

**Proposed Action Plan at C-DAC for Swachhata Pakhwada**  
(01.02.2021 to 15.02.2021)

Sr. No	Date	Day	Activity Proposed	Lectures/Talk/Seminar/Presentation/ Competition proposed
1.	01.02.2021	Monday	<ul style="list-style-type: none"> <li>Opening function of Swachhata Pakhwada and taking pledge by staff members</li> <li>Welcome message to all the officers/staff on mobile regarding Swachhta Pakhwada</li> <li>Display of banners at prominent places and Swachhata Pakhwada messages on notice boards/C-DAC Website</li> <li>Augmentation of Swachhata Pakhwada messages through IT applications</li> </ul>	<ul style="list-style-type: none"> <li>Social Media Platform along with Electronic &amp; Print Media for Swachhta related activities and awareness</li> </ul>
2.	02.02.2021	Tuesday	<ul style="list-style-type: none"> <li>Staff Members to devote 1 hour for general cleaning of work space and surrounding</li> <li>General cleaning of office campus and common areas of various floors of the building</li> </ul>	<ul style="list-style-type: none"> <li>Session on topics like, "Hygiene &amp; Sanitation", keeping in mind the ongoing COVID-19, Water Conservation etc.</li> </ul>
3.	03.02.2021	Wednesday	<ul style="list-style-type: none"> <li>Landscaping and developing lawns, potted plants in office etc</li> <li>Weeding out the old files/papers</li> <li>Encouraging the e-office for paperless &amp; healthy environment, digitization of records</li> <li>Removal of old/unused/unserviceable furniture &amp; other items and deposit in store.</li> </ul>	
4.	04.02.2021	Thursday	<ul style="list-style-type: none"> <li>Divyang access to the toilets to be reviewed &amp; ensured that there is no problem in the use of toilets earmarked for them</li> <li>General cleaning of common areas of office campus and building i.e. corridors, lift lobbies, toilet lobbies</li> </ul>	<ul style="list-style-type: none"> <li>General Cleaning &amp; upkeep of Divyang Toilets viz-a-viz review maintenance</li> </ul>
5.	05.02.2021	Friday	<ul style="list-style-type: none"> <li>E-Waste Management</li> <li>Initiation of Vermi-composting at Office Campus</li> </ul>	<ul style="list-style-type: none"> <li>Lecture/Seminar on e-Waste management/Vermi Composting</li> </ul>
6.	08.02.2021	Monday	<ul style="list-style-type: none"> <li>Organic waste composters for offices</li> <li>Slogan/Poster Design Contest for "Swachh Bharat" and "e-Waste". Winning posters will be awarded on closing ceremony</li> </ul>	<ul style="list-style-type: none"> <li>Talk/presentation on organic waste composters</li> </ul>
7.	09.02.2021	Tuesday	<ul style="list-style-type: none"> <li>Solid and liquid waste management by segregation of waste</li> <li>General cleaning of all staircases including fire exit areas/ switch room/sub-station/pump-house etc.</li> </ul>	<ul style="list-style-type: none"> <li>Lecture on "Solid &amp; Liquid Waste Management and Importance &amp; Necessity of General Cleanliness for Housekeeping/Security/Canteen staff</li> </ul>
8.	10.02.2021	Wednesday	<ul style="list-style-type: none"> <li>Shramdan on 'Single Use Plastic (SUP)</li> <li>Campaign on, "Replacing Plastic Bags with Jute/cloth bags".</li> </ul>	<ul style="list-style-type: none"> <li>Curbing of Single Use Plastic (SUP) &amp; discourage use of Plastic</li> <li>Shramdan for "Plastic waste collection, segregation &amp; effective disposal of collected plastic waste.</li> </ul>

9.	11.02.2021	Thursday	<ul style="list-style-type: none"><li>• General cleaning of office premises/building including stores area/glass portion/frontal &amp; backside wall portion/main stairs of the building/roof top/canteen and parking area.</li></ul>	
10	12.02.2021	Friday	<ul style="list-style-type: none"><li>• General cleaning of backside wall portion/glass portion/main stairs of the building</li></ul>	
11	15.02.2021	Monday	<ul style="list-style-type: none"><li>• Closing ceremony of Swachhata Pakhwada and distribution of awards and participation certificates.</li></ul>	