

National Institute of Science Communication and Policy Research
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No. 8(76)G/Swachh Bharat/2021

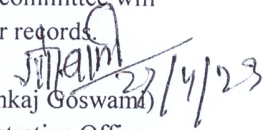
Dated : 27.04.2023

OFFICE MEMORANDUM

In pursuance of CSIR Under Secretary (CO) e-mail dated 10.04.2023 forwarding therewith Swachhata action Plan for organizing/celebrating 'Swachhta Pakhwada 2023' from 01st to 15th May, 2023, Director, NIScPR has nominated the following official for the proposed SAP as details given below :-

Sl No.	Activity to be under taken	Official nominated
1	First of all, institutes need to identify the unused area/land for tree plantation in the campus during Swachhata Pakhwada drive.	Head, Infra
2	All institutes to review the old files, Documents as per record retention schedule so that the old files and Documents may be destroyed	AO & All HODs
3	Record rooms to be equipped with file racks and records arranged properly	SPO
4	Unused/obsolete/items equipments to be reviewed quarterly and disposed of as per CSIR guidelines	SPO
5	All institutes to initiate an special campaign during the Swachhata Pakhwada for cleaning office premise Residential nearby areas with Sharmdans of staff	Secretary Staff Club
6	Toilets/Bathroom/ adjacent area of the officer's premises to be cleaned and regular inspection may be done by senior officer of the institute.	Head, Infra, COA & AO,
7	No almirah/cabinet/rack in the corridor of the office premises.	Head, Infra
8	Firefighting system/Fire extinguisher should be functional and checked as regular interval that they fit for use in an accident.	Head, Security – in-charge
9	Termite treatment to be done regularly in premises/area of records room.	Head, Infra
10	Curbing single use of Plastic (SUP).	Awareness campaign by Secretary Staff Club

The Committee is requested to organize various date wise activities related with the Swachhta and cleanness drives as per the consolidated guidelines given by Cabinet Secretariat, Govt. of India. The committee will also prepare a detailed report of the Swachhta Pakhwada that will be forwarded to CSIR (HQ) for their records.


(Pankaj Goswami)
Administrative Officer

Copy to :-

1. Above Officials
2. PPS to Director
3. PS to COA
4. PS to CoFA
5. PS to AO
6. Head, IT for uploading on website
7. Hindi Unit for translation