

**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

24<sup>th</sup> January, 2022

**OFFICE MEMORANDUM**

As per the Guidelines received from MeitY, the Swachhta Pakhwada will be observed from 1<sup>st</sup> to 15<sup>th</sup> February 2022 in NIELIT. Accordingly, activity-wise Swachhta Action Plan for Swachhta Pakhwada has been prepared and attached herewith for necessary compliance. In this connection, the following teams are constituted for taking up specific activities/ tasks as mentioned below: -

Srl. No	Activities/Tasks	Responsible officers/officials for preparation
1.	Preparing the Activity Plan and uploading it on the website in consultation with other officers/officials related to different works. Messaging through IT application	Sh. Rajendra Prasad Sr. Programmer Ms. Ranjana Gulla, AD
2.	Swachhta Pakhwada Message to student by NIELIT	Social Media Team
3.	Lecture on e-Waste	Shri Sandeep Ahlawat, JD(Project)
4.	Lecture on "Single-Use Plastic (SUP)"	Smt. Bhumika Vyas, STO
5.	Lecture regarding importance & Necessity of general cleaning	Sh. Ashwin Panwar, AD
6.	Floor-wise General Cleaning of office and outside the office premises	Smt. Promila Gupta, AD Ms. Sangeeta Verma, AO Sh. Amarnath, Sr. Assistant
7.	Cycling event (Cyclothon) all employees to create awareness for Swachhta	Smt. Ranjana Gulla, AD Sh. Anil Singh Rawat, Sr. Assistant Sh. Rakesh Kumar, AD
8.	Any other activities relating to Swachhta Pakhwada	Ms. Ranjana Gulla, AD Sh. Ramesh Kumar, AD Sh. Rahul Roop Rai, AD

(Susheel Kumar Gabgotra)  
 Registrar

Encl. as above.

Copy to: -

- Concerned officers/officials
- Webmaster, NIELIT HQs- for uploading the OM the website of NIELIT Headquarters

2. Copy for information to: -

- The Staff Officer to the Director General, NIELIT



**Annexure- 1**

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)**  
**SWACHHTA ACTION PLAN FOR SWACHHTA PAKHWADA- 2022**

S. No.	Date	Particulars (Physical Action)	The following action will be carried out by
	01.02.2022	a. Opening of Swachhta Pakhwada and pledge taking ceremony b. NIELIT to augment Swachhta Pakhwada Message through IT application from 01-01-2022 to 15-02-2022 c. Swachh Bharat banners on all websites d. Swachhta Pakhwada Message to student by NIELIT e. SMS/e-Mail regarding Swachhta Pakhwada to NIELIT Employees	Registrar  Sh. Rajendra Prasad Sr. Programmer  Sh. Rajendra Prasad Sr. Programmer  Social Media Team  Sh. Rajendra Prasad Sr. Programmer
	02-02-2022	All officer's/Staff members may devote 1 hour for general cleaning of work place and their surroundings.  General Cleaning of all the areas of Basement of NIELIT Bhawan. Litterbins to be placed at different and required locations.	All officer's/staff members As per DO letter No. 561/01/01/2017-CA-IV Dated. 7-12-2021
	03-02-2022	Cleaning of Parking Areas General cleaning of all areas of Ground Floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc.	-do-
	04.02.2022	a. Weeding out old/unused files/registers/records and Removal of old/unused/unserviceable furniture and other items and deposit in the Store b. General cleaning of all the area of 1st Floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc.	-do-
	07.02.2022	a. General cleaning of 2nd floor and corridor, lift lobbies, Toilets and Toilets lobbies' area etc. b. Lecture regarding importance & Necessity of general cleaning	-do-  Sh. Ashwin Panwar, AD
	08.02.2022	a. General cleaning of 2nd floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc.	-do-
	09.02.2022	a. General cleaning of glasses & surroundings at NIELIT Bhawan b. General cleaning of all common area of 4th floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc. at NIELIT Bhawan, Dwarka	-do-
	10.02.2022	a. Cycling event (Cyclothon) all employees to create awareness for Swachhta	-do-
	11.02.2022	Anti – Polythene drive Lecturer on "Plastic Waste Management & Ban of Single-use Plastic (SUP)	Smt. Bhumika Vyas, STO
	14.02.2022	a. Workshop on E-waste Management b. General cleaning of all common area, Roof Top areas and outside surrounding area of the NIELIT Bhawan, Dwarka	Sh. Sandeep K. Ahlawat, Joint Director (Project)
	15.02.2022	a. Nationwide Shramdan on "Single-Use Plastic (SUP)".	All officer's/staff members

Note: The social media team is requested to capture all the day-wise activities photographs and make a collage of them and forward them to the concerned officer on daily basis during the observance of Swachhta Pakhwada for uploading on the website, as directed by MeitY.