

## Action Plan For Swachhta Pakhwada- 2021

**Name of the CPSE:** Brahmaputra Valley Fertilizer Corporation Limited, Namrup

The “Swachhta Pakhwada” programme will start with an Oath taking session simultaneously at different locations of the plants, offices of BVFCL ensuring the guidelines issued in the wake of COVID 19 pandemic.

**A) Some innovative planning:**

Sl. No.	Activities to be carried out	Departments/sections Responsible for execution of jobs.
1	Field campaign to bring awareness on hazardous side of Single Use of Plastic (SUP) and to discourage the use of plastic.	Public Relations, Administration and Personnel department (Welfare Section).
2	Campaigning against smoking and spitting in public areas.	Public Relations, Administration Department with the involvement of Doctors & Staff.
3	Campaigning on better hygiene related to COVID-19	Public Relations, Administration Department with the involvement of Doctors & Staff.
4	Water, Sanitation, and Hygiene (WASH) practice improvement at schools	Administration, Civil and Personnel department (Welfare Section)
5	Webinar on Swachhta	Management Services Department, Training department and Personnel department (Welfare Section).
6	Installation of Dustbins wherever required.	Administration Department in association with Civil Department.
7	Video conference / meeting with field formations for the dissemination of information and to review the preparedness, in between and at the end of the Pakhwada	Marketing Department, Management Services Department and Welfare section of Personnel department.
8	Promotion of Liquid Bio Fertilizer / Organic Fertilizers / City Compost	Marketing Department and Chemical Laboratory
9	Video conference with the dealers, retailers to curb the use of Single Use Plastic (SUP). Focus will be given mainly on farmers, how to aware them in this regard as well as WASH practice improvement among them.	Marketing Department, Management Services Department and Personnel department (Welfare Section).
10	Webinar / Power point Presentation on Beat Plastic Pollution	Technical Services Department
11	Distribution of pamphlets with the news papers through paper agencies on Swachta and COVID-19 related practices.	Public Relations Section and Administration Department
12	Plantation	Administration Department (Horticulture Section)

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**B) Use of media:**

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Uploading of Swachhta message in our BVFCL website and Social Media.	Welfare Section of Personnel Department and Management Services Department
2	The detail action plan and action taken during “Swachhta Pakhwada” will be uploaded in BVFCL website	Welfare Section of Personnel Department and Management Services Department
3	The news of celebration will be published in Local News Papers.	Public Relations Section

**C) Campaigning towards Promotion and Maintenance of SWACHHATA:**

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Putting up Banners / signboard and Slogans on importance of <b>swachhta</b> in day to day activities in plants, offices & other public places.	Public Relations Section
2	Appeal to employees for upkeep of plants and cleaning of equipments / furniture / computers etc.	Welfare section of Personnel department
3	Appeal to employees to curb the use of Single Use Plastic (SUP) and avoid the use of plastic in the office.	Welfare section of Personnel department
4	Appeal to employees to maintain neat, clean & hygienic environment by refraining from chewing / spitting paan, throwing food waste at the work places, public places, toilets etc.	Administration and Welfare section of Personnel department
5	Appeal to all HoDs to make available liquid hand wash / soaps at work places.	Welfare section of Personnel department
6	Frequent sanitization of work places.	Administration Department.
7	Awareness programme on Bio –degradable mechanism to ensure 100% achievement to this effect	Public Relations Section & Welfare section of Personnel department

**D) Cleaning / Cleanliness drive in the plants, offices and public places:**

S1 No.	Plant/site	Period/Date	Activities to be carried out	Department Responsible for execution of jobs.
01	Administrative Building	1 <sup>st</sup> & 2 <sup>nd</sup> September	Total Cleaning of Front and backside of Administrative building premises.	By Administration Department.
02	BVFCL Hospital	3 <sup>rd</sup> September	Total Cleaning of Front and backside of Hospital	By Administration Department in association with Medical Department.

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03	BVFCL Daily Market	4 <sup>th</sup> September	Total cleaning of Market including drains	By Administration Department.
04	Namrup Fertilizer Club	5 <sup>th</sup> & 6 <sup>th</sup> September	Total Cleaning of surroundings of the Club.	By Administration Department in association with the Club committee.
05	Proposed area for N-IV plant	7 <sup>th</sup> & 8 <sup>th</sup> September	Total Cleaning of proposed area for N-IV plant	By Administration Department in association with MM Deptt..
06	Stores of Material Management Deptt.	9 <sup>th</sup> & 10 <sup>th</sup> September	Surrounding areas of Stores, MM Deptt..	By Administration Department in association with MM Deptt..
07	N-III building	11 <sup>th</sup> September	Surrounding areas of N-III building	By Administration Department in association with concerned Department.
08	Bio- Fertilizer Plant	12 <sup>th</sup> September	Cleaning of approach to the plant & plant premises.	By Administration Department in association with Chemical Control section.
09	Gandhi Maidan	13 <sup>th</sup> September	Grass cutting and cleaning of field	By Administration Department.
10	Other areas of Factory premises	14 <sup>th</sup> & 15 <sup>th</sup> September	Grass Cutting and cleaning of rooms and toilets.	By Administration Department in association with concerned Departments.

**E) Ensuring Safe and pure drinking water:**

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Repair of public water taps & cleaning of surroundings.	Administration & Civil Maintenance Department
2	Attending all water filters / purifiers installed at Offices, Plants and public places during the pakhwada and renewal of AMC.	Administration Department

**F) Beautification / Face lifting:**

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Whitewashing / painting of office buildings, wherever required	Civil Department
2	Redressing of existing flower pots of the office buildings and Providing where ever not available.	Horticulture Section
3	Beautification of the flower gardens and parks.	By Horticulture Section & Civil Department.