

DGT-Coord/ Swachhata Pakhwada -2025
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Kaushal Bhawan,
New Moti Bagh, New Delhi
Date: 1.6.25/2025

OFFICE MEMORANDUM

Sub.: Observance of Swachhata Pakhwada from 16th July, 2025 to 31st July, 2025 in all RDSDEs, NSTIs, Extension Centers, CSTARI, NIMI and DGT Hq -reg

The Ministry of Skill Development and Entrepreneurship (MSDE), vide its Office Memorandum dated 30.05.2025, and as per the D.O. No.561/01/2017-C.V dated 26.11.2024 received from the Cabinet Secretariat, has circulated consolidated guidelines for the observance of Swachhata Pakhwada 2025, which is scheduled from 16th July to 31st July 2025.

2. In this regard, all concerned institutions and field units under the Directorate General of Training (DGT) , including the Regional Directorates of Skill Development and Entrepreneurship (RDSDEs), National Skill Training Institutes (NSTIs), NSTI Extension Centres, Central Staff Training and Research Institute (CSTARI), Kolkata, and National Instructional Media Institute (NIMI), Chennai are requested to observe Swachhata Pakhwada with utmost sincerity and commitment. The focus should be on bringing about visible improvements in cleanliness, hygiene, and overall upkeep of the campus and its surroundings.

3. To facilitate effective implementation, an indicative day-wise activity plan has been prepared and enclosed herewith which is to be followed by all institutes/Offices. Additionally, they may also design more activities /innovative initiatives aligning with the core objective of the Pakhwada as per guidelines.

4. Further, to recognize and encourage exemplary contributions, MSDE will confer three awards (shields) to institutions or units that excel in areas such as swachhata and cleanliness initiatives, large-scale community mobilization efforts, engagement with external stakeholders, toilet cleaning/renovation, space freed/cleaned in sq. meter and prompt submission of daily activity reports. Some illustrative ideas for community engagement activities are also provided in Annexure-II of the enclosed D.O. for necessary action. Timely reporting and meaningful engagement in activities will be key factors for consideration during the evaluation for awards

5. All participating units are required to capture and share high-resolution photographs (2mb-5mb) of the daily activities conducted during the fortnight. These must be submitted daily to the Coordination Division at DGT Headquarters. Additionally, a reporting sheet

has been enclosed for recording quantitative data on tasks and actions undertaken. This sheet should be maintained throughout the Pakhwada and submitted along with the final consolidated report at the end of the Pakhwada by each and every office/institute.

Encl : A/A

(Ishwar Singh)
Dy. Director General

To,

1. All HODs/HOOs of RDSDEs, NSTIs & Extension Centers, CSTARI, NIMI

CC :

1. Sr. PPS to DG (T)/SS- for information please
2. Director (CFI): To nominate one officer to coordinate and daily collection of report from field offices/institutes.
3. Director (IT Cell), DGT Hq: with a request to create a web page for daily reporting of activities during Swachhata Pakhwada.
4. DDG (AK)/DDG(SKG) -For information and with a request to ensure that activities are being conducted regularly in all field offices/institutes under their jurisdiction.
5. Director (Gen. Admn.) DGT HQ: To conduct similar activities at DGT Hq level Q

(Sanjay Kumar)
Asstt. Director-Coord.

Annexure-I

Sr. No.	Date	Activity name
1.	16.07.2025	<ul style="list-style-type: none">• Installation of Swachhata Pakhwada Banner• Starting of Swachhata Pakhwada with mass swachhata pledge• Installation of selfie point
2.	17.07.25	<ul style="list-style-type: none">• Shramdaan activity in the premises and nearby locality• Cleaning of canteen and office/Institute (Indoor & Outdoor)
3.	18.07.25	<ul style="list-style-type: none">• Shramdaan activity in the premises and nearby locality• Cleaning of canteen and office/Institute (Indoor & Outdoor)
4.	21.07.25	<ul style="list-style-type: none">• Swachhata Seminar/Training/Workshop
5.	22.07.25	<ul style="list-style-type: none">• Swachhata Rallies/Raths
6.	23.07.25	<ul style="list-style-type: none">• Physcal files/records review and weeding out of old files/records.• Scrap/Garbage collection and removal/disposal
7.	24.07.25	<ul style="list-style-type: none">• Plantation drive• Campaign on discarding use of single use plastic
8.	25.07.25	<ul style="list-style-type: none">• Scrap collection/disposal in office/institute premises
9.	28.07.25	<ul style="list-style-type: none">• Plogging event• Washroom/Toilet cleaning/renovation/painting.
10.	29.07.25	<ul style="list-style-type: none">• Slogan/Painting/Poster making
11.	30.07.25	<ul style="list-style-type: none">• Cleaning of drains• Installation of Dustbins
12.	31.07.25	<ul style="list-style-type: none">• Press Release/Press conference

The following areas require special consideration:

- Divyang access to the Washroom/toilets to be reviewed and ensured in office/institute during Pakhwada
- Involve Union Minister, MPs, and other dignitaries/celebrities in Pakhwada activities
- Ensure submission of high-resolution photo of 2mb-5mb