

SOFTWARE TECHNOLOGY PARKS OF INDIA – HYDERABAD

Action Plan : SWACHHTA PAKHWADA Activities to be observed from 1st – 15th FEB 2022

Sl.no	Swachhta Activities to be observed during the Swachhta Pakhwada	Proposed Action Plan
1.	Swachhta Pledge : Opening of Swachh Bharat Pakhwada, Pledge taking ceremony on 01/02/2022 Display of Banners at prominent office locations / Social media platform SMS/e-mail reg.Swachhta Pakhwada to employees	Proposed administer Swachhta Pledge through virtual platform on 01/02/2022 @ 11.00 hrs. Swachhta Pakhwada Banners will be placed at prominent office premises / office campus and publicity on Social media platform and through e-mail signatures for spreading the awareness of the occasion. Action by : Admin Group
2.	Swachhta Workshops /lecture on cleanliness: <u>Workshop</u> Organizing workshops/lecture on cleanliness, waste management and plastic waste management & ban of single use-plastic (SUP) <u>Lecture on “Cleanliness”</u>	<u>Online Workshop</u> Workshop on waste management & plastic waste management & ban of single use-plastic (SUP) proposed to organize through the eminent faculty Sh. Koteswara Rao, from NIMSME on 04/02/2022. Proposed to organise Lecture on “cleanliness” for creating awareness among house keeping staff, the steps to be taken up for upkeep of hygiene office environment considering present pandemic situation.
3.	Slogan/poster Competition on e-waste, including interactive sessions between Senior Officers and workers in-charge of cleanliness	Slogan & Poster competition will be organised two dates i.e., on 07/02/2022 & 08/02/2022 on “E-Waste”. The following officials will evaluate the best 3 Posters and Slogans. 1. Sh. Y Ramesh, Addl. Director 2. Sh. R Kalyan Murthy, Dy.Director
4.	Encouraging the E-Office for paperless and healthy environment.	Staff members shall be encouraged for the E-Office – paperless work Continuous efforts will be carried out for minimization of paper in day to day office works.
5.	Display and Banner: Promotion Swachhta message through display boards, banners, posters pamphlets	Swachhta Banners will be displayed at prominent office locations /campus for creating awareness among general public. Pamphlets shall be distributed to incubatees at Sub –Centers and to General

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		Public for dissemination of Swachhta importance. Action plan : All OIC's of Sub - Centers
6.	Shramdan Activity Shramdan by each employees of STPI of atleast 90 minutes for cleaning of their work place/common areas of the office building	All officials/ employees of STPI, Hyderabad and sub-centers are requested to carry out shramdan activity for atleast 90 minutes for cleaning of their work-place/office premises during the Swachhta Pakhwada (Action by : All Staff Members)
7.	Weeding out Old Records/Files	As per retention schedule, proposed to carry out weeding out of old record/files identification and proper disposal of the records with the approval from the Competent Authority during the Swachhta Pakhwada fortnight. (Action by : All Officers/ OICs)
8.	General Cleaning of store rooms, canteen and parking area	The General cleaning activity of store rooms, canteens and parking area is scheduled on XX/02/2022. Action Plan : Sh. B Ravindar, AO & Sh. Y Thirupathi, Asst. (A-I) @ Hyderabad & All OIC's @ Sub-Centers
9.	Disposal of Obsolete/Unused Assets / equipment: Disposal of the old and unused furniture/fixture/stationery including electrical and electronics equipment etc.,	Obsolete Equipment's have been identified at Sub-Centers Tirupati, Visakhapatnam, Vijayawada and Kakinada. Tender will be called for the disposal of E-Waste equipment's during the Swachhta Pakhwada and efforts will be made for disposal of Non-E Waste items locally at the above centres respectively through duly constituted committee by the Competent Authority.
10.	Basic Maintenance Regular cleaning of office workstations, sanitization of office area, toilets and disposal bins. Whitewashing and cleaning of office space	Regular cleaning activity of the workstations/ office premises and disposal of bins has been promptly carried out on daily basis along with sanitization of office premises as and when required. Whitewashing of office premises has already been carried in all the locations as required, however Sh. B Ravinder, AO and Sh. B Vijay Kumar, Asst(A-IV) will supervise the premises once-again and the submit their recommendations.

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		<p>Action : Sh. B Ravinder, AO & Sh. B Vijay Kumar, Asst (A-IV) @ Hyderabad</p> <p>All OIC's of Subcenters</p>
11.	<p>Sanitization and SWM: Need based construction / renovation / maintenance of toilets for men, women and different abled, availability of running water, hand washing facilities with soap in all toilets. Installation of Dustbin (Blue/Green) wherever required.</p>	<p>Wash Rooms at Cyber Towers, HITEC City premises and Solitaire Building (STPI IMAGE premises) are carried out by respective maintenance agency. And with respect to wash rooms at NOC, Jubilee Hills premises have already been repaired. However, Sh. B Vijay Kumar, Assistant (A-IV) & Sh. Y Thirupathi, Asst (A-I) may be directed to revisit all the washrooms and submit their recommendations.</p> <p>Action by :Sh. B Vijay Kumar, Asst.(A-IV) & Sh. Y Thirupathi, Asst.(A-I)</p> <p>All OIC's of Subcenters to take necessary steps in this regard</p>
12.	<p>Publicity in Social Media/Digital Awareness Use of social media such as My-Gov, Twitter and Facebook extensively for the purpose</p>	<p>Action by: Sh. Murali Krishna, Dy. Director and Smt. BVSS Sirisha, Asst.(A-IV)</p>
13.	<p>Landscapping /Plantation /Beautification of surrounding areas Tree plantation in and around office complex and installation of potted plants in corridor in the office to create and eco-friendly environment. Cleaning 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:</p>	<p>Proposed to place potted plants at office premises to enhance the beautification of the office premises.</p> <p>Employees will be encouraged for planation of plants at office premises/campus.</p> <p>Proposed to carry out cleaning of surrounding office premises and Gardening works at NOC, Jubilee Hills premises.</p> <p>Action: Sh. K Ranga Reddy, Dy. Director & Sh. Y Thirupati, Asst.(A-I) @Hyderabad</p> <p>All OIC's of Sub-Centers</p>
14.	<p>Swachhta Awareness at Local Level: Senior Officers in the STPI may provide leadership implementing for Swachhta Pakhwada effectively. Officers at the level of Deputy Director/ SAO/AO may be nominated in all STPI Centres as Nodal Officer</p>	<p>Sh. S Ravi Shankar, Sr. Admin. Officer has been nominated as "Nodal Officer" for implementation of Swachhta Pakhwada activities and the information is communicated to STPI-HQ.</p>
15.	<p>Save Energy : Production for saving energy during Swachhta Pakhwada by reducing electricity consumption and by installing energy efficient lights</p>	<p>Necessary action has been for installing of energy efficient lights in office premises. All the lights have been replaced with LED lights.</p>

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		<p>However, will re-check the entire office premises at all locations and ensure for replacement of LED lights if any during the Pakhwada.</p> <p>Action : Sh. J Girija Manohar, Dy. Director All OIC's of Sub-centers.</p>
16.	<p>General Cleaning of Surrounding Area :</p> <p>General cleaning of roof top area of the buildings, outside surrounding area of the building.</p> <p>General cleaning of backside wall portion/glass portion/ main stairs of the building</p> <p>General cleaning of other office areas, including Fire Exit of the building</p>	<p>Action :</p> <p>Sh. B Ravinder , AO & Sh. B Vijay Kumar, Asst. (A-IV) – will ensure the general cleaning of office areas including Fire Exit of the building through house-keeping agency.</p> <p>With respect to cleaning of roof top areas /surrounding areas/stairs case/glass portion cleaning of the buildings at Sub-centers, All OIC's of Sub Centers will ensure the cleanliness of the activity.</p>