11-ITPO (1)/EI/2014(Part I)
India Trade Promotion Organisation
(Administration, E1)

02.04.2024

Action Plan for Swachhata Pakhwada (01.11.2024 - 15.11.2024)

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, 2024 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 place through web link on 01.11.2024.

(ii)   Uploading of banner on Swachhta Pakhwada on ITPO's Website/Social Media. Adequate publicity for Swachhata Pakhwada initiative in electronic, print media 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.
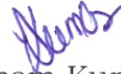
Action by: Engineering Division

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

➢ 01.11.2024 to 03.11.2024   :   Administration Division
➢ 04.11.2024 to 06.11.2024   :   Finance Division

Contd/-

➢ 07.11.2024 to 09.112024	:	Works Division
➢ 10.11.2024 to 12.11.2024	:	Security Division
➢ 13.11.2024 to 15.11.2024	:	Other remaining divisions

Action by: All HoDs

Compliance of the action plan is required to be submitted latest by 18th November, 2024.

Col. Pushpam Kumar, SM (Retd.)
Senior General Manager

To:

All employees

Copy to:

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

For information:-

1. PSO to CMD
2. PA to ED