



File No. Admin-11019/4/2024-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

Ref. No.11-ITPO(1)/E-I/2014 Pt-I

Bharat Mandapam, New Delhi
17 September 2025

Office Order No. Admin/ 689 /2025

Action Plan for Swachhata Pakhwada (01/11/2025 – 15/11/2025)

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 2025 with a prominent theme of Curbing Single Use Plastic and discourage use of plastics.

- (i) Mass pledge (enclosed) for Swachhta Pakhwada by all employees of ITPO, at their respective places through web link on 01/11/2025.
- (ii) Uploading of banner on Swachhta Pakhwada on ITPO's Website/Social Media. Adequate publicity for Swachhata Pakhwada initiative in electronic, print and social media.

Action by : IT Services and Publicity Unit

- (iii) Digital photo prepared by D&D Unit in respect of Swachhta Pakhwada for uploading on ITPO's Website/Social Media. To prepare standees, posters for displaying in Bharat Mandapam Complex. Further, take the pre and post campaign photographs to clearly demonstrate the positive impact.

Action by: D&D Unit

- (iv) Engineering Division may ensure waste collection drives and cleanliness areas will be toilets, ground area, Halls, etc. in and around Bharat Mandapam Complex, review and ensure Divyang access to toilets with emphasis on “Hygiene and Sanitation” during Swachhata Pakhwada.

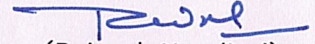
Action by: Engineering Division

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

01/11/2025 to 03/11/2025	:	Administration Division
04/11/2025 to 06/11/2025	:	Finance Division
07/11/2025 to 09/11/2025	:	Engineering Division
10/11/2025 to 12/11/2025	:	Security Division
13/11/2025 to 15/11/2025	:	Other remaining divisions

Action by : All HoDs

Compliance of the action plan is required to be submitted latest by 18th November, 2025.


(Rajnesh Naudiyal)
Dy. Manager(Admin)

To:

All Employees

Copy to:

1. All HoDs/Divisions/Sections/Units
2. All Regional Offices
3. Shri Prabir Kumar Basak, Dy. Manager/Nodal Officer
4. IT Services Division – For uploading on ITPO's Website
5. Notice Boards
6. Office Order Register

Copy for information to:

1. PSO to CMD
2. PA to ED
3. PA to SGM