



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016
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A-59/11/2021 – ADM (ESTABLISHMENT)

22.10.2021

परिपत्र/CIRCULAR

Sub: - Observance of Swachta Pakhwada – reg.

The Board has been implementing various Swachh Bharath Activities as per the Action Plan submitted to the Ministry for each year and furnishing the Action Taken Reports at the end of each quarters. **Swachh Bharat Pakhwada** is a special drive announced by the Department of Drinking Water & Sanitation, Ministry of Jal Shakti with the objective of bringing a fortnight of intensive focus on the issues and practices of Swachhta by engaging GOI Ministries/Departments in their jurisdiction. In this connection, the Ministry of MSME and other offices under the Ministry have to observe the Pakhwada from 16th to 31st December 2021. The Action Plan Programmes to be implemented by Coir Board, in the Head Office and the Sub Offices of the Board are as detailed below:-

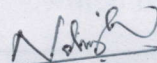
Date	Activity / Programme	Offices for Execution
16.12.2021	Inauguration. Swachhata Pledge, Cleaning Campaign	All Establishments of Coir Board
17.12.2021	Disinfection & Cleaning in Offices	All Establishments of Coir Board
18.12.2021	Cleanliness Drive in Cluster / Industries (Public Places)	SFURTI Clusters
20.12.2021	Weeding out of old files	All Establishments of Coir Board
21.12.2021	Tree Plantation	Boards establishments having own land
22.12.2021	Online awareness class on Personal Hygiene & Covid-19 protocols	Head Office
23.12.2021	Webinar on Swachh Bharath Mission	Head Office
24.12.2021	Drawing Competition - SBM	Students upto 12 th Standard (HO)
27.12.2021	Essay writing competition	College Students (Degree level) (HO)
28.12.2021	Photography Competition on SBM	Public (HO)

29.12.2021	Public places cleaning drive	All Offices of the Board (at least one public place)
30.12.2021	Screening of short films on Swachhta Message	Head Office
31.12.2021	Valedictory Function and Awards Distribution	Head Office

The programmes should be organised in a befitting manner with proper documentation. The Photos (Before, during and after) should be taken by engaging the services of a professional Photographer with High resolution cameras for visibility for sending the same to the Ministry, on a daily basis. The Action Taken Report along with supporting documents/Photographs may be uploaded via e-mail admestablishment@gmail.com immediately after completion of the programmes each day, during the period of Swachh Bharat Pakhwada without fail.

The detailed plan for execution of the Programmes in HO will be chalked out separately and intimated.

This issues with the approval of Competent Authority.


For **Administrative Officer / Nodal Officer-SBM**

सेवा में /To:

All Sub Offices/SR&SDs.

Copy to: Website.