



सत्यमेव जयते



सूचना का  
अधिकार

भारत सरकार  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग  
शास्त्री भवन  
नई दिल्ली – 110 115

GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SCHOOL EDUCATION & LITERACY  
SHASTRI BHAVAN  
NEW DELHI-110 115

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D.O. No.F. 27-17/2019-IS-9

Dated 28<sup>th</sup> February, 2020

Dear Ma'am/ Sir,

As you may be aware, this Department has been observing Swachhata Pakhwada every year since 2016 in all the schools of the country. With the excellent support of the States & UTs and Autonomous organizations of MHRD. Swachhata Pakhwada of this Department has become a successful mass movement with annual participation of nearly 100 million children and other functionaries besides members of the community.

2. As per the Calendar of Swachhata Pakhwadas for the year 2020 circulated by Cabinet Secretariat and Ministry of Jal Shakti, (Department of Drinking Water & Sanitation), Government of India **the Swachhata Pakhwada for this Department is scheduled from 16<sup>th</sup> – 30<sup>th</sup> April, 2020.**

3. The Swachhata Pakhwada may be observed ensuring focused participation of students, teachers and community resulting in cleanliness, sanitation and hygiene drive and other related activities in schools. To observe Swachhata Pakhwada in a befitting manner, the schools/ institutions may be instructed to undertake the following suggested participatory activities during 16<sup>th</sup> – 30<sup>th</sup> April, 2020:-

- (i) Swachhata Shapath may be organised in all schools and Educational Institutions.
- (ii) Holding meeting of SMCs/PTAs or between parents and teachers in the first week of the Pakhwada to highlight the importance of cleanliness and sanitation among children and teachers; and to encourage and inspire them to continue with the good practices for hygiene and sanitation in school as well as home.
- (iii) Teachers to inspect sanitary facilities in every school/institution and make proposal/plan for repair and upkeep of the facilities, if required.



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- (iv) Competitions can be held in districts/blocks/clusters for clean and well maintained premises and toilets in schools.
- (v) Essay/Quiz competition for students on cleanliness and hygiene practices in school.
- (vi) Painting competition for students, teachers and parents.
- (vii) Debates on Swachhata.
- (viii) Slogan writing & model making competition on Swachhata.
- (ix) Swachhata awareness messages to be posted on the website of the Organisation/schools. Alternatively, photographs on Swachhata may be displayed in schools.

4. Besides the above participatory activities, **the following activities may also be undertaken by the teachers and administration of the schools:**

- (i) Weeding out/ recording of the old files, records as per procedure.
- (ii) All kinds of waste material like broken furniture, unusable equipment, defunct vehicles etc. should be completely removed from the premises of schools/ institutions and disposed off as per procedure.
- (iii) Teachers and students in association with local representative should propagate the theme of the Pakhwada among citizen in nearby areas.

5. Further, in order to give impetus to the Swachhata drive and create mass awareness, it is requested that the following activities may be undertaken at the State level:

- (a) Audio visual programme/IEC material to be created to motivate students/ employees and others on Swachhata and water conservation.
- (b) Electronic banners may be created and uploaded on the departmental/ state web portals to highlight the observance of the Pakhwada. Publicity and awareness generation may be done through use of social media, as well as electronic and print media.
- (c) Increased focus may be given on community participation for the Swachhata Abhiyan in schools/ institutions and schools may also be involved in undertaking cleanliness and awareness drives in nearby areas.
- (d) Songs on Swachh Bharat may be disseminated.
- (e) Student Ambassadors in school may focus on Swachhata during the Pakhwada.

6. **Suggested Action plan for Swachhata Pakhwada, 2020 (16-30 April, 2020) is enclosed at Annexure-I.** You are accordingly requested to take necessary action and issue necessary instructions to district authorities, the schools/educational institutions, so as to ensure participation of students, teachers, parents, local people and representative etc., whole heartedly in the Swachhata Pakhwada during 16<sup>th</sup> – 30<sup>th</sup> April, 2020 and make the Swachhata Pakhwada successful.

7. You are requested to kindly intimate the number of schools and students participated in the Pakhwada, activity-wise in your State / UT to this Department. Photographs, video, films etc. together with highlights of each day of the Pakhwada may be uploaded on daily basis on the **Google tracker** (Data) and **Google drive** (Photos, Videos and Pictures).

8. The details of Google Tracker and Drive created for this purpose are as under:

**Google Tracker link:-**

[https://drive.google.com/open?id=1uwsXyVDN405Pb\\_L66gjG6owOvKZJvq7Fj0bXWlJrqaY](https://drive.google.com/open?id=1uwsXyVDN405Pb_L66gjG6owOvKZJvq7Fj0bXWlJrqaY)

**Google Drive Link:-**

<https://drive.google.com/drive/folders/1PeHRAs5bHmrLqeKQuLJCO0noV1rc8uuM?usp=sharing>

The steps for accessing the Tracker and Drive are enclosed at **Annexure-II**.

9. It is requested that the Google Tracker may be updated DAILY by 8.00 PM from 14<sup>th</sup> April 2020 to 2<sup>nd</sup> May, 2020 for the different activities so as to communicate the consolidated figure of day-wise participation to Ministry of Jal Shakti (Department of Drinking Water & Sanitation).

10. The best performing State/UTs/Organisations may be recognized based on their participation in the Swachhata Pakhwada.

11. It is reiterated that schools may be encouraged to continue the activities related to cleanliness and hygiene highlighted during Swachhata Pakhwada on a consistent and sustainable basis by integrating with regular routine throughout the year.

With regards,

Yours sincerely,



(L.S. Changsan)

The Education Secretaries/ Principal Secretaries of all States/UTs.

Copy for similar action to:-

1. Chairperson, CBSE
2. Commissioner, KVS
3. Director, NCERT
4. Commissioner, NVS
5. Chairman, NIOS
6. Chairman, CISCE
7. Director, CTSA

With the request that they may take similar action and kindly upload details of Swachhata Pakhwada activities in organizations under their control on the Google tracker/drive.

Copy also to:-

1. PS to HRM
2. PPS to Secretary (SE&L)
3. Secretary, Ministry of Jal Shakti, Department of Drinking Water & Sanitation.
4. NIC cell – for uploading on the website.

**Ministry of Human Resource Development  
Department of School Education & Literacy**

**Suggested Action Plan for Swachhata Pakhwada (16-30 April, 2020)**

**16.4.2020 (Thursday)**

Swachhata Shapath Day

- Swachhata Shapath function may be organized wherein all students and teachers/staff may participate. Children to speak about and take pledge for Swachhata in the morning assembly.
- Class exercise, where every child will promise to take up one activity for personal/school/community/home cleanliness.
- State Education Minister/ Secretaries/ District Collectors/ District Education Officers/ School Inspectors etc. to address the school children.
- Swachhata awareness message to be posted on the website of the Department/Organisations/Schools.
- Electronic banners may be created and uploaded on the departmental/state web portals to highlight the observance of the Swachhata Pakhwada. Publicity and awareness generation may be done through use of social media, as well as electronic and print media.
- **Upload the number of students who took Swachhata Shapath and the number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

**17.4.2020 (Friday)**

Swachhata Awareness Day

- Holding meeting of SMCs/PTAs to highlight the importance of cleanliness and sanitation among children, parents and teachers; and to encourage and inspire them for hygiene and sanitation in school as well as home.
- Teachers to inspect sanitary facilities in each and every corner of school/ institution and make proposal/plan for upkeep of the facilities.
- Extensive cleaning of toilets, MDM kitchen, classrooms, fans, doors, windows, bushes in the campus and surrounding area to be undertaken. The local community may be involved in these activities with the participation of SMCs/PTAs and local representatives.
- Organizing camp activities to promote behavioral change to keep surrounding clean with special focus on awareness regarding plastic pollution, open defecation, deforestation, water wastage, dust/smoke free air and other anti-environmental practices.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

## 18.4.2020 to 19.4.2020 (Saturday – Sunday)

### Community Outreach Days

- Parenting Seminars may be organised on the theme of Swachhata to promote cleanliness among their children.
- All teachers may visit nearby villages to address the local communities on Swachhata, with special focus on sustaining toilet usage, and taking up waste management work in their areas. They may also sensitize local community to stop wasting of water resources and to make them aware about water conservation and ongoing Jal Shakti Abhiyan.
- Teachers and students in association with local representatives should propagate the theme of Swachhata Pakhwada among public in local areas.
- Sloganeering with School March.
- Nukad Nataks may also be organised with the theme of Swachhata in local areas with the help of local representatives.
- **Upload number of teachers participating in the community outreach activities on Google Tracker and photos, videos and publicity material on Google Drive.**

## 20.4.2020 to 21.4.2020 (Monday & Tuesday)

### Green School Drive Days

- Create awareness/importance of Eco Clubs in schools.
- Children may be taught importance of organic farming.
- Children may be taught importance of home waste composting and methods for composting at home.
- Every school may arrange for dustbins. Dustbin with Blue and Green-color must be used for Recycled and Unrecyclable waste respectively in view of making children aware about classification of wastes.
- To educate students learn about conservation of water. To sensitize students about the impact of scarcity of water. To empower students to learn to protect the natural sources of water. To help every students to save at least one litre of water per day. To encourage students towards judicious use and minimum wastage of water at home and school.
- Reuse of waste material.
- Initiatives to curb green house effect. Weeding out/recording of the old files, records as per procedure.
- All kinds of waste material like broken furniture, unusable equipment, defunct vehicles etc. should be completely removed from the premises of schools/institutions.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

## 22.4.2020 (Wednesday)

### Swachhata Participation Day

- Competitions can be held in districts/blocks/clusters for clean and well maintained premises and toilets in schools.
- Painting competition.
- Letter/ Essay writing competition
- Debates on Swachhata – with emphasis on Gandhi Ji and Swachhata
- Skit, Poem-making on Swachhata.
- Inter-school competition may be organised on the theme of Swachhata.
- Slogan writing competition on the theme of Swachhata.
- Competition may be organised of crafting, model making etc. by using waste.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**
- **Upload number of students who participated in Painting competition on tracker and scans of 3 top Essays, Slogan and Painting per district on Google drive.**

## 23.4.2020 (Thursday)

### Hand Wash Day

- Create Awareness on the need for proper hand wash in daily life.
- Children should be taught proper method of hand washing before and after eating.
- Barrier free access to the drinking water and toilet facilities for Divyang students may be reviewed and ensured.
- Check wastage of water.
- Water from hand washing unit to be channeled to school gardens.
- Children may be taught about the water borne diseases/diseases so that they practice proper hand and oral hygiene.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

## 24.4.2020 (Friday)

### Personal Hygiene Day

- Audio visual programme to be undertaken to motivate students/employees and other for maintaining cleanliness.
- Students will learn proper way of cutting and keeping nails clean.
- Learning about direct impact of hygiene practices on overall health.
- Supplementary Book material on Hygiene.
- Students will be taught the hygienic manner of using toilets and drinking water facilities.
- Students may be taught importance of brushing teeth twice a day by making it routine habit.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

### **25.4.2020 to 26.4.2020 (Saturday & Sunday)**

#### Swachhata School Exhibition Days

- Photographs, paintings, cartoons, slogans etc. on Swachhata activities may be displayed in schools. Parents and community members may be invited to attend the exhibition.
- Students from other schools may be invited so that they can share their ideas/thoughts with each other about cleanliness/saving water and other activities of Swachhata.
- State may document some of these exhibitions.
- Making artefacts using local recycled-raw material for storage of waste i.e., artistic dustbins using local skills promoting their culture.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

### **27.4.2020 to 28.4.2020 (Monday & Tuesday)**

#### Swachhata Action Plan Days

- SMC/SDMC to create awareness among students, parents and local people about the Swachhata Action Plan of the school under the Samagra Shiksha scheme.
- Convene Bal Sansad/School Cabinet specially to discuss the swachhata pakhwada activities in the school.
- Create awareness among students on all aspects of Swachhata – personal, physical, mental, environmental, societal etc. as a continuous practice of developing positive hygiene behaviour and creating safe environment.
- Encourage students to make suggestions as to what new activities can be included under Swachhata Pakhwada and forward such suggestions to MHRD
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive**

### **29.4.2020 to 30.4.2020 (Wednesday & Thursday)**

#### Prize Distribution Days

- Prize distribution for participation of children, teachers and parents in competitions viz. Painting, Essay, Debate, Quiz, Slogan, Inter-school and Crafting, model making etc. using waste to encourage Swachhata.
- All Schools/educational institutions may sum up their activities and work undertaken during the Pakhwada and select best activity for forwarding to district/state authority for uploading on the website i.e. in public domain.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**



**Steps for accessing the Swachhata Pakhwada Tracker and Drive –2020  
for States and UTs**

1. User must have Gmail account.
2. Two User ID's (Gmail id) per State /UT will be given access from which the data would get uploaded on Swachhta Pakhwada tracker.
3. Send the request on "**swachhatapakhwada.mhrd@gmail.com**" for having access to Google tracker and drive.
4. The data needs to be updated daily by 8 pm for day specific activity along with High Resolution photographs, videos and other publicity material.
5. After getting the permission for accessing the tracker:
  - (a) User can simply login into their registered Gmail account,
  - (b) Copy the available link of tracker and paste in browser (Google chrome),
  - (c) Swachhata Pakhwada Tracker will open,
  - (d) Go to your State/UT specific row, update the information for daily activity as mentioned in tracker.
  - (e) Select "YES/NO" from the option whether the material (photographs, videos and other publicity material) is uploaded Google drive,
  - (f) Next, click on "LINK" available in the tracker, it will redirect /navigate the user in to pre specified folder on Google drive, user can now add or upload the Photos, videos or publicity material for daily activity.
  - (g) User may directly upload or add the material in their State/UT folder available on Google drive from the link as provided. (drive link as provided)
6. Do not edit, modify or delete the pre-defined format for tracker.
7. Do not edit, modify or delete the folders available on Google drive
8. For any help or query write onto "**swachhatapakhwada.mhrd@gmail.com**".

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