

**The PROPOSED ACTION PLAN FOR SWACHHA BHARAT PAKHWADA (01.02.2018 To 15.02.2018) in
Indian Computer Emergency Response Team (CERT-In)**

S.No.	Date	Particulars of Physical Action I	Particulars of Proposed Motivational Action across MeitY its offices II	Action by
1.	01.02.2018	<p>1. Opening of Swachh Bharat Pakhwada & Pledge taking ceremony.</p> <p>2. All Officers/ Staff members of CERT-In will participate in pledge taking ceremony organized by MeitY.</p> <p>3. Officers/ Staff will initiate Sharamdan at CERT-In Premises.</p> <p>4. General cleaning of all cabins/rooms by the concerned staff/officers themselves.</p>	<p>1.Swachh Bharat message display on all notice boards across CERT-In.</p> <p>2.Welcome message regarding Swachh Bharat Mission Pakhwada during the meetings from 1st February - 15th February common with MeitY.</p> <p>3.e-mail regarding Swachh Bharat to CERT-In employees.</p> <p>4. Display of Swachh Bharat message on CERT-In website.</p> <p>5.Swachh Bharat messaging for visitors.</p>	All Officer/staff within CERT-In.
2.	02.02.2018	<p>1.General cleaning of all common areas of CERT-In Office.</p> <p>2. Weeding out of old/unused files/registers.</p> <p>3.Removal of old/unused/unserviceable furniture</p>	-DO-	

		& other items and deposit in the store.		
3.	03.02.2018	1.General cleaning of all common areas of CERT-In Office. 2. MeitY is conducting Shramdan, employees of CERT-In will also participate with MeitY team.	-DO-	
4.	05.02.2018	1.General cleaning of CERT-In stores.	-DO-	
5.	06.02.2018	1.General cleaning of CERT-In Training Room/Toilets/Reception.	-DO-	
6.	07.02.2018	1.General cleaning of NOC/ Botnet Cleaning Lab & extended areas of CERT-In Office premises.	-DO-	
7.	08.02.2018	1.General cleaning of Server Rooms/ Forensic Lab of CERT-In and NCCC/TSAP Lab/Room	-DO-	
8.	09.02.2018	1.General cleaning of all common areas of CERT-In Office premises. 2.Weeding out of old/unused files/registers. 3.Removal of old/unused/unserviceable furniture & other items and deposit in the store.	-DO-	
9.	10.02.2018	1.General cleaning of CERT-In Cafeteria/AHU.	-DO-	
10.	12.02.2018	1.General cleaning of all common areas of CERT-In Office premises.	-DO-	
11.	13.02.2018	1.General cleaning of CERT-In EPBAX Room/CCTV Control Room.	-DO-	
12.	15.02.2018	1.General cleaning of all common areas of CERT-In Office premises. 2. Staff / Officers will participate in inauguration of Divyangjan Toilet in Electronics Niketan.	-DO-	All Officer/staff within CERT-In.