

NIELIT Chandigarh

NIELIT/CH/ADMN-02/2023/ 528

Date: 2nd February, 2024

Office Order

Subject: Activities assigned with respect to Swachhata Pakhwada, 2024

As per an e-mail and OM received from Meity, Swachhata Pakhwada is to be observed from 1st February, 2024 to 15th February, 2024 with the following directions:

1. All Centres have to emphasis on scrap disposal w.r.t to their respective Centres between 1st to 15th February, 2024.
2. All Centres should encourage its employees by giving awards/prize for doing good work during Swachhata Pakhwada.
3. All the centres having hostel facilities should engage their students in the activities related to Swachhata Pakhwada.

The following activities will be carried out from 1st February, 2024 to 15th February, 2024 under Swachhata Action plan during the Swachhata Pakhwada:

S No	Date	Particulars	Coordination and Execution
1	01/02/2024 to 15/02/2024	-Cleanliness Drive in all sections/rooms at Chandigarh and Ropar. -Disposable of Waste/Scrap Items discouraging use of Plastic - Displaying Swachhata Awareness Messages and Posters on Website and Social Media Handles	All Staff All Staff Ms. Anita Budhiraja and Ms. Suman
2	01/02/2024 (11 am)	Opening of Swachhata Pakhwada & Pledge taking ceremony by staff Pledge taking ceremony by all students Displaying Swachhata Awareness Messages on Notice Boards	Sh. Arvind Rawat and Ms. Anita Budhiraja Ms. Meenu Dhir Sh. Sachin Chandla and Sh. Prakash Prateek
3	02/02/2024	Spray in all the rooms.	Admin/Sh. Jagat Ram
4	05/02/2024	Webinar on E-waste for the students at Chandigarh and Ropar Quiz on Swachhata for NIELIT Staff	Dr. Sarwan Singh and Ms. Jyoti Sharma Ms. Sharmishta & Ms. Suman
5	06/02/2024	Plantation Drive by the staff led by Executive Director	Sh. Jagat Ram and Ms. Anita Budhiraja

6	07/02/2024	Cleanliness Drive in and around the campus lawns and garden areas at Ropar and Chandigarh. Cleanliness drive in hostel by hostellers.	Sh. Jagat Ram and Sh. Akhil Arora and Sh. Jaspreet Wardens with hostel students
7	08/02/2024	Poster Making/Slogan Writing Competition on Swachh Bharat by students at Ropar and Chandigarh	Ms. Meenu Mohindra, Dr. Sarwan Singh and Sh. Aakash Sharan Ms. Jyoti and Sh. Akhil
8	13/02/2024 11.00 am	Lecture on "Community Engagement in the Reduction of Air Pollution and Human Health Effects" for all the staff and students.	By Dr. Ravindra Khaiwal, Professor of Environmental Health at DCM & SPH, PGIMER, Chandigarh.
9	15/02/2024	Closing of Pakhwada, Distribution of Prizes.	Sh. Arvind Rawat, Ms. Meenu Mohindra and Sh. Raminder Singh
10	16/02/2024	Uploading all events/activities on Social Media and submit report to HQ.	Ms. Anita Budhiraja

This issue with the approval of Executive Director.

To,

The Concerned Officer


 (Arvind Rawat)
 Joint Director (Admin)
Joint Director (Admin)
 National Institute of Electronics & Information
 Technology (NIELIT), Chandigarh
 (An Autonomous Scientific Society of MeitY, GOI).
 NIELIT Campus, Rupnagar.

Copy to:

1. Executive Director's Office
2. All Staff members
3. Vigilance Officer
4. Ms. Suman, Sr. Technical Officer – for uploading on website
5. Hindi Section – To issue Hindi version of the above order
6. Notice Boards