



भारत सरकार / Government of India  
रक्षा मंत्रालय / Ministry of Defence  
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-09  
Office of the Controller of Defence Accounts  
No.1 Staff Road, Secunderabad - 500 009  
दूरभाष/Tele: 040-27843385, फैक्स/Fax: 040-27817275



सं. No. प्रशा/III/विविध/AN/III/Misc/2025-26

दिनांक/Dated: 01.12.2025

**परिपत्र / CIRCULAR**

**(वेबसाइट के माध्यम से / Through Website)**

सेवा में, /To,

1. प्रभारी सहायक नियंत्रक, वे.ले.का.(अ.श्रे), ई.एम.ई., सिकंदराबाद  
The ACDA I/c, PAO (ORs) EME, Secunderabad
2. प्रभारी संयुक्त नियंत्रक, वे.ले.का. (अ.श्रे) सेना आयुध कोर, सिकंदराबाद  
The Jt. CDA I/c, PAO (ORs) AOC, Secunderabad
3. प्रभारी सहायक नियंत्रक, क्षे.ले.का. (थलसेना), विशाखापट्टणम्  
The ACDA I/c, AAO (Army) Visakhapatnam
4. सभी उप-कार्यालय (मानक सूची के अनुसार)  
All Sub Offices (as per standard list)
5. मुख्य कार्यालय के सभी व.ले.अ./ले.अ. तथा सभी अनुभाग (स्थानीय)  
All SAOs / AOs & All sections of Main office (Local)
6. लेखानगर कल्याण संघ के अध्यक्ष  
The President LNWA

**विषय/Subject :** Swachhata Pakhwada-2025 – reg.

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Please refer to the enclosed Headquarters Office letter F. No. AN/III/3012/ Swachhata Pakhwada-2025 dated 28.11.2025 on subject matter, wherein it has been requested that the detailed action plan (based on the activities decided by the Competent Authority) to be undertaken during the Swachhata Pakhwada (01.12.2025 to 15.12.2025) may please be submitted to this main office by **01.12.2025 (FN)** without fail.

2. Further, Daily Progress Report of the individual activity may also be forwarded to this Main Office by **1400 Hrs daily without fail** for further submission to HQrs.

GO has seen.


**Copy to:**

The SAO

IT Section - For uploading on CDA Secunderabad website.  
(Local)

  
(पी. राम किशोर)

वरिष्ठ लेखा अधिकारी (प्रशा-III)

  
(पी. राम किशोर)  
वरिष्ठ लेखा अधिकारी (प्रशा-III)



रक्षा लेखा महानियंत्रक कार्यालय  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt.-110010

विकसित भारत  
अभियान

दूरभाष: 011-25674814,

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ई-मेल: aniii.cgda@nic.in

**PRIORITY**

F. No. AN/III/3012/Swachhata Pakhwada-2025

Dated 28/11/2025

To,

**All PCsDA/CsDA  
(Through WAN)**

**Subject:- Swachhata Pakhwada-2025**

Please refer this office letter of even no. dated 23/12/2024 (copy enclosed) wherein the activities to be undertaken by the field offices for successful run of the Swachhata Pakhwada-2025 were forwarded and requested that action plan may be formulated based on the said activities.

2. It is requested that the detailed action plan (based on the activities decided by the Competent Authority) to be undertaken during the Pakhwada (01.12.2025 to 15.12.2025) may please be submitted to this HQrs by 01/12/2025 (FN) for uploading on **Action Plan Tab** of Swachhata Portal.

3. **Daily progress report** of the individual activity may also be forwarded to this HQrs office by 1600 Hrs daily without fail for uploading on **Progress Tab** of above mentioned portal.

4. After the completion of the Swachhata Pakhwada event, it is requested to provide a brief (not exceeding 500 words) on innovation and best practices during Swachhata Pakhwada Event alongwith consolidated inputs as per the prescribed format given below. A compiled set of the photographs of the events organised during Pakhwada alongwith before and after images of the areas cleaned may also be provided.

No. of Area identified and covered	No. of activities Undertaken	No. of sapling/tress planted	No. of persons participated
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(Pawan Kumar Singh)  
Sr. AO (AN-III)

**Copy to:-**

Officer-In-Charge AN-IV & V (Local)	For similar action as stated above
IT & S Wing (Local)	With request to upload this circular on CGDA's WAN

— Sdxx —  
(Pawan Kumar Singh)  
Sr. AO (AN-III)

received on 01/12/25



हर काम देश के नाम  
**रक्षा लेखा महानियंत्रक**  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: [aniii.cgda@nic.in](mailto:aniii.cgda@nic.in)



F.No. AN/III/3012/Swachhata Pakhwada-2025

Dated 23.12.2024

To,

All PCsDA/ CsDA  
(Through CGDA's WAN)

**Subject: Swachhata Pakhwada - 2025**

Swachhata Pakhwada-2025 is required to be conducted in Defence Accounts Department during the period from 01.12.2025 to 15.12.2025.

2 The Competent Authority has directed that following activities may be undertaken by Field Controllers in all office buildings (Main office and sub-offices) as well as Residential Colonies of DAD as per details mentioned below for successful run of the Swachhata Pakhwada in the department:-


Sl. No.	Type of Activities	Action to be undertaken	Period	Location
01	Shramdaan activities in the offices/residential colonies & nearby locality	<p>1. Public spaces nearby the office building and residential accommodation will be cleaned.</p> <p>2. Weeding out of old records, dismantled materials, unused items/equipments and building rubbish lying in office premises and will be ensured clean surroundings repair &amp; maintenance of office buildings.</p> <p>3. Swachata makeover will also be taken in Departmental Canteen well in advance so that the same may be prioritized for makeover in Swachhata Pakhwada.</p> <p>4. Divyang access to the toilets to be reviewed and ensured during the Pakhwada</p>	01/12/2025 to 07/12/2025	Nearby public spaces of all Controller Offices and Residential colonies of DAD.

02	Mass awareness activities on Swachhta Theme	<p>1. Organizing events, workshops, and seminars to spread awareness about cleanliness and hygiene practices.</p> <p>2. Swachhata Pledge to be undertaken by all officers and staff of this organisation.</p> <p>3. Painting and Debate on importance of Swachhata will be organised in the Offices/Residential Colonies.</p>	08/12/2025 to 12/12/2025  13/12/2025 to 14/12/2025	All Controller offices/sub-offices of DAD
03	Swachhata Rath, Rallies  Campaign on discarding the use of Single Use of Plastic	<p>1. Rallies in DAD residential colonies will be organised during the pakhwada to spread awareness about Swachhata.</p> <p>2. Swachhata messages &amp; banners on curbing of single use plastic to be displayed in offices premises</p>	06/12/2025 to 09/12/2025  01/12/2025 to 15/12/2025	HQrs Office & All Controller offices/sub-offices of DAD
04	Plantation drives	<p>1. Selection of area for plantation.</p> <p>2. Selection of plant species as per the local condition, water need, canopy area etc. Local expert may be consulted for identification of species.</p> <p>3. Plantation of trees.</p> <p>4. Adoption of planted trees.</p>	10/12/2025 to 12/12/2025	HQrs Office & All Controller offices/sub-offices of DAD
05	Felicitation of Sanitation workers	<p>1. Organizing an awards ceremony to recognize the dedication and hard work of Sanitation workers.</p> <p>2. Free medical checkup through authorized local medical practitioner.</p> <p>3. Provide free food and refreshment to sanitation workers</p>	14/12/2025 to 15/12/2025	HQrs Office & All Controller offices/sub-offices of DAD

3. All Controller offices are requested to take note of the above mentioned detailed activities and ensure that all our efforts are made to make Swachhata Pakhwada-2025 a success in DAD by encouraging officers/staff members and their family members to participate in the activities.


4. In view of the above, all Controllers are requested to chalkout the detailed plan (based on the activities decided by the Competent Authority) to be undertaken during Swachhata Pakhwada-2025 and submitted to this HQrs office for appraisal of the Competent Authority.

5. On completion of Swachhata Pakhwada-2025, a compliance report on the activities undertaken along with photographs and videos may be forwarded to HQrs. Office.

  
(Mugdha Kaur Jaggi)  
Sr. Dy. CGDA (AN)

**Copy to:**

1	Sr. ACGDA (AN)	For similar action as stated above.
2	Officer Incharge AN-IV & V section (local)	

  
(Ghanshyam Shukla)  
Sr. Accounts Officer (AN)