To
The Additional Director General,
HRM-II, New Delhi.

Sir,

Sub: Consolidated report on activities undertaken under “Swatchhta Pakhwada” from 16.01.2018 to 31.01.2018 in Mumbai Preventive Commissionerate… reg.

The following activities were undertaken in Mumbai Preventive Commissionerate during the Swatchhta Pakhwada from 16.01.2018 to 31.01.2018. Datewise reports of these activities along with relevant photographs are attached herewith as Annexure I to XI.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Date</th>
<th>Activity Plan</th>
<th>Action Plan</th>
<th>Annexure</th>
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<tbody>
<tr>
<td>1</td>
<td>16.01.2018</td>
<td>Pledge by officers and staff and display of banners regarding pakhwada. All officers/staff members to make resolution to keep office premises clean, manage old records properly and to participate in other Swachhta related reforms</td>
<td>All the Officers and staffs have taken Swachhta Pledge in bi-lingual mode separately both in Hindi and English language at 11th floor, Conference Hall, New Custom House. Officer’s posted in Divisional and Circle Offices and other field offices took the Swachhta Pledge at their respective place of posting. Posters, banners highlighting the details of Swachhta activities were displayed at public vantage points.</td>
<td>Annexure-I</td>
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<td>2</td>
<td>17.01.2018</td>
<td>Cleaning of the office premises by the staff</td>
<td>All the officers of Mumbai preventive Commissionerate including the senior officers and Head Hawaldars, ministerial staff have cleaned their respective office premises / work stations and later they helped others to clean the common areas.</td>
<td>Annexure-II</td>
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<td>3</td>
<td>18.01.2018</td>
<td>Swachhta Workshop: organizing workshops on cleanliness and waste management in office for staff, including interactive sessions between senior officers and workers in charge of cleanliness.</td>
<td>Workshops on cleanliness and waste management was organized in the conference Hall, 11th floor, R&amp;I, New Custom House for staff, including interactive sessions between senior officers and workers in charge of cleanliness.</td>
<td>Annexure-III</td>
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<td>4</td>
<td>19.01.2018</td>
<td>Competitions: competitions to be held among the office staff inviting ideas for swachhta</td>
<td>Speech Competitions was conducted in the conference Hall, 11th floor, R&amp;I, New Custom House on Swachhta awareness. Cartoon / Essay competition and Slogan writing competitions were held subsequently.</td>
<td>Annexure-IV</td>
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<td>5</td>
<td>22.01.2018</td>
<td>Voluntary work: Each Commissionerate may select a locality or school and clean the premises</td>
<td>Officers of preventive Commissionerate have cleaned the rooms and premises of Annasaheb Damne Ashram School, Kaman , along with 20 cadets of NCC, 1st Maharashtra Armored Squadron, Vasai and the students of Annasaheb Damne Ashram School.</td>
<td>Annexure-V</td>
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<td>6</td>
<td>23.01.2018</td>
<td>Each Commissionerate will carry out one of its own innovative idea for cleanliness to be submitted by the commissionerate itself. Commissionerate may take steps to undertake innovative initiatives during the campaign so that few stories are generated daily.</td>
<td>Teams of officers have identified shops or personas around the office premise and approached them. They have been briefed about the hygienic practices and importance of segregation of waste material. Waste baskets with appropriate lids have been distributed and gloves have been distributed to the persons working at these shops.</td>
<td>Annexure-VI</td>
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<td>7</td>
<td>24.01.2018</td>
<td>Plantation: each commissionerate should identify an area for tree plantation or beautification</td>
<td>Officers of this Commissionerate have identified suitable places at Division and Range office premises/ nearby villages and carried out plantation of saplings at these selected places.</td>
<td>Annexure-VII</td>
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<td>Date</td>
<td>Event Description</td>
<td>Annexure</td>
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<td>8 25.01.2018</td>
<td>Segregation of old records, enlisting safe keeping of the same. Digitization of records. All sections of this Commissionerate have segregated old and new records and also enlisted them for safe keeping and digitization.</td>
<td>VIII</td>
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<td>9 29.01.2018</td>
<td>Commissionerates to adopt roads, round abouts, historical places etc to maintain its cleanliness. Officers of Bassein Division of Preventive Commissionerate had adopted Bassein Fort area, a large fort in Vasai village, in the Vasai taluka (county) of the District of Palghar, Konkan Division.</td>
<td>IX</td>
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<td>10 30.01.2018</td>
<td>Creating social buzz regarding swachhta through electronic and print media. A press release should be issued highlighting major outcomes of Swachhta Pakhwada. Each Commissionerate should ensure better branding and publicity of Pakhwada activities. The officers of this Commissionerate interacted with media, both electronic and print media and explained various activates undertaken by them in the course of this pakhwada. The details of various activities undertaken were also shared with the people through twitter, Facebook and departmental website.</td>
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<td>11 31.01.2018</td>
<td>Mass anti-polythene drive. The officers of this Commissionerate have interacted with public at Chatrapati Shivaji Terminal, Churchgate Crawford market and politely requested them to replace the plastic bags carried by them with environment friendly bio degradable cotton bags printed with slogan of “Swatchhta Hi Seva” and image of Mahatma Gandhi’.</td>
<td>XI</td>
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This issues with the approval of the Principal Commissioner of Customs(P).

Yours faithfully,

Sd/-

(S B AGRAWAL)
ASSTT. COMM'R OF CUSTOMS (P)
R&I/ MUMBAI

Encl: As above.

Copy to : Dy. Commr. CCO, Mumbai Zone-III.
Activity Report for Day-1 (16.01.2018)
Inauguration of Swatchta Pakhwada & Pledge administration

As part of Department of Revenue’s Swachhta Pakawada fortnight from 16th to 31st January, 2018 to celebrate and observe the Nationwide Campaign of “Swachhta Hi Sewa” was formally inaugurated in the Mumbai Preventive Commissionerate by the Pr. Commissioner of Customs (Preventive) on 16.01.2018.

1. Swachhta Pledge was administered by all Officers and staffs at 03:00 PM on 16.01.2018 in bi-lingual mode separately both in Hindi and English language for staff of both R&I in headquarters at 11th floor, Conference Hall, New Custom House by Pr. Commissioner of Customs (P). Officer’s posted in Divisional and Circle Offices and other field offices took the Swachhta Pledge at their respective place of posting. It was directed by the Pr. Commissioner of Customs (P) to spread the awareness about Swachhta Pledge and also encourage general public to take Swachhta Pledge.
2. Posters, banners highlighting the details of Swachhta activities were displayed at public vantage points like Pr. Commissioner’s Cabin, main entrance; lift lobbies, near biometric attendance machines and office cubicles and field offices and minor ports under the jurisdiction of Preventive Commissionerate, Mumbai for spreading awareness about “Swachhta Hi Sewa” campaign. (Photographs at Annexure II)
अधिकारक सीमा शुल्क (निवारक) का कार्यालय
मुंबई, मारुव, मारे मलाद (W), मुंबई - 95
OFFICE OF THE SUPERINTENDENT OF CUSTOMS (PREVENTIVE)
MARINE & PREVENTIVE WING, MANORI CIRCLE,
MARVE, MALAD (W), MUMBAI - 95.

प्रधान आयुक्तालय, सीमाशुल्क (निवारक) मुंबई अंचल-III
Principal Commissionerate of Customs (Preventive) Mumbai Zone-III

स्वच्छता ही सेवा
स्वच्छता पक्षवादा
16 से 31 जनवरी 2018
नवीन सीमाशुल्क भवन
आपका हार्दिक स्वागत करता है।
3. Principal Commissioner (P) in his keynote speech reiterated the importance of cleanliness and stressed upon personal involvement in cleaning and maintaining the swachhta around the work place and surrounding environment. He also insisted on innovative means in successful implementation of “Swachhta Hi Sewa” campaign. He also laid down the outlines and framework with which this noble cause has to be carried out. All officers took pledge to actively participate in this campaign and committed their maximum efforts for best possible outcomes.

4. Feedbacks, ideas and suggestions regarding “Swachhta Hi Sewa” campaign from the staffs were also sought and acknowledged by the Pr. Commissioner (P) and directions were also issued to the concerned Section for incorporating some of these ideas in this ongoing campaign. The first programme, thus came to an end by the thanks giving note to all the stakeholders by the Asstt. Commissioner of Customs (P).
Activity Report for Day-2(17.01.2018)
Cleaning of work places and office premises by the officers of the Commissionerate.

All the officers of Mumbai preventive Commissionerate including the senior officers and Head Hawaldars, ministerial staff have continued their enthusiasm for the second day of the fortnight and carried out Swatchhta Hi Seva initiative in their respective office premises / work stations and later they helped others to clean the common areas. Initially the officers have cleared the drawers of the work tables for any old and loose papers which are not part of any file or extra copies of old administrative orders, unsigned draft letters etc. sorted them and fed them to shredder. Thee they proceeded to clear any papers/ stickers etc affixed to the work tables, side partitions or walls and removed them and cleaned the tables and sidewalls with glass disinfectants. Officers posted at places such as M&P divisions and circle officers where they have open spaces around the offices have cleared the scattered dead leaves and waste paper plastic etc.

At the end of the day all the officers have witnessed the noticeable difference in and around workplace and had a satisfying smile on their faces which strengthened their determination to continue for remaining days with full vigor.
All the officers of Mumbai preventive Commissionerate including the senior officers along with sweepers/loaders have attended Swachhta Workshop on cleanliness and waste management. The workshop was commenced with the inaugural speech by the Joint Commissioner of Customs(P) who in his speech reiterated the importance of cleanliness and be eco-friendly in our daily life both in the perspective of personal and professional life. Short term goals and long term goals of swatchhta Pakhwada were reiterated by the Superintendent, R&I. A power point presentation high lighting the sea changes witnessed during the earlier SAP activities was shared with all the participants. All the participants could notice the visible difference between before and after effects of the voluntary swatchhta activities. It was agreed to cooperate and involve personally in, 1. reduction of usage of paper 2. Implementation of e-governance in administrative functioning, 3. reduction in wastage of electricity by adapting measures like LED installation, and 4. Reduced dependency on electrical / non renewable energy sources. During the interaction, senior officers, emphasized the importance of clean and healthy environment at work place which results in positive and healthy vibrations which in turn results in increased job satisfaction and output.

All the participants have rededicated themselves to segregate dry waste and wet waste and use the distinctive dustbins provided for this purpose. All participants left the workshop with rejuvenated energies and enthusiasm to continue the swatchhta movement.

Some of the photographs of the workshop are shared herewith.
Activity Report for Day-4 (19.01.2018)

Inviting ideas for Swatchhta.
Essay writing, Cartoon competition and Slogan writing competition

A speech competition has been conducted on “Swachhta Hi Seva”. Several officers have shown interest in the participation and the competition was carried out in the conference hall of New Customs House. Asstt. Commissioners Shri Naresh Kumar and Shri S B Agrawal have acted as Judges and carried out their responsibilities in selecting the best three speakers basing on various parameters. The participants in their speeches expressed that this should be a continuous process not limited to period of Pakhwada. Further it was reiterated that by following the Swatchta Abhiyan, we are setting right examples for out next generations and giving them a new environment. One of the participants has highlighted the need for participation by each and every citizen of India. In his keynote Shri S B Agarwal, Asstt. Commissioner has informed the gathering that the visible difference before and after the Swatchh Bharat Abhiyan can be seen not only in the offices but also at the areas of public utilities such as train compartments and platforms. The competition concluded with declaration of three top participants viz. 1.Sh. Sumit Kaushik, PO. 2. Sh Hari Krishna, PO and 3. Smt. Varsha V Ghadge, Dy. Office Supdt.

In continuation to speech competition conducted on 19.01.2018 (report of which has already been sent to the Chief Commissioner’s Office. ) this Commissionerate, conducted three more competitions namely Essay writing, Cartoon competition and Slogan writing, in the conference Hall, 11th floor, R & I Office, Annexe building, New Customs House, Mumbai. Several officers took part in the said competitions. The Officers participated with great enthusiasm. Shree Sachin Gusia, Joint Commissioner of Customs(P), R & I in his keynote speech, expressed his wish that the spirit of officers should continue in future also. He further stated that these type of activities will result in rejuvenated energies and enhanced performance in fulfilling social responsibilities of each and every individual public in general and Government officer in particular. Other senior officers reiterated the importance of active participation of the young officers will unquestionably bring noticeable change in the surroundings and enhance quality of life. Few of the photographs of the activity are attached herewith.
Activity Report for Day-5 (22.01.2018)  
Voluntary work

Officers of Bassein Division under M&P wing of preventive Commissionerate carried out Cleaning of the rooms and premises of Annasaheb Damne Ashram School, Kaman, along with 20 cadets of NCC, 1st Maharashtra Armored Squadron, Vasai and the students of Annashaheb Damne Ashram School. The officers have reiterated the importance of having clean and healthy environment and atmosphere at the working and study places. The participants were found to be very enthusiastic and involved themselves in the cleaning operation. At the end of the same, all the participants could notice the visible difference in the rooms and premises of the ashram and vowed themselves to carry out such operations frequently by themselves.
Activity Report for Day – 6 (23.01.2018)

Carrying out innovative idea.

The first part of implementation of innovative idea special teams of officers have visited the petty / small shops in around the Commissionerate building and observed the hygienic practices of the persons at these shops. There are some teashops/juice shops/fast food joints/pan shops etc. It is observed that the used paper plates/empty plastics cups, used tissue paper etc are being thrown into open waste baskets/half broken buckets. In some cases, it is noticed that the there is no segregation of dry/wet waste. In many of the fast food centers, it was noticed that the food is prepared with naked hands. Overall condition is that the surrounding atmosphere is very much unhygienic and disturbing.

Teams of officers have identified such shops or personas and approached them. They have been briefed about the hygienic practices and importance of segregation of waste material. Waste baskets with appropriate lids have been distributed and gloves have been distributed to the persons working at these shops. It was informed to them that the clean and hygienic practices would be monitored by these special teams discretely and will be properly rewarded during a surprise visit in near future.
Activity Report for Day – 7(24.01.2018)

Planatation

As part of Swatchhta Pakhwad, 7th day activity (beautification by plantation), officers of this Commissionerate have identified suitable places at Division and Range office premises/nearby villages and carried out plantation of saplings at these selected places. The officers, as part of inculcation of good and healthy practices among the future generations, explained the importance of plantation and green belt development to school children. As the saying goes “the best time to plant a tree was 20 years ago and the second best time is now” the greenery which is being developed now will benefit the future generations and the open and healthy atmosphere will definitely result in improved health and increased productivity. All the officers and students who participated in the said activity have adopted one plant each and took oath to monitor, water and maintain the plants growth.
As part of the subject Swatchhta Pakhwada, all sections of this Commissionerate have carried out prescribed activity i.e segregation of old and new records, enlisted them for safe keeping and digitisation. This opportunity was utilised to carry out the segregation and several old files which are not required for day to day working are identified and separate bundles were made after enlisting them. The same would be shifted to earmarked storage space so that the space released can be better put to use to store the current and important files. This activity surprisingly resulted in release of valuable office storage space without causing any burden on available limited infrastructure and financial resources.
Activity Report for Day –9( 29.01.2018 )  
Adoption of Bassein Fort

As part of 9th day activity of Swachhta Pakhwada, Officers of Bassein Division under M&P wing of Preventive Commissionerate had adopted Bassein Fort area, a large fort in Vasai village, in the Vasai taluka (county) of the District of Palghar, Konkan Division. The Marathi name of the place is Vasai. The officers had carried out outreach exercise involving local community and children. This will be sustained over long period by way of regular engagement and planned activities through cleaning and community involvement.
Activity Report for Day – 10(30.01.2018)
Creating social buzz.

As part of ongoing Swatchhta Pakhwada, the officers of this Commissionerate interacted with media, both electronic and print media and explained various activates undertaken by them in the course of this pakhwada. The details of various activities undertaken were also shared with the people through twitter, Facebook and departmental website. The Principal Commissioner of Customs gave interview to Navbharat Times, a Hindi news paper and Zee News Channel. A brief press release was also issued for the information of the media and general public highlighting the activities undertaken by the officers and the staff of this Commissionerate. Vernacular news paper, Narvir Chimaji daily news post Vasai/Virar has published new article on the activities undertaken by officers of preventive Commissionerate, Vasai.
PRESS RELEASE

Officers of Customs Preventive Commissionerate, New Custom House, Ballard Estate, Mumbai are celebrating Swachhta Pakhwada from 16th to 31st January 2018 under “SWACHHTA HI SEWA” programme.

“SWACHHTA HI SEWA” is a nationwide swachhta campaign launched by the Government of India on 15.09.2017 in coordination with the Ministry of Drinking Water and Sanitation. The campaign launched by this Commissionerate is a part of the above campaign which include ‘Sharamdaan’ or Voluntary Work, focusing on mass mobilization and reinforcing ‘Jan Andolan’ for sanitation to contribute to Mahatma Gandhi’s dream of a clean India.

During the campaign, the officers of this commissionerate have taken pledge, actively participated in cleaning of office premises surroundings. The activities undertaken to celebrate this programme include Swatchhta Pledge by the Officers and staff, Cleaning the office premises by the senior Officers and staff, “Swatchhta Workshop” on cleanliness and waste management, speech competition on ‘Swachha Bharat Mission’, Cleaning of the rooms and premises of Annasaheb Damne Ashram School, Kaman, by the Officers along with 20 cadets of NCC, 1st Maharashtra Armoured Squadron, Vasai, spreading awareness among small vendors mainly food stalls owners operating around the Customs Office premise about importance of cleanliness of their surroundings/premises, distribution of free dustbins among them to maintain cleanliness, tree plantation at specified places, to adopting roads, round-abouts, historical places etc. to maintain its cleanliness, digitization of office records to minimize use of paper and generation of paper garbage etc. To spread Mass anti polythene drive, which is also a part of this campaign, the officers of this Commissionerate have planned to distribute clothes bags among the public in exchange for plastic / polythene bags found carrying at public places i.e. Churchgate Railway Station, Dadar and also to educate them about the menace caused by plastic in the environment. The Pr. Commissioner of Customs of the Commissionerate also informed that the campaign aims to go beyond symbolism and go to the next level of the implementation of Pakhwada, so that Swachhta Abhiyaan become sustainable and inculcate Jan Andolan in the mind of masses. Motivating and engaging local Communities surrounding preventive Offices across 5 districts and coastal areas would be the focus areas for sustaining this movement and brought about attitudinal changes towards cleanliness.

Mass anti Polythene drive

As part of ongoing Swatchhta Pakhwada, the officers of this Commissionerate have interacted with public at Chatrapati Shivaji Terminal, Churchgate Crawford market and politely requested them to replace the plastic bags carried by them with environment friendly bio degradable cotton bags printed with slogan of “Swatchhta Hi Seva” and image of Mahatma Gandhi’. Public were very much enthusiastic about the environment friendly bags with image of Gandhiji. The message of plastic free society has gone very well with the public. Mean while, reporters and camera crew of APN News channel have captured the said activity for their news feed.

Principal Commissioner Shri A K Jyotishi, in his interview with APN explained the activities undertaken by the officers of the Commissionerate towards making India Plastic free. Around 1000 environment friendly/ bio degradable bags have been distributed to the public.