



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office : Jalmarg Bhawan, A-13, Sector-1, Noida-201 301 (U.P.)

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No. IWAI-11014/18/2023-ADMIN RECTT

Dated: 10.09.2026

CIRCULAR

Sub: Swachhata Action Plan for Regional/Sub Offices – req.

With reference to DO Letter No. 561/2/1/2026-CA.V dated 08.01.2026, on the subject cited above, all Regional Offices/Sub Offices are directed to undertake the necessary action as per the details given in Annexure-I. The Swachhata Budget allocation letter dated 13.05.2026 is also enclosed herewith for reference.

This issues with the approval of the Competent Authority.

(Neeraj Singh)

Assistant Secretary (A&E)

Email: nsingh@iwai.gov.in

Phone No: 0120-2474050

Encls: As above

Copy to: - (By E-mail)

1. Chief Engineer – Project Manager (JMVP) / Chief Engineer (Tech.) / Chief Engineer (NER) / Chief Engineer (OWs) / Hydrography Chief / Deputy Secretary (P&C) / Chief Accounts Officer / Director (NER) / Director (JMVP-II) / Director (Tech.) / Director (RE) / Assistant Secretary (P&C) / Assistant Secretary (L&H), IWAI, Noida.
2. Regional Offices / Sub Offices, IWAI
3. PCSA, IWAI - for uploading on IWAI website.
4. Hindi Cell – for Hindi translation.
5. Notice Board
6. Office Copy / Master Copy

Copy for kind information to: - (By E-mail)

PPS / PS / PA to Chairman / Vice – Chairman / Member (Traffic & Logistics) / Member (Finance) / Member (Technical) / Secretary, IWAI, Noida.

डॉ. टी.वी. सोमनाथन
Dr. T.V. Somanathan



Annex-1.
मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

No. 561/2/1/2026-CA.V

08th January 2026

Dear Secretary,

As you know, each Ministry/ Department of the Government of India celebrates a fortnight long Swachhata Pakhwada each year. Swachhata Pakhwada began in April, 2016 guided by the Prime Minister's vision to engage all Union Ministries and Departments in focused, swachhata related activities.

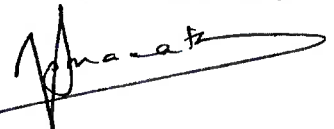
The Department of Drinking Water and Sanitation (DDWS), being the Nodal Department for this activity, has prepared the *Swacchata Pakhwada* 2026 Calendar and Guidelines. The same are enclosed herewith.

Please formulate and communicate the Swachhata Pakhwada Action Plans of your Ministry/ Department to DDWS and upload the same on the Swachhata Samiksha portal, as explained in the detailed guidelines. I solicit your active engagement for the activities to be undertaken by your Ministry/ Department and its Attached and Subordinate offices, field organizations etc.

I look forward to your wholehearted cooperation for Swachhata Pakhwada 2026.

With regards,

Yours sincerely,



(T. V. Somanathan)

Enclosed: as above

To:

Secretaries to Govt. of India (as per list attached)

Swachhata Pakhwada-2026

Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary level officer as nodal officer for Swachhata Pakhwada related activities, if not already nominated. Details of Nodal Officer may be verified and duly entered on the portal. These are also to be conveyed to JS&MD, SBM(G) (js-sbm@gov.in) and copied to Director, DDWS (sanjay.sinha67@nic.in) via email.
- The Swachhata Pakhwada Action Plan of the Ministry/Department must be communicated to the DDWS ideally **two months** prior to the commencement of their Pakhwada and the same is to be uploaded on Swachhata Samiksha Portal (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>). **For the months of January and February, 2026 the same can be done by 10th January, 2026.**
- Swachhata Pakhwada Action Plans are required to contain detailed date-wise activities as per the Swachhata Pakhwada of the Ministries/Departments.
- Every Ministry/Department to ensure that all their field formations, PSUs, subordinate/attached offices, and Institutions under them should plan and duly observe the Swachhata Pakhwada.
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins. Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively.
- Ministries/Departments should duly involve Hon'ble Union Ministers, Hon'ble Union MoSs, Hon'ble MPs and other dignitaries in their Swachhata Pakhwada activities.
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns and spread information of the same through their social media handles.
- Availability and functionality of Divyang-friendly toilets may be specifically reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada.
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada.
- Messaging and awareness generation regarding curbing Single Use Plastic (SUP), efficient plastic waste management and overall solid waste management and liquid waste management.
- **There needs to be a daily reporting of the activities during the Pakhwada on Swachhata Samiksha portal (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov portals.**
- **Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal.**
- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (detailed guidelines are mentioned as **Annexure-I**).
- Ministries/Departments are advised to encourage communities for active involvement in Pakhwada activities and to ensure cleanliness and awareness drives in their locality along with cleanliness of their premises/attached offices. Some suggestive community engagement activities are given in the **Annexure-II**.
- Ministries/Departments should ensure proper branding and publicity of Swachhata Pakhwada activities in electronic and print media platforms at both field and Central level. Their social media handles and myGov platform may be used extensively for this purpose.

- Ministries/Departments in coordination with MoI&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. MoI&B to also broadcast inspiring Swachhata initiatives on their coverage.
- A press release to be issued at the end of Pakhwada highlighting major outcomes of Swachhata Pakhwada for the Ministry/Department. This is to be shared with DDWS, once issued.
- A press conference may be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Hon'ble Union Minister/ hon'ble MoS and Secretaries, as deemed appropriate.
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
 1. Report containing a detailed account of activities undertaken during Pakhwada;
 2. Related picture album, newspaper clippings, press notes, audio-visual clips;
 3. Any special document that Ministry/Department may have issued during Pakhwada; and
 4. Name and details of the three Swachhata Pakhwada awardees.

Annexure-I

Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards (*mementos*) from the Department of Drinking Water and Sanitation. However, Ministries/Departments may, if so desired, introduce more awards at their level to encourage Swachhata Pakhwada activities.
2. These three awards would be given to those who have contributed maximum to the cause of sanitation based on rating and ranking. Emphasis, while giving the awards, would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide.
3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within two days of ending of their Pakhwada. Ministries/ Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the rationale/basis for their selection to Shri Sanjay Kumar Sinha, Director, (sanjay.sinha67@nic.in) within 15 days.
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events by the Secretary and/or Head of Ministry/Department in a formal ceremony at their level.

Swachhata Pakhwada Suggestive activities on Community Engagement

Following are the suggestive Swachhata Pakhwada Activities that may be taken up by the Ministries and Departments during the observance of their Swachhata Pakhwada:

1. Shraamdaan activities in the nearby locality;
2. Repair and renovation of Public Toilets, Schools, Anganwadis Toilets;
3. Mass awareness activities on Swachhata Theme;
4. Cleaning of nearby Villages, Schools, Anganwadis, PHCs, Collages or any Public Places;
5. Engagement of local celebrities, SHGs, NCC/ NYKS volunteers as deemed appropriate;
6. Swachhata Seminars, Trainings, Workshops;
7. Exhibition on Waste to Wealth;
8. Swachhata Raths, Rallies;
9. Mass Swachhata Pledge;
10. Cleaning of Ponds, Rivers, Beaches;
11. Plantation drives;
12. Selfie Booths;
13. Signature Campaigns;
14. Paintings on Swachhata;
15. Campaign on discarding the use of Single Use Plastic;
16. Organising Nukkad Natak on Swachhata theme;
17. Nationwide mega "Plogging" event during the Pakhwada; and
18. The Swachh Bharat Anthem and other relevant IEC materials may be displayed at various strategic locations



Encls.

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

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File No. IWAI-11014/18/2023-Admn/Rectt(e-361034)

Dated 13.05.2026

To,

The Secretary to the Govt. of India,
Ministry of Ports, Shipping and Waterways
Transport Bhawan,
1- Parliament Street,
New Delhi-110001

(Kind Attn:- Sh. Anadi Sharma , Under Secretary)

Sub: Swachhata Action Plan (SAP) Budget allocation for FY 2026-27.

Ref: MoPSW Letter No. CD-15020/86/2024-Coord/e-369821 dated 06 May 2026.

Sir,

With reference to the subject cited above, please find enclosed herewith the details regarding Budget allocation for carrying out Swachhata Activities in FY 2026-27 for kind perusal and necessary action.

This issues with the approval of the Competent Authority, please.

Yours faithfully,

o/c

(Neeraj Singh)

Assistant Secretary (Admn. & Estt)

Email: nsingh@iwai.gov.in

Ph. 0120-2474050

Encl: Swachhata Action Plan (SAP) Template FY 2026-27

Copy for kind information to:-By Email

PPS/PS / PA to Chairman / Vice – Chairman / Member (Traffic & Logistics) / Member (Finance) / Member (Technical) / Secretary, IWAI, Noida

13/05/26

Swachhata Action Plan (SAP) template FY 2026-27

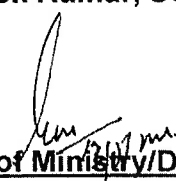
Name of Ministry: Ministry of Ports, Shipping & Waterways.

Name of Department: Inland Waterways Authority of India

S.No.	Programs/Schemes/ Activities	Source of Funding	
		From within the Ministry's allocated budget	Inland Waterways Authority of India (IWAI) (Rs. in Lakhs)
1.	Purchase of Safety Kit/ Gloves/ Masks/ Brooms etc		0.10
2.	Placing dust bins		0.10
3.	Boards-indicating cleanliness messages-Dos& Don'ts.		0.20
4.	Spray of disinfectant at appropriate places at regular intervals.		0.15
5.	Plantation in open area, avenues and corners under EPMKN including Regional Offices & Sub-Offices		10.50
6.	Swachhata Competition		0.30
7.	Cleaning of Office Premises & Record Rooms		0.50
8.	Fund allocated to RO Patna		3.00
9.	Fund allocated to RO Guwahati		3.00
10.	Fund allocated to RO Kolkata		3.00
11.	Fund allocated to RO Kochi		3.00
12.	Fund allocated to RO Bhubaneswar		3.00
13.	Fund allocated to RO Varanasi		3.00
		Total	29.85

Say Rs. 30 lakhs

**Name and mobile number of SAP nodal officer: Sh. Mukesh Kumar, SO(Admin.),
Mobile – 91-8745099909**


Nodal Officer of Ministry/Department