

Software Technology Parks of India-Noida

Subject: Proposed Action Plan for Swachhta Pakhwada to be observed from 1st -15th February, 2022

Sr. No.	Activities to be observed during the Swachhta Pakhwada	Proposed Action
1	Swachhta Pledge : Opening of Swachh Bharat Pakhwada, Pledge taking ceremony on 01/02/2022	As the gathering is not permitted due to pandemic situation, it is proposed to hold the pledge through video conference for STPI-Noida and its sub-center on 01/02/2022 at 11:00:00 Hrs. (Action/Coordination: Sh. Aftab Khan, Tech. Officer and Abhijeet Kumar, Project Associate
2	Displaying of Banners at prominent points at office premises	(Action/Coordination: Sh. Aftab Khan, Tech. Officer and Abhijeet Kumar, Project Associate for spreading the awareness on social media. Sh. Jitender Sharma and Sh. N. Selva for printing of banners and posters
3	SMS/e-mail reg. Swachhta Pakhwada to employees	(Action/Coordination: Admin Division, STPI-Noida
4	Swachhta Workshops: Organizing workshops/lecture on cleanliness, waste management and plastic waste management & ban of single use plastic (SUP)	The Swachhta Workshop may also be organized through video conferencing in view of the pandemic situation during the Swachhta Pakhwada for STPI-Noida and its sub-center locations. 1. Arrangements for inviting guest for lecture on the subject (Action/Coordination: Sh. Sanjay Kumar, Addl. Director) 2. Technical support for conducting video conferencing: Sh. Aftab Khan, Tech. Officer and Abhijeet Kumar, Project Associate.
5	Slogan/poster competition on e-waste, including interactive sessions between Senior Officers and workers in-charge of cleanliness	[Slogan/Poster Competition may be organized on 07/02/2022] Action: The entries are to be submitted before the two member committee to select 5 best posters and slogans. Proposed Members of committee: <ul style="list-style-type: none"> • Sh. Prabhat Kumar Singh, Jt. Director • Sh. Atul Kumar, Jt. Director
6	Encouraging the E-office for paperless and healthy environment	Staff members may be encouraged to: <ul style="list-style-type: none"> ▪ <i>minimize the use of paper for general office work</i> ▪ <i>print on the both side of papers</i> ▪ <i>reutilize the other side of draft papers</i> ▪ <i>Emphasize on the E-office for paperless and healthy environment.</i>

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7	Display and Banner.	<p>STPI-Noida will promote Swachhta message through display boards, banners, posters, pamphlets during Swachhta Pakhwada.</p> <p>Awareness among STP Units registered with STPI Noida and Sub-centers may be encouraged to spread the awareness and importance of Swachhta at their location.</p> <p>STPI-Noida: Sh. Abhishek Tiwari and Sh. Harish Ram Arya Sub-center location: ALL OICs</p>
7	Shramdan by each employees of the STPI of at least 90 minutes for cleaning of their work place/common areas of the office building	<p>All Staff Members: All officer/employees of STPI, Noida and its sub-center are requested to give at least 90 minutes Shramdan for cleaning their work places/common area of the office during the Swachhta Pakhwada.</p>
8	Weeding Out Old Records/Files	<p>To be implemented as per the Policy –</p> <p>STPI, Noida has made a Policy to identify the old/files/papers/records during 3rd Quarter of every financial year i.e. post September of every year. This policy is being followed by STPI, Noida and its sub centers and the records qualifying as on 30th September which will be identified and proper approval of the Competent Authority. It would be weeded out on or before 31st December of the instant year.</p> <p>The action for weeding out of old record/files may be done during the current Swachhta Pakhwara. The work may be completed by 13-02-2022.</p> <p>(Action by: All Officers/OICs) In this regard, an information through email may be issued to all the OICs for initiating necessary action.</p>
9	General Cleaning of store rooms, canteen and parking area	<p>During the Pakhwara, a special drive is to be launched and directed to Housekeeping Agency for cleaning of store rooms, and maintenance of parking area under the supervision of AO (JS) and Sh. N. Selva Kumar, MAS (A-III)</p>
10	Disposal of Obsolete/unused Assets/equipment : Disposal of the old and unused furniture/fixtures/stationary including electrical and electronics equipment etc.	<p>Earlier most of the items i.e. furniture/fixtures, electronics equipment have already been disposed of.</p> <p>The residual items to be identified and found if anything to be disposed of during this Pakhwada.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. All OICs of Sub centers 2. Sh. Anurudh Chaubey for Electronics Items. 3. Smt. Surjit Kaur, Admin. Officer general waste <p>To be completed by 11-02-2022</p>
11	Basic Maintenance: Regular cleaning of office workstations, sanitization of office area, toilets and disposal bins. Whitewashing and cleaning of office space.	<p>White washing/painting work in most of places of STPI-Noida have already been completed, however; a detailed check may be initiated for under the supervision of AO (JS) and Sh. N. Selva Kumar to check the requirement of wall painting during the Pakhwada</p>

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12	Sanitation and SWM: Need based construction/renovation/maintenance of toilets for men, women and differently abled; availability of running water, hand-washing facilities with soap in all toilets. Installation of Dustbin (Blue/Green) wherever required.	<p>Recently all the washrooms of STPI-Noida have been repaired and replacement of washbasins, urinals and taps, etc. have taken place.</p> <p>However, AO (JS) along with N. Selva Kumar, MAS (A-III) may be directed to revisit all the washrooms minutely and submit their recommendations with regard to be any corrective action.</p> <p>Housekeeping agency may be instructed for Installation of Dustbins (Blue/Green) wherever required.</p>
13	Publicity in Social Media/Digital Awareness : Use of social media such as My-Gov, Twitter and Face Book extensively for the purpose.	<p>Action: Shri. Vivek Kumar Rai, Admin. Officer and Ms. Surjit Kaur, Admin. Officer</p>
14	Landscaping /Plantation/Beautification of surrounding areas: Tree plantation in and around office complex and installation of potted plants in corridor in the Office to create and eco-friendly environment. Cleaning of any areas in a certain radius of secretariat building that has stagnant water and /or mounds of garbage lying unmanaged Solid and liquid waste management by segregation of waste.	<p>Additional potted plants at prominent places and plantation in the garden may be arranged during the Pakhwara.</p> <p>Staff may also be encourage to plant a tree within or outside the office premises.</p> <p>Open space outside ES-III Building may be cleaned properly and Gardening work may also be initiated.</p> <p>Action: Smt. Surjit Kaur, Admin. Officer to supervise and coordinate with housekeeping agency with regard to cleaning of any areas in a certain radius of secretariat building that has stagnant water and /or mounds of garbage lying unmanaged and Solid and liquid waste management by segregation of waste.</p>
15	Swachhta Awareness at Local Level : Senior Officers in the STPI may provide leadership in implementing for SwachhtaPakhwada effectively. Officers at the level of Deputy Director /SAO/AO may be nominated in all STPI Centres as Nodal Officer	<p>This work may be assigned to Shri. Prabhat Kumar Singh, Jt. Director, as he has already been nominated as the Nodal Officer and said information has already been communicated to STPI-HQ and MeitY.</p>
16	Save Energy : Promotion for saving energy during SwachhtaPakhwada by reducing electricity consumption and by installing energy efficient lights.	<p>Almost all the old lights have already been replaced with LED lights during the previous Pakhwaras.</p> <p>However, the remaining existing lighting, if any, may be replaced with new LED lights to save energy during this Pakhwada.</p> <p>Action: Shri. Rakesh Verma, Addl. Director for STPI Noida and OICs for concerned sub centres</p>

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17	<ul style="list-style-type: none"> ❖ General Cleaning of Surrounding Area :General cleaning of roof top area of the buildings, outside surrounding area of the building. ❖ General cleaning of backside wall portion/glass portion/main stairs of the building ❖ General cleaning of other office areas, including Fire Exit of the building ❖ Award of best centre/sub-centre for activities performed during SwachhtaPakhwada 	<p>During the Pakhwara, a special drive is to be launched and directed to Housekeeping agency for cleaning of roof top area of the building, outside surrounding area of the building. General cleaning of backside wall portion/glass portion/main stairs of the building and other office areas including fire exit of the building.</p> <p>Action: Ms. Surjit Kaur, AO, and Sh. N. Selva Kumar, MAS (A-III) to the work done through Housekeeping agency.</p>