No.HRM-VIII/SwachhtaActionPlan/2019

To,

All Addl. CPFC (Zones) including Addl. CPFC (ASD),
Director (PDNASS),
Officers-in-charge, ROS/Dos/ZTIs.

Subject:- Action plan for the Swachhta Pakhwada, 2019 to be observed in EPFO from 1st May-15th May, 2019-Regarding.


Sir,

EPFO will be observing the Swachhta Pakhwada, 2019 from 1st May to 15th May, 2019. The following action plan has been formulated to make the Swahhta Pakhwada a successful event in EPFO.

A Awareness among the Staff, Employers and Members

(i) Pledge by officers and staff on International Labour Day as special occasion and holding awareness drive in the offices among the staff, establishments and members by installing banners/posters/hoardings at prominent places communicating the benefits of the Swachhta.

(ii) At the organizational level, the message relating to Swachhta Pakhwada will be displayed on EPFO website and all the portals to which establishments and members have access.

(iii) Swachhta workshop: Essay Competition and Drawing Competition on the topic of swachhta may be held among the staff and staff may be encouraged to participate along with their families.

B Cleanliness Drive in the EPFO offices and Residential Colonies

(i) Weeding out of old records, files, condemned furniture and irreparable office equipments.

(ii) E-waste such as printer/fax cartridges, personal computers and peripherals to be disposed off by following the Government of India norms.

(iii) Cleaning of the toilets, providing appropriate ventilation, tiling of toilets and other activities relating to maintenance of toilets may be carried out regularly particularly in those being frequented by the visiting public.

(iv) Covering of open drains in offices may be undertaken.

(v) Covering of electric switch boards, switching panels and wires. It may be ensured that all the hanging wires in the offices are put through channels/piping.

(vi) Maintenance of lawns and pathways.

(vii) Clear marking for cars in the parking areas. The staff in the official residential area to be advised to keep their vehicles clean and parked in the allotted slots only.

(viii) It may be ensured that the office building, entry gates, boundary walls etc. are properly maintained, painted and periodically cleaned.
C Cleanliness drives in the surrounding of the EPFO offices

(i) Construction of dustbins in the office vicinity.

2. All Additional Central P. F. Commissioners in-charge of Zones are requested to institute “Swachhta certificates & awards” on Foundation Day for best offices for any one office within their jurisdiction for best swachhta/cleanliness practices.

3. The above activities are only indicative in nature and all the offices are requested to undertake such activities which they feel should be taken to make their working environment “SWACHH”. Needless to mention that the activities should not be those which are otherwise to be performed by each office in the normal course.

4. After the event, action taken report may be sent to the Head Office by 20th May 2019 along with the photographs of the activities undertaken by each office, through e-mail ID to rc.hrm8@epfindia.gov.in.

5. In order to make it an ongoing activity, constitution of a committee at each regional level by RPFC-I may be considered, which may formulate the action to be taken to keep the EPFO offices, residential areas and surroundings clean and green. They may give their recommendation on monthly basis to Zonal Addl. CPFC of the Region, who will analyze and implement the agreeable recommendation through RPFC-I of the Region. At the end of the financial year, a report of the actions taken by various Regional Offices will be forwarded by the Addl. CPFC (Zones) along with their recommendation as to which office performed best among the Regional Offices in their jurisdiction with their assessment reports. Such offices will also be given recognition as best performing office under the “Swachhta Pakhwada” during the Annual Foundation day at EPFO.

6. In respect of Training Institutes, similar activities will be carried out by the Director (PDNASS).

This issues with the approval of Central Provident Fund Commissioner

Yours faithfully,

(Udita Chowdhary)
Additional Central P.F. Commissioner (HRM)

Copy to:

1 PPS to CPFC for information.
3 RPFC-I (IS/NDC) for displaying the electronic message in the website during the period 01st May, 2019 to 15th May, 2019.
4 Deputy Director (OL) for Hindi version.