

68

F.No.1(26)/2016-STQC-Genl.  
STQC Directorate  
General Section

Dated : 02.01.2019

**Subject : Swachhta Action Plan for Swachhta Pakhwara-2019-reg.**

Please find attached Swachhta Action Plan for Swachhta Pakhwara-2019 to be observed from 1<sup>st</sup> February, 2019 to 15<sup>th</sup> February, 2019 with respect to STQC Directorate for your kind information and further necessary action.

This issues with the approval of DG, STQC.

  
02/01/2019

(K.K.SIMON)

Deputy Director (Admin.)

Encl. As above

To :-

JD(Bldg), MeitY

Copy to :-

1. All Officers and Staff of STQC Directorate  
-for information and compliance
2. DG, STQC – for kind information.

The Action Plan for Swachhta Bharat Pakhwada (01.02.2019 to 15.02.2019) in respect of STQC Directorate

Ministry of Electronics and Information Technology

S.No.	Date	Particulars (Physical Action Proposed)	Remarks
1.	01.02.2019 2 <sup>nd</sup> -3 <sup>rd</sup> Sat,Sun	Opening of Swachhta Pakhwada & Pledge taking ceremony. Address by DG, STQC on Swachhta	All officers & Staff
2.	04.02.2019	Identification of old furniture to be removed in the STQC Directorate – rearranging of sitting space	-do-
3.	05.02.2019	Displaying of swachhta quotes at prominent points	All sections
4.	06.02.2019	General cleaning of all common area of 3 <sup>rd</sup> floor of STQC Dte.	-do-
5.	07.02.2019	All officers/staff members may devote 2 hours for general cleaning of all cabins/ rooms by the concerned staff/officers their self respectively, their surroundings	-do-
6.	08.02.2019 9 <sup>th</sup> -10 <sup>th</sup> Sat,Sun	Identification of old computers, equipment to be removed in STQC Dte.	-do-
7.	11.02.2019	Identification of old unused files, registers to be weeded out in STQC Dte.	-do-
8.	12.02.2019	General cleaning of all sup-boards/ storage space of STQC Dte. common area of 3 <sup>rd</sup> floor in STQC Dte.	-do-
9.	13.02.2019	DG, STQC inspection for swachhta in STQC Dte, lecture on e-waste by....	DG, STQC and officers
10.	14.02.2019	General cleaning of all common area of 3 <sup>rd</sup> floor of STQC Dte.	All sections
11	15.02.2019	General cleaning of 3 <sup>rd</sup> floor in STQC Dte. and concluding swachhta pakhwada, progress review conclusion.	All sections