

**National Institute of Electronics & Information Technology, (NIELIT),**  
**Guwahati & its Extension Centres**

The undersigned is directed to inform that the Swachh Bharat Pakhwada was observed in the NIELIT Guwahati and its Extension Centres from 1st November to 15<sup>th</sup> November 2016. The following activities were undertaken in the NIELIT, Guwahati during the Swachh Bharat Pakhwada.

During this period both at Guwahati Main Office and its Extension Centres cleanliness activities have been planned involving NIELIT Scientist, Staff and Students/ etc.

“Cleanliness Oath” (Swachhta Shapath) was administered by **Shri. K. Baruah, Director** of NIELIT at Guwahati to all the staff members gathered in City Centre, Guwahati and Shri. Rintu Das, Deputy Director, (Technical) at our Main Office, Guwahati and Centre in-charge all other Extension Centres.

The following activities were undertaken in the NIELIT, Guwahati during the Swachh Bharat Pakhwada:-

1. A circular was issued to all the officers/officials of the Department for observance of Swachh Bharat Pakhwada during 1<sup>st</sup> November to 15<sup>th</sup> November, 2016 to ensure an improved work culture and work environment including hygiene and cleanliness of the workplace.
2. A banner was displayed in the corridor of the NIELIT, Guwahati and Extension Centres regarding observance of Swachh Bharat Pakhwada.
3. SMS were sent to staff & students in order to create awareness about the Swachh Bharat Pakhwada observation at NIELIT Guwahati using NIC messaging service.
4. Cleaning of Office Premises including all class rooms, staff rooms, furniture's & fixtures, Computer other equipment.
5. Rearranging / wedding out of old files / records have been done.
6. The work relating to cleaning of all Rooms Window glasses, Almirahs, Tables, and Computers etc was distributed to among Staff and other cleaning staff.
7. Special attention has been given for cleaning of Toilets, Corridors, Stair-cases, Conference Room and roof top & Weeding out of newspaper & magazine of Library, office premises.
8. Each and every nook and corner of the office campus have been cleaned by the staff members of NIELIT Guwahati.
9. All Extension Centres has conducted same type of cleaning activities of Office Premises, almirahs, Library, Store, Record and in and around the office premises.
10. Special campaign were launched by the NIELIT Guwahati Main Office and all its Extension Centres to make the Staff and students aware of activities undertaken by them during the Swachhta Pakhwada and to a make them conscious about the neat and clean environment.

11. A few snapshots of the “Swacchta Pakhwada” Observation are displayed below



**Oath Taking at Tezpur Extension Centre**



**Banner display at Tezpur Extension Centre**



**Cleanliness drive at Main Centre**



**Oath Taking at NIELIT Guwahati Main Centre**



**Cleanliness drive at NIELIT Silchar Extension Centre**



**Oath Taking at NIELIT Silchar Extension Centre**



**Oath Taking at NIELIT Guwahati City Centre**



**Cleanliness Drive at NIELIT Guwahati City Centre**



**Oath Taking at NIELIT Jorhat Extension Centre**



**Cleanliness Drive at NIELIT Jorhat Extension Centre**

12. A list of all unserviceable, obsolete and unused stationery and e-waste items were prepared and the process for disposal of these condemned items is being initiated.
13. Wherever required, electrical items were repaired / replaced. Channelling of all the loose wires, wherever required, was carried out.
14. The sanitary items, wherever required, were also repaired / replaced to plug the leakages and wastage of water in the washbasins.
15. The Housekeeping personnel in the NIELIT, Guwahati carried out an intensive cleanliness drive in all the workstations including dusting of all electrical items, cleaning of all office equipments and removal of cobwebs.
16. Awareness campaign has been organised by NIELIT Guwahati Jorhat Extension Centre about collection of e-Waste and the means to dispose-off of the same.
17. NIELIT Guwahati Tezpur Extension Centre created a wall magazine
18. The Director of NIELIT Guwahati inspected from time to time & stressed on the observation of the "Swacch Bharat Pakhwada" by true spirit in order to be able to realise dream of the Father of the Nation to keep the country neat & clean.

