiene and Sanitation" during Swachhata Pakhwada.

Action by: Sh. Mohan Lal, SM (Works)

- (vii) Day wise cleanliness drive will be conducted by different Division as per following schedule:-

- | | | |
|----------------------------|---|---------------------------|
| ➤ 1/11/2022 to 3/11/2022 | : | Administration Division |
| ➤ 4/11/2022 to 6/11/2022 | : | Finance Division |
| ➤ 7/11/2022 to 9/11/2022 | : | Works Division |
| ➤ 10/11/2022 to 12/11/2022 | : | Security Division |
| ➤ 13/11/2022 to 15/11/2022 | : | Other remaining divisions |

Action by: All HoDs

Compliance of the action plan is required to be submitted latest by 16th November, 2022.



(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To,

1. All HoDs
2. Divisions/Units/Sections
3. Regional Offices(Kolkata, Mumbai & Chennai)
4. IT Services Division- to upload on ITPO Website.
5. Notice Board

Copy for information to:-

1. PS to CMD
2. PS to ED