

Software Technology Parks of India – Hyderabad

Date-wise action plan for Swachhta Pakhwada to be observed at STPI- Hyd and Sub-centers from 01st to 15th February 2018

S.No.	Date	Particulars (Physical Action)
1.	01.02.2018	Swachhta Pledge: Opening of Swachhata & Pledge taking ceremony on 01/02/2018 across the STPI centres and address by DG – STPI → Displaying of Banners at prominent points at office premises.
2.	01.02.2018 to 15.02.2018	Publicity in Social Media/Digital awareness: Publicity in Social Media/Digital awareness. Spreading general awareness on Swachhata via social media.
3.	01.02.2018 to 15.02.2018	Saving Energy: Promotion for saving energy during Swachhta Pakhwada by reducing electricity consumption and by installing energy efficient lights. Replacement of ordinary tube lights/CFL lights with LED lights in office premises to save energy. All staff/employees shall personally involve for efficient energy saving in the office complex during the Pakhwada.
4.	02.02.2018 to 12.02.2018	Swachhta Workshops: <ul style="list-style-type: none"> • Workshop on Swachhata/Lecture of e-waste management will be organized in Hyderabad and Sub centers. • Slogan /Poster competition on e-waste, including interactive sessions between Senior Officers and workers in-charge of cleanliness.
5.	05.02.2018	<ul style="list-style-type: none"> • Officer/Staff of STPI shall devote at least 90 minutes for cleaning of their respective seats/ cabins and their surroundings.
6.	05.02.2018 to 12.02.2018	Weeding out old records/files & Disposal obsolete /unused Assets/Equipments: <ul style="list-style-type: none"> • Weeding out of old file/records as per the schedule. • Identify and initiate action for the disposal of obsolete /unused. • Assets/equipment etc.
7.	06.02.2018 To 08.02.2018	Landscaping /Plantation /Beautification of surrounding areas: <ul style="list-style-type: none"> • Special clearing drive for upkeep and cleaning of the area in around the office or the office complex, including the parking area, pathways etc. • Tree plantation in and around office complex and installation of potted plants in corridors in the office to create and eco-friendly environment. • Clearing of any areas in a certain radius of Secretariat building that has stagnant water and / or mounds of garbage lying unmanaged. • Solid and liquid waste management by segregation of waste.
8.	07.02.2018 To 08.02.2018	Clearing of debris, leaves, stones, etc. Mowing on lawn and trimming of shrubs /plants and weeding. Soil replacement, adding manure/fertilizers, planting of new saplings in the available space to maintain the overall aesthetic of the landscape.
9.	08.02.2018 to 14.02.2018	Sanitation and SWM: Special drive for cleaning of all common areas of the building etc. corridor, lift lobbies, toilets and toilets lobbies etc. Installation of Dustbin (Blue/Green) Wherever required. Need based construction/renovation of toilets for men, women and differently abled; availability of running water, hand washing facilities with soap in all toilets. Intense cleaning of restrooms, sanitary fitting, fixtures, wipe clean with disinfectant and replenish consumables.
10.	15.02.2018	Closing of Swachh Bharat Pakhwada