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:-

<table>
<thead>
<tr>
<th>S.No</th>
<th>Activities/ Tasks</th>
<th>Responsible officers/officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparing the plan and uploading on website in consultation with other officers/officials related to different works</td>
<td>Sh. Rajendra Prasad Rai, Sr. Programmer Ms. Ranjana Gulla, Asstt. Director(Admin.)</td>
</tr>
<tr>
<td>2</td>
<td>Lecture on e-Waste</td>
<td>Sh. Naveen Kumar Aggarwal, Asstt. Director(DE)</td>
</tr>
<tr>
<td>3</td>
<td>Cyclothon for Awareness</td>
<td>Ms. Ranjana Gulla, Asstt. Director(Admin.) Sh. Ramesh Kumar, A.O. Sh. Anil Singh, Sr. Asstt.</td>
</tr>
<tr>
<td>4</td>
<td>Messaging through IT application</td>
<td>Sh. Vikas Mittal, Dy. Director Sh. Rajendra Prasad Rai, Sr. Programmer</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Date</th>
<th>Particulars (Physical Action)</th>
<th>Particulars (Motivational Action Across NIELIT)</th>
<th>Remarks/ Action by</th>
</tr>
</thead>
</table>
| 1.     | 01.02.2019 | 1. Opening of Swachhta Pakhwada & Pledge taking ceremony.  
       |            | 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.  
       |            | 1. Swachhta Pakhwada message display on all Notice Boards Across NIELIT.  
       |            | 2. Welcome Message regarding Swachhta Pakhwada  
       |            | 3. SMS/e-Mail regarding Swachhta Pakhwada to NIELIT Employees.  
       |            | 4. Swachhta Pakhwada messaging for visitors.  
       |          | All officers/staff  
       |          | 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 2nd 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 3rd floor at NIELIT Bhawan, Dwarka office.  
       |          | -Do-  
| 7.     | 08.02.2019 | 1. General cleaning of all common area 4th floor at NIELIT Bhawan, Dwarka office.  
       |          | -Do-  
| 8.     | 11.02.2019 | 1. General cleaning of all common area 1st floor at NIELIT Bhawan, Dwarka office.  
       |            | 2. Cycling event (Cyclothon) all employees to create awareness for Swachhta  
       |          | -Do-  
       |          | -Do-  
       |          | -Do-  
       |          | -Do-  
| 12.    | 15.02.2019 | 1. Special cleaning of open space of the campus.  
       |            | 2. Closing of Swachhta Pakhwada.  
       |          | -Do-  
