

Govt. of NCT of Delhi  
Department of Social Welfare  
7<sup>th</sup> Floor, MSO Building, ITO  
I.P.Estate, New Delhi-110002  
(Administrative Branch)

F.Admn-I/DSW/2014/Misc/PFI

3906-3965

Dated: 7/8/25

CIRCULAR

**Subject: Delhi Ko Koode se Azaadi- Swachhata Abhiyan from 01.08.2025 to 31.08.2025**

In pursuance of letter no. UD-L05/5/2025/SBM-UD/E-247945/8768 dated 25.07.2025 received from Urban Development Department, GNCTD, All DSWOs, HOOs, Superintendents, Section Officers, Home/Institutions/Branch Incharges of Department of Social Welfare are hereby directed to undertake Swachhta Abhiyan/cleanliness campaign in their respective offices/premises on the auspicious occasion of this independence day from 1<sup>st</sup> August to 31<sup>st</sup> August, 2025.

Further, all the Branch Incharges/DSWOs/HOOs/DDOs are requested to share before and after Photos/videos of the same to RTE Branch.

This issues with the prior approval of the Competent Authority.

  
Deputy Director (Admin)

**Encl: As above.**


F.Admn-I/DSW/2014/Misc/PFI

3906-3965

Dated: 7/8/25

To

1. Special Secretary, Urban Development Department, 9th & 10th level, Delhi Secretariat, I.P. Estate, Delhi-110002.
2. PS to Secretary (SW), DSW, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
3. PS to Director (SW), DSW, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
4. Supdt RTE Branch, DSW, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002 for information and further necessary action.
5. All DDs/DSWOs/DDOs/Branch Incharges of DSW, GNCTD, Delhi.
6. Sr. System Analyst, DSW for uploading the circular on the departmental website.
7. Guard file.

  
Deputy Director (Admin)

531/CC  
08/08/2025

134/C

GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF URBAN DEVELOPMENT  
DELHI SECRETARIAT, NEW DELHI

UD-L05/5/2025/SBM-UD/E-247945/8768

Dated: 25-07-2025

To,

Principal Secretary,  
Social welfare Department,  
7<sup>th</sup> Floor MSO Building,  
ITO New Delhi-110002

Sub: Swachhata Drive in Delhi to be observed during 1<sup>st</sup>-31<sup>st</sup> August 2025

Sir/Madam,

In pursuance to decision of Govt. of NCT of Delhi, a 'Swachhata Drive' is to be taken up in Delhi during August 2025, beginning w.e.f. 01<sup>st</sup> August 2025.


A follow-up meeting in this regard was held under Chairmanship of Chief Secretary and following directions are issued for all departments/agencies of GNCTD:

- a) A suggestive schedule of activities finalized after consultations with various authorities, is attached herewith (Annexure-A). These activities are required to be taken up by your department for the drive period. The list is not exhaustive and department may include other activities as per the nature of its work and subordinate agencies, if any.
- b) A portal devised for uploading the activities taken up by general public as well as institutions, during the drive will go live by 30<sup>th</sup> July. The portal can be accessed at <swachhata.delhi.gov.in>
- c) Specific emphasis is to be given on visibility of the activity taken up during this period.
- d) 'Head of Office (HOO)' of respective Department will be responsible for formulation of 'action plan' at department level (including subordinate offices/agencies) and its implementation.
- e) A date-wise 'action plan' for this period, as prepared by each department, to be furnished by each department by 26<sup>th</sup> July 2025 at e-mail: swachhdelhi2025@gmail.com

In order to carry the message with required seriousness, it is requested to hold a meeting in coming week with all Offices/Subordinate offices to ensure that the drive gets implemented in all spheres of the government establishment in time.

This is issued with approval of competent authority.

Encl: As above

  
(A.K. Singh, IAS)  
Special Secretary (UD)

Copy to:

1. Staff Officer to Chief Secretary
2. Secretary to Minister (UD)

Schedule of Activities for Swachhata Drive [1<sup>st</sup> August to 31<sup>st</sup> Aug]

1. Segregation of records and weeding out of old as per norms. old files/ documents can be disposed off by way of shredding, so as to have space in record rooms.
2. In order to avoid use of single use plastic, use of Glass bottles in office chambers, meetings be promoted. Every office should have set of such bottles (as per normal need) and there should be no use of single use plastic bottles, commonly called Packaged water bottles.
3. Shramdan on 1<sup>st</sup> August in all offices be done for 2 hours, to clean – properly arrange remaining record in record room, clean floors, water Tanki cleaning, premises cleaning, removal of defacement from premises including outer wall by way of removing unauthorised poster/ banners/ stickers / private advertisement etc and suitable colouring of walls, grass cutting, pruning, plantation of saplings, office premises.
4. Two hour Shramdan on every Saturday i.e. 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup> August in Slum/ Unauthorised colonies
5. Swachhata drive photos also be uploaded on websites of respective department/ organization.
6. All the employees to take 'Swachhata Pledge' on portal devised for this drive <swachhata.delhi.gov.in> and the acknowledgement generated on the portal be sent through HOO of the Department on weekly basis at e-mail: swachhdelhi2025@gmail.com.
7. Broken furniture/ equipment should be repaired and nonrepairable should be written off/ auctioned before 25<sup>th</sup> August.
8. In line with 'Reduce, Re-use, Recycle (3R) approach for 'Solid Waste Management, the departments may expeditiously onboard on e-office platform to reduce consumption of office stationary and circulation of physical files.
9. Directions may be suitably circulated to Sub-ordinate agencies/field offices for implementation on similar lines
10. All the physical assets including 'public facilities/utilities' of department to be reviewed and any defaced infrastructure may be appropriately repaired/restored to its original condition, to the extent possible