

File No.DGE-Z-11013/15/2021-Coord.
Government of India
Ministry of Labour & Employment

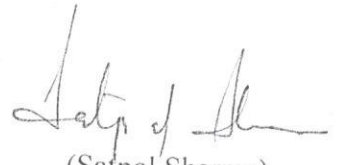
Shram Shakti Bhawan, Rafi marg,
New Delhi, Dated: 20th September, 2023

OFFICE MEMORANDUM

Subject:- Action plan for Swachhata Hi Seva (SHS) in DGE(Hqrs.) and field offices under DGE -2023-reg.

Please find enclosed herewith action taken plan on Swachhata Hi Seva during the period 15th September, 2023 to 02st October, 2023.

2. In this regard you are requested to furnish the requisite information in the SHS 2023 (WhatsApp group) on daily basis.



(Satpal Sharma)

Deputy Secretary to the Government of India

To

1. All Officers and Sections of DGE (Hqrs)
2. Director (Employment) in respect of all technical divisions.
3. U.S. EE-II Section (i.r.o all NCSCs for DA)
4. U.S. EE-III Section (i.r.o all NCSCs for SC/ST)
5. U.S. Admn-III Section
6. NICS, Noida

Action plan for Swachhata Hi Sewa (SHS) in DGE(Hqrs.) and field offices under DGE -2023

' Garbage Free india'
(15.09.2023 to 02.10.2023)

Sl.No.	Date	Activities planned to be performed	Action
1.	15.09.2023 to 19.09.2023	-Uploading of banner on DGE website.	- DGE(Hqrs)
2.	20.09.2023	- VC meeting with all NCSC for DA & SC/STs centres for awareness	DGE(Hqrs)
3.	21.09.2023	- Display of banners to disseminate information -Cleaning of Residential Areas/Hostels wherever available in the campus. -Cleaning of areas around the main gate and the entrance including the reception area.	- DGE(Hqrs.) & All Centres -All Centres -DGE(Hqrs.) & All Centres
4.	22.09.2023	-Cleaning and beatification of wash rooms and staircases, administrative building/ referral and parking place of the center, overhead water tanks, jobseekers/ trainees waiting areas. -Collection and disposal of all single use plastic especially from work places and Disposal of obsolete/ waste articles to ensure 'Garbage Free india'.	- DGE(Hqrs.) & All Centres - DGE(Hqrs.) & All Centres
5.	23.09.2023 and 24.09.2023	Provision of Green/Blue garbage dustbins Visit to nearby villages/community to spread awareness about swachhata.	By all Centres
6.	25.09.2023	-Review/weeding out of unwanted records*in accordance with return retention schedule. -Essay Competition on topics regarding cleanliness and sanitation.	- DGE(Hqrs.) & All Centres -All Centres
7.	26.09.2023	-Cleaning of all electronic items including fans, computer, printers and other office equipment.	DGE(Hqrs.) & All Centres
8.	27.09.2023	-Cleaning campaign in the places of tourist interest on World Tourism day. Especially heritage sites and sites of tourist interest. - The officials/ Trainees will visit the nearest heritage site/ place of tourist interest to carry out this task.	DGE(Hqrs.) & All Centres
9.	28.09.2023	-Cleaning campaign on beaches on World Maritime day. -This will be implemented by the officials near the beaches/ sea shore.	Where Available.
10.	29.09.2023	Cleaning campaign on food waste on World Awareness Day on Food Waste.	DGE(Hqrs.) & All Centres
11.	30.09.2023 and 01.10.2023	-Collection and disposal of all single use plastic especially from work places.	DGE(Hqrs.) & All Centres
12.	02.10.2023 Gandhi Jayanti	-Swachhata pledge -Shramdaan by employees and trainees cleaning of public places, in and around the office, and also try to involve community participation. - Cultural Activities i.e. Plays, Skits, Nukkad Natak etc. -Distribution of Award for essay competition by HOO	- DGE(Hqrs.) & All Centres - DGE(Hqrs.) & All Centres -All Centres -DGE(Hqrs.) & All Centres

Note:- 1. Photos/ Selfies to be sent to SHS 2023 (WhatsApp Group).

- I. Prior to the starting of the campaign.
- II. Daily Activities undertaken.
- III. On completion of the campaign.

2. Shramdaan will be carried out for 1 hr every working day inside office, residential qtrs and nearby places and steps to co-opt different colleges/universities /SHGs/NGOs on each day.

3. The information of the action shall be sent to DGE(Hqrs) in the prescribed Google template.