

OFFICE MEMORANDUM

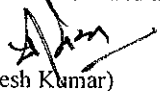
In pursuance of CSIR e-mail dated 28.05.2025, Director, NIScPR has been pleased to constitute a committee comprising the following officials for organizing/ celebrating 'Swachhta Pakhwada' from 01st to 15th May, 2025:-

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|---|---|-------------|
| 1. Shri A.K. Brahma, PTO | - | Chairperson |
| 2. Administrative Officer /Representative | - | Member |
| 3. Stores and Purchase Officer | - | Member |
| 4. SO (F&A) | - | Member |
| 5. SO (General) | - | Member |
| 6. Dr. N.K. Sahoo, Sr. Sc | - | Member |
| 7. Shri Mandeep Singh, STO(2) | - | Member |
| 8. Shri Rajiv Kumar, ASO | - | Member |
| 9. Shri Arun Uniyal, TO | - | Convener |

The following activities will be organized during the Swachhta Pakhwara from 01st to 15th May, 2025 :-

Date	Activities to be undertaken
01-05-2025 (Thursday)	Swachhata Oath administration
Between 1 st to 5 th May 2025	<ul style="list-style-type: none">Plantation drive under 'Ek Ped Maa ke Naam'Shramdaan Activity around the office Campus of CSIR-NIScPRCleaning of Neighborhood and dark spots identified areas in and around NIScPR.
Between 2 nd to 6 th May 2025	<ul style="list-style-type: none">Competitions related to Swachhata Awareness
Between 5 th to 14 th May 2025	<ul style="list-style-type: none">Departmental Canteen Cleanliness Makeover on priority across NIScPRCleaning of other departments/Sections, the rooms/halls, toilets, corridors, and stairs of the office premises.Process of weeding out will be done in the sections subordinate to them under the direct supervision of the Divisional Heads/Section Head.Cleaning the electrical and electronic appliances such as air conditioners, coolers, fans, electronic equipment etc.Disposing of useless and unused furniture and other such items.
Between 6 th to 10 th May 2025	Training & Workshop on the Swachhata Awareness, Exhibition on waste to wealth, curbing single-use plastic and discouraging the use of plastic etc.
15 th May 2025	Closing ceremony- Summarizing the activities performed during the pakhwada and Distribution of prizes for the competitions conducted

The Committee is requested to take the above activities and submit photos (before and after) of the activities to be organized during the Swachhata Pakhwada (1st to 15th May, 2025) including brief progress report by 16th May, 2025 for onwards transmission to CSIR Hd.qtrs for further necessary action at their end. The Committee may further do a Division of work and assign responsibilities to particular members.


(Pretesh Kumar)
Section Officer

Copy to :-

1. Above Officials
2. PS to Director
3. PS to COA
4. PS to AO
5. F&AO
6. Head, IT for uploading on website
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