

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

File No- NEILIT/HQ/Admn/08/2016-17

2nd Jan 2019

OFFICE MEMORANDUM

As per Guidelines from Ministry of Drinking Water & Sanitation, the Swachhta Pakhwada is being observed from 1st to 15th Feb 2019 by MeitY/its Offices.

2. In this connection, the following team(s) is/ are constituted for taking up specific activities/ tasks as mentioned below:-

S.No	Activities/Tasks	Responsible officers/officials
1	Preparing the plan and uploading on website in consultation with other officers/officials related to different works	Sh. Rajendra Prasad Rai, Sr. Programmer Ms. Ranjana Gulla, Asstt. Director(Admn.)
2	Lecture on e-Waste	Sh. Naveen Kumar Aggarwal, Asstt. Director(DE)
3	Cyclothon for Awareness	Ms. Ranjana Gulla, Asstt. Director(Admn.) Sh. Ramesh Kumar, A.O. Sh. Anil Singh, Sr. Asstt.
4	Messaging through IT application	Sh. Vikas Mittal, Dy. Director Sh. Rajendra Prasad Rai, Sr. Programmer
5	General Cleaning/ Lawn Maintenance	Sh. Anand Singh, Sr. Asstt. Sh. Bishan Singh, Sr. Asstt.
6	Any other activity (ies) relating to Pakhwada	Ms. Ranjana Gulla, Asstt. Director(Admn.) Sh. Ramesh Kumar, A.O. Sh. Bishan Singh, Sr. Asstt.


(Janak Raj)
Registrar

To the concerned employees

Copy to:-

(1) Webmaster, NIELIT HQs- for uploading the OM the website of NIELIT Headquarters

Copy for information to:-

(1) The staff Officer to the Director General

THE PROPOSED SWACHHTA ACTION PLAN FOR SWACHHTA PAKHWADA (01.02.2019 To 15.02.2019) IN R/O NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

S. No.	Date	Particulars (Physical Action)	Particulars (Motivational Action Across NIELIT)	Remarks/ Action by
		I	II	
1.	01.02.2019	1. Opening of Swachhta Pakhwada & Pledge taking ceremony.	1. Swachhta Pakhwada message display on all Notice Boards Across NIELIT.	All officers/staff
		2. All Officers/Staff members may devote 1 hrs for general cleaning work of space and their surroundings. 3. Displaying of Banners at prominent Points. 4. General cleaning of all cabins/rooms by the concerned staff/officers their self. 5. General cleaning of ground floor at NIELIT, Dwarka office. 6. Lecture on e-Waste.	2. Welcome Message regarding Swachhta Pakhwada 3. SMS/e-Mail regarding Swachhta Pakhwada to NIELIT Employees. 4. Swachhta Pakhwada messaging for visitors.	2. Agencies associated with NIELIT 3. IT Division NIELIT –Jt. Director (Tech)
2.	04.02.2019	1. General cleaning of both basements at NIELIT Bhawan, Dwarka office. 2. Weeding out of old/unused file/ registers. 3. Removal of old/unused/ Unserviceable furniture & other items from work place.	-Do-	Admin (P&A)
3.	05.02.2019	1. General cleaning of NIELIT Bhawan, Dwarka office.	-Do-	
4.	06.02.2019	1. General cleaning of 2 nd floor at NIELIT Bhawan, Dwarka office. 2. Lecture regarding importance & Necessity of general cleaning	-Do-	
5.	07.02.2019	1. General cleaning of glasses & surroundings at NIELIT Bhawan, Dwarka office.	-Do-	
6.	07.02.2019	1. General cleaning of all common area of 3 rd floor at NIELIT Bhawan, Dwarka office.	-Do-	
7.	08.02.2019	1. General cleaning of all common area 4 th floor at NIELIT Bhawan, Dwarka office.	-Do-	
8.	11.02.2019	1. General cleaning of all common area 1 st floor at NIELIT Bhawan, Dwarka office. 2. Cycling event (Cyclothon) all employees to create awareness for Swachhta	-Do-	
9.	12.02.2019	1. General cleaning of Switch room, Substation & Pump house etc.	-Do-	
10.	13.02.2019	1. General cleaning of stationary store side 2 nd floor NIELIT Bhawan, Dwarka office.	-Do-	
11.	14.02.2019	1. General cleaning of roof top area of building.	-Do-	
12.	15.02.2019	1. Special cleaning of open space of the campus. 2. Closing of Swachhta Pakhwada.	-Do-	