



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

Shastri Bhawan, New Delhi.

Dated: 27th August, 2019

Maneesh Garg
Joint Secretary (SS-II)

D.O. No.F. 27-6/2019-IS-9

Dear Sir / Ma'am,

Kindly refer to this Department's letter of even no. dated 24th July 2019 regarding observing of Swachhata Pakhwada, 2019 from 1st to 15th September, 2019.

2. In the aforesaid letter, a calendar of activities was suggested for observing Swachhata Pakhwada, 2019 in a befitting manner. Your State/UT would have finalized the action plan for observing Swachhata Pakhwada, 2019 in all schools and educational institutions, which may kindly be shared with this Department.

3. In the meantime, the Department of Drinking Water & Sanitation (DDWS), the nodal Department for Swachhata Pakhwada, has requested this Department to observe Swachhata Hi Seva (SHS) 2019 from 11th September to 2nd October 2019, and has suggested the following activities to be undertaken:

(i) To organize competition among school children on letter writing for two categories (Category 1: Class III to V and Category 2: Class VI to XII) based on the theme, "Letter to Bapu", conveying the child's contribution to Swachhata and also making his/her commitment for future, a befitting tribute to Mahatma Gandhi on his 150th birth anniversary. The entries should be made on an A4 sheet and should not exceed 150 words.

Accordingly, the students in above two categories may wholeheartedly participate in the letter-writing competition on the theme '**Letter to Bapu**' preferably on 13th September, 2019. The top 6 entries (3 for each category) may be selected State/UT-wise after due assessment and evaluation at different levels and sent to this Department by **8 P.M., 17th September, 2019 positively** by uploading the scanned copy of the selected entries on the Google Drive/Tracker as mentioned below.

(ii) It is requested to provide this Department a minimum of 5 High resolution videos of 2 to 3 minutes on the SHS activities undertaken on 11th September, 2019, through *Google Drive* by **18th September 2019 positively**.



सर्व पढ़ें सब बढ़ें

4. Further, it is informed that this Department, vide letter no. 27-14/2019-IS.9 dated 21st August 2019 (copy enclosed at **Annexure-I**), has requested to issue appropriate instructions to all schools in your State//UT to avoid the usage of single-use plastic, both within and outside the school premises. Accordingly, this activity may also be added to the activities already planned for Swachhata Pakhwada, 2019

5. In view of the above, the suggested action plan circulated vide this Department's letter of even no. dated 24th July, 2019 has been slightly revised. The revised suggested action is attached at **Annexure-II** for reference and necessary action.

6. The Head Teacher/ Principal of the schools may act as Nodal person for conducting activities under the Swachhata Pakhwada. The participation of the school children may be duly reported by the Head of the school/institution, which may be consolidated and reported to this Department in an online mode. State-wise consolidated figure of the participation in your State/UT may be communicated to this Department through Google Tracker. The photographs and videos of the activities undertaken during the Pakhwada may be sent to this Department and uploaded on *Google Tracker/ Drive*.

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

Google Tracker link:-

<https://docs.google.com/spreadsheets/d/1USfV8tufCGyH-4Yyb9xlv-fQIDR14FT0hNwN9VQSIZI/edit?usp=sharing>

Google Drive Link:-


https://drive.google.com/drive/folders/1_snO67TX0MISvjm5Y6NMmr25KZ3ulzfE?usp=sharing

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

8. It is requested that the *Google Tracker* may be updated DAILY by 8.00 PM from 30th August 2019 to 18th September 2019 for the different Pakhwada activities so as to communicate the consolidated figure of participation to Ministry of Jal Shakti, (Department of Drinking Water & Sanitation).

With regards,

Yours sincerely,


(Maneesh Garg) 28/8

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

Copy for similar action to:-

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

With the request that they may kindly upload details of Swachhata Pakhwada activities in organizations under their control on the Google Tracker/Drive.

Copy for information to:-

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

Annexure - I

F. No. 27-14/2019-IS-9
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
IS-9 Section

Shastri Bhawan, New Delhi

Dated: 21st August, 2019

To
The Principal Secretary/ Secretary (Education) of all States/UTs

Sub: - Hon'ble Prime Minister's call to make India free from Single-use plastic.

Madam/Sir,

I am directed to refer to Hon'ble Prime Minister's address to the nation from the ramparts of the Red Fort on the 73rd Independence Day. In his speech, Hon'ble PM has urged the nation to make India free from single-use plastic.

2. As we know, single-use plastic drastically impacts the environment in a harmful way. Single-use plastic after usage is mostly dumped on land-fill sites, choking the water supply and drainage system and damaging the environment due to its non-biodegradability. A nation-wide campaign will be launched on 2nd October, 2019 towards making India free from single use plastic.

3. You are, therefore, requested to issue appropriate instructions to all schools in your State/UT to avoid the usage of single-use plastic, both within and outside the school premises.

Yours faithfully,



(P. K. Singh)

Deputy Secretary

Tel. 011-23074159

Copy to:

1. SPDs, Samagra Shiksha of all States & UTs.
2. All Autonomous Organisations of MHRD for similar action.
3. All Bureau Heads for information & necessary action.
4. NIC, MHRD - for uploading on Ministry's website 'Swachh Vidyalaya'.

Ministry of Human Resource Development
Department of School Education & Literacy

Revised Suggested Action Plan for Swachhata Pakhwada (1-15 September, 2019)

1.9.2019 to 2.9.2019 (Sunday and Monday)

Swachhata Shapath Day

- Swachhata Shapath function may be organized wherein all students and teachers/staff may participate. Children to speak about 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.**

3.9.2019 (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, doors, windows, bushes in the campus and surrounding area to be undertaken.
- 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.**

4.9.2019 to 5.9.2019 (Wednesday – Thursday)

Community Outreach

- 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' Day may be celebrated appropriately in each school.
- 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.
- Teachers and students in association with local representatives should propagate the theme of swachhata pakhwada among public in local areas.
- Sloganeering with School March.
- **Upload number of teachers participating in the community outreach activities on Google Tracker and photos, videos and publicity material on Google Drive.**

6.9.2019 (Friday)

Green School Drive

- Create awareness/importance of Eco Clubs in schools.
- 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.
- 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/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.**

7.9.2019 (Saturday)

Swachhata Participation Day

- Competitions can be held in districts/blocks/clusters for clean and well maintained premises and toilets in schools.
- **Essay competition on Plastic Waste Free India** for students of class IX to XII.
- Painting competition.
- Debates on Swachhata – with emphasis on Gandhi Ji and Swachhata
- Skit, Poem-making on Swachhata.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**
- **Upload number of students who participated in Essay writing and Painting competition on tracker and scans of 3 top Essays and Painting per district on Google drive.**
- **Top 3 entries each of Essay writing and painting competitions at State level to be also uploaded on Google drive by 12th September, 2019.**

8.9.2019 to 9.9.2019 (Sunday and Monday)

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.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

10.9.2019 (Tuesday)

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.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

11.9.2019 (Wednesday)

Swachhata Hi Seva (SHS) Day

- Launch of “**Swachhata Hi Seva 2019**” Day involving all students in the school.
- Class I-V students to participate in hand washing with soap campaign.
- Shramdaan by students of class VI-VIII within the school for cleanliness.
- Shramdaan by students of class IX-XII by participating in outdoor Swachhata campaigns.
- **Upload number of students who participated in shramdaan and the number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

12.9.2019 (Thursday)

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.
- 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.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**

13.9.2019 (Friday)

Letter Writing Day

- To organize competition among school children on letter writing for two categories (Category 1: Class III to V and Category 2: Class VI to XII) based on the theme, “**Letter to Bapu**”, conveying the child’s contribution to Swachhata and also making his/her commitment for future, a befitting tribute to Mahatma Gandhi on his 150th

birth anniversary. The entries should be made on an A4 sheet and should not exceed 150 words.

- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**
- **Top 6 entries (3 from each category) of letter writing competition at State/UT level to be uploaded on Google drive.**

14.9.2019 to 15.9.2019 (Saturday and Sunday)

Swachhata Action Plan Day

- 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.
- 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**

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.
- **Upload number of schools participated on Google tracker and photos, videos and publicity material on Google drive.**
- **Top 3 winning entries each of painting and essay writing competition at State level to be uploaded on Google Drive.**

**Steps for accessing the Swachhta Pakhwada Tracker and Drive –2019
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".
