

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 / 142

30th January, 2020

OFFICE MEMORANDUM

As per the Guidelines received from MeitY, the Swachhta Pakhwada will be observed from 1st to 15th February 2020 by MeitY and its Offices. In this connection, the following teams are constituted for taking up specific activities/ tasks as mentioned below: -

S. No	Activities/Tasks	Responsible officers/officials for preparation
1	Preparing the Plan and uploading on website in consultation with other officers/officials related to different works.	<ul style="list-style-type: none"> • Sh. Rajendra Prasad Sr. Programmer • Ms. Ranjana Gulla, Asst. Director
2.	Lecture on e-Waste	<ul style="list-style-type: none"> • Ms. Minali Gupta, Scientist 'B'
3.	Lecture on Single Use Plastic (SUP)	<ul style="list-style-type: none"> • Ms. Nidhi Jain, Asst. Director.
4.	Messaging through IT application	<ul style="list-style-type: none"> • Sh. Vikas Mittal, Dy. Director • Sh. Rajendra Prasad Sr. Programmer
5.	General Cleaning/Lawn Maintenance	<ul style="list-style-type: none"> • Sh. Anand Singh, AO • Sh. Bishan Singh, AO, under supervision of Smt. Ranjana Gulla, AD (Admn.)
6.	Any other activity(ies) relating to Swachhta Pakhwada	<ul style="list-style-type: none"> • Ms. Ranjana Gulla, Asst. Director • Sh. Ramesh Kumar, AO • Sh. Anil Singh, Sr. Assistant

Overall supervision by Sh. Ashok Verma, JD (Admin).


 (Janak Raj)
 Registrar

Copy to: -

- a. Concerned officers/officials
- ☒ b. Webmaster, NIELIT HQs- for uploading the OM the website of NIELIT Headquarters
2. Copy for information to: -
 - a. The Staff Officer to the Director General, NIELIT