



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 BHAWAN  
NEW DELHI-110 115

**Maneesh Garg,**  
**Joint Secretary (SE.1)**

**D.O. No.F. 27-19/2017-EE.16**

Shastri Bhawan, New Delhi,  
Dated 21<sup>st</sup> February, 2018.

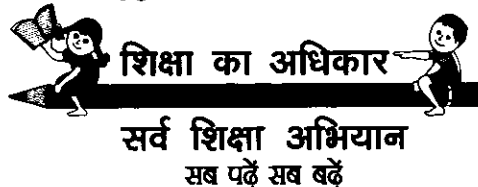
Dear

As you are aware all the Ministries/Departments of the Government of India in coordination with State Governments and UT Administrations have been observing Swachhata Pakhwada from year 2016.

2. As per the Calendar of Swachhata Pakhwadas for the year 2018 circulated by Cabinet Secretariat, Government of India and Ministry of Drinking Water & Sanitation, Govt. of India, *1<sup>st</sup> – 15<sup>th</sup> September, 2018* is the Swachhata Pakhwada related to this Ministry. A copy of Ministry of Drinking Water & Sanitation's letter dated 5 December, 2017 is enclosed for information and reference.

3. For observing the Swachhata Pakhwada during 1-15 Sept. 2018 in a befitting manner for focused participation resulting in cleanliness, sanitation and hygiene drive and other related activities in schools with active involvement of students in this stride, the schools/institutions may be instructed to undertake the **following suggested participatory activities during this period:-**

- (i) Swachhata Shapath may be organised by all schools and educational institutions on the very first working day of the Pakhwada, where in all students and teachers/staff may participate.
- (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.
- (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) 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/ recordings 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.
- (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 programme and create mass awareness, it is requested that the **state level may undertake the following:-**

- (a) Audio visual programme to be undertaken to motivate students/ employees and others for maintaining cleanliness.
- (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) Necessary directions may be issued to schools to include Swachhata in the agenda of the meeting of their School Management Committees, which may be organised during this period.
- (d) School may organize pledge on Swachhata during morning assembly everyday during the Pakhwada.

- (e) 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.
- (f) Songs on Swachh Bharat may be disseminated.
- (g) Student Ambassadors may be nominated for focusing on Swachhata during the Pakhwada.

6. I would also request you to **take up the matter with the District Collectors/Deputy Commissioners in your State/UT** who are the ex-officio Member Secretary of District Level Committee for SSA/RMSA/MDM, Chaired by the local Hon'ble Member of Parliament, for convening the meeting of the Committee during the Pakhwada, to further propagate the message of the Pakhwada across the society.

7. Suggested Action plan for Swachhata Pakhwada, 2018 (1-15 September, 2018) is enclosed. 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 1<sup>st</sup>-15<sup>th</sup> September, 2018 and accordingly plan for making the Swachhata Pakhwada successful. 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 Pakhwada may be uploaded on Shagun portal everyday during the Pakhwada.

With regards,

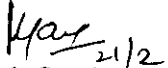
Yours sincerely,

  
(Maneesh Garg)

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

Copy to similar action to:-

1. Chairman, CBSE
2. Chairman, CISCE
3. Commissioner, KVS
4. Commissioner, NVS
5. Director, CTSA

  
(Manesh Garg)  
Joint Secretary (SE.1)

Copy also to:-

1. PS to HRM
2. PPS to Secretary (SE&L)
3. Secretary (DWS), Ministry of DWS
4. NIC cell – for uploading on the Ministry and SHAGUN website.

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

**Action Plan for Swachhata Pakhwada (1-15 September, 2018)**

Suggested action plan for Swachhata Pakhwada for the year 2018 i.e. 1<sup>st</sup> -15<sup>th</sup> September, 2018.

**1.9.2018 (Saturday)**

Swachhata Shapath Day

- Swachhata Shapath function may be organized on very first day of the Pakhwada i.e. 1<sup>st</sup> September, 2018, wherein all students and teachers/staff may participate. Children to speak about Swachhata in 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 State school children.
- Swachhata awareness message to be posted on the website of the Department/Organisations/Schools.

**2.9.2018 to 4.9.2018 (Sunday to Tuesday)**

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, windows, bushes in the campus and surrounding area.

**5.9.2018 (Wednesday)**

Green School Drive

- 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 learning about classification of wastes.
- Planting of trees in and around school premises and encourage children for gardening.
- Reuse of waste material.
- Initiatives to curb green house effect. Weeding out/recordings 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.

### **6.9.2018 (Thursday)**

#### Swachhata Participation Day

- Competitions can be held in districts/blocks/clusters for clean and well maintained premises and toilets in schools.
- Essay/Quiz competition for students on cleanliness and Hygiene practices in schools.
- Painting competition.
- Debates on Swachhata.
- Skit, Poem-making on Swachhata.

### **7.9.2018 (Friday)**

#### Hand Wash Day

- Children should be taught proper method of hand washing before and after eating.
- Teachers and students in association with local representative should propagate the theme of the Pakhwada among citizen in nearby areas.
- Barrier free access to the drinking water and toilet facilities for Divyang students may be reviewed and ensured.

### **8.9.2018 (Saturday)**

#### 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 impact on Health from hygiene practices.
- Supplementary Book material on Hygiene.

### **9.9.2018 and 10.9.2018 (Sunday and Monday)**

#### Community Participation Day

- Increased focus may be given on community participation for the Swachhata Abhiyan in schools/institutions and teachers may also be involved in undertaking cleanliness and awareness drives in nearby areas.
- Sloganeering with School March.
- Students will be taught the hygienic manner of using toilets and drinking water facilities.
- Check wastage of water.
- Water from Handwashing unit to be channeled in gardens.

### **11.9.2018 (Tuesday)**

#### **Swachhata School Exhibition Day**

- Photographs, paintings, cartoons, slogans etc. on Swachhata activities may be displayed in schools. Parents and community members may be invited to attend the exhibition.
- 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.
- State may document some of these exhibitions.
- Making artifacts using local recycled-raw material for storage of waste i.e., artistic dustbins using local skills promoting their culture.

### **12.9.2018 (Wednesday)**

#### **Swachh Water Day**

- Checking of water storage, checking of portability. Day
- Community participation for the Swachhata Abhiyan in schools/ institutions.
- Learning of Organic/Inorganic waste in water in order to avoid intake of unsafe water.
- Cleaning of water through natural means i.e., natural sand filters, alum etc.
- Awareness on water-borne disease to promote safe drinking water.
- Children should be taught about how to store safe drinking water.

### **13.9.2018 (Thursday)**

#### **Water Harvesting Day**

- Create and provide the Information, Education and Communication (IEC) material to students.
- Teacher and students to plan and implement simple water harvesting structures in school.

### **14.9.2018 (Friday)**

#### **Letter Writing Day**

- Children to write letters to Sarpanch, SMC Members for maintenance of school Toilets and Schools.
- Children to write to their parents regarding what they have learnt in the past few days and what they want their parents to do. Some of these letters should be documented by each state and sent to MHRD.
- The District Collectors in their State/UT, who are the ex officio Member Secretary of district Level Committee for SSA/RMSA/MDM, may hold meeting of the District Level Committee chaired by the local Hon'ble Member of Parliament, to further propagate the message of the Pakhwada across the society.

**15.9.2018 (Saturday)**

Prize Distribution Day

- Prize distribution for participation of children, teachers and parents in competitions viz. Painting, Essay, Debate and Quiz 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.

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