

Appellate Tribunal for Electricity
New Delhi

Dated: 13/05/2025

CIRCULAR

Subject: Observance of *Swachhata Pakhwada 2025* in APTEL and Swachhata pledge Ceremony.

In accordance with the directives of the Government of India and as per the attached action plan, *Swachhata Pakhwada 2025* will be observed in the Appellate Tribunal for Electricity (APTEL) from 16th to 31st May, 2025.

All officers and staff members are requested to actively participate in the activities scheduled during this period to promote cleanliness, hygiene, and awareness within the premises and in our surroundings.

To mark the commencement of *Swachhata Pakhwada*, a Swachhata pledge will be taken on 16th May, 2025 at 11:30 AM in Admn. Section, 2nd Floor.

Your cooperation and enthusiastic participation are solicited to make this initiative a success.



(Major Jyoti Sharma)
Deputy Registrar/
Nodal officer

To:

To all concerned

Copy to:

PPS to Hon'ble Chairperson

PPS/PS to Hon'ble Members

PS to Ld. Registrar

PS to Deputy Registrar (NS)

Steno. to Deputy Registrar (MJS)

PA to Director (Admn.)

Notice Board

ACTION PLAN
SWACHHATA PAKHWADA
16-31 MAY, 2025

| Sl. No. | Date | Event | Place | Remarks |
|---------|---------------|---|---|--|
| 1 | 16.05.2025 | 'Swachhata Pledge' | Registry / Administration | All officers and staff to participate |
| | | Display of Swachhata-related awareness posters/messages | At various locations of APTEL and on APTEL website | To be done by all officers/staff |
| | 17-18.05.2025 | <i>Weekend (Saturday & Sunday)</i> | — | — |
| 2 | 19.05.2025 | Shramdaan / Cleanliness drive | In and around individual sitting areas | Staff to clean personal and common areas |
| 3 | 20.05.2025 | Cleanliness drive | Registry and its passage area | Participation of registry staff |
| 4 | 21.05.2025 | Weeding out of waste papers and obsolete Record Management Drive | All Sections | To dispose of obsolete records as per rules |
| 5 | 22.05.2025 | Awareness Session on Sanitation and Hygiene | Admn. area | Talk by senior officer |
| 6 | 23.05.2025 | Cleanliness drive | Library and adjacent common areas of 1 st floor | Staff assigned to the area |
| | 24-25.05.2025 | <i>Weekend (Saturday & Sunday)</i> | | |
| 7 | 26.05.2025 | Swachhata inspection and review | Entire Office Premises | By Senior Officers/Swachhata Monitoring Team |
| 8 | 27.05.2025 | Plantation and beautification activity (if feasible) | Passage area of Registry, lift, 2 nd & 7 th Floor | By all staff |
| 9 | 28.05.2025 | Uploading Swachhata activities performed on portal & social media | Admn./IT Section / Website | To ensure visibility and reporting |
| 10 | 29.05.2025 | Compilation of Swachhata Pakhwada report with photographs | Admin Section | For submission to Ministry of Power |
| 11 | 30.05.2025 | Closing meeting and acknowledgment of participants' contributions | Court Room | Certificate of appreciation (optional) |