

Swachhta Pakhwada Action Plan, APEDA

S. No.	Particulars of Action Plan	Implementation of Action Plan
General Cleaning and Beautification of the Surroundings		
1	Celebration of Swachhta Action Plan by cleaning of office and cabins	System has been setup, <ul style="list-style-type: none"> • every day cleaning is done by sweepers • every weekend cleaning is done with cleaning machine equipment
2	Cleaning of office premises including almirahs / racks, terrace areas, corridors, toilets, stairs, ceilings etc. for the beautification of the office and campus.	White wash and paint work has been carried out. Back lit LED logo has been prepared and placed. Greenery drive has been observed by planting more and more plants and flower pots
	Disposal of old items, waste materials, broken furniture and scraps as per extent rules	Disposal of old items are undertaken as per the rules and guidelines through auction.
5	Instructions to Regional Offices of APEDA to take similar actions	All the Regional offices of APEDA are following the instructions and are maintaining out the cleanliness.
6	Cleaning of office equipment and computers	The office equipment, computers and printers are cleaned on regular basis. Old and obsolete computers and equipment have been disposed off.

7	Repairs / dry cleaning of office furniture	Repair and maintenance is regularly carried out along with the dry cleaning of office, chairs and sofas as per the requirement.
8	Disposal of old chairs and office equipment	Disposal has been carried out of old outlived office equipment after getting them written off from the books of accounts.
9	Renovation of Toilets, Pantry and other rooms.	Visit of CPWD engineers has already been undertaken. Measurements taken and estimates are awaited.
10	Pest Control	Activity was undertaken at a large scale and is being periodically carried out.
Innovative / Creative Activities and initiatives		
11	Vermi-composting/composing of biodegradable waste	Plant growing stations are developed with dried coconut outer covering mixed with soil
Mass Mobilization and Community participation		
12	Involvement of near by School	Nearby Govt school is being approached for cleanliness drive
13	Involvement of near by village	Few homes in nearby village of Shahpurjat have been identified for carrying out cleanliness campaign.
Awareness Campaigns		
14	Awareness campaign and Nukkad Naatak	Awareness Campaigning has already been organized within APEDA and Regional Offices. A Nukkad Naatak has already been organized in the campus of NCUI.

[Click here for Photo](#)

15	Action plan to be displayed at Reception on quarterly basis	White Board has been placed at reception to keep the updates informed to all officials
16	Awareness through Website & Social media	Swachhta Awareness has been created through infographics on social media platforms i.e Twitter, Facebook. Various tweets messages has been posted on swachhta abhiyan to spread awareness among mass community.
17	Display of banners & poster	Banners on Swachhta packhwada has been placed in office premises and surroundings.
18	Sensitization of MTS/housekeeping in playing crucial role in cleanliness of office	All MTS/housekeeping staff have been sensitized towards best practices for cleanliness and importance of the same.
Digitization of Office Records and Wedding out of files as per the retention schedule		
19	Initiatives for going Paperless – a step towards eco friendly environment	Online system have been designed for below activities: <ol style="list-style-type: none"> 1. Booking of Conference room 2. Filling Annual performance & Appraisal Report (e-APAR) 3. Online application for leave management (e-Leave) 4. Salary slip 5. Filling of Tour programme

[Click here for Photo](#)