

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
**National Institute of Electronics and Information Technology (NIELIT)**  
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

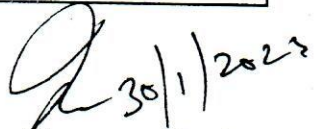
File No- E4148- Swachhta Action Plan / 65

30<sup>th</sup> January, 2023

**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 2023 in NIELIT. Accordingly, the 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 -

Sr. No	Activities/Tasks	Responsible officers/officials for preparation
1.	Preparing the Plan and uploading it on the website in consultation with other officers/officials related to different works. Messaging through IT application	Sh. Bipin Bedi, STO
2	Swachhta Pakhwada Message to student by NIELIT	Social Media Team
3.	Lecture on "Single Use Plastic (SUP)"	Smt. Bhumika Vyas, STO
4.	Lecture regarding the importance & Necessity of general cleaning	Sh. Ashwin Panwar, AD
5.	Floor-wise General Cleaning of office and outside the office premises	Smt. Promila Gupta, AD Smt. Lalita Sharma, AD Smt. Shashi Sharma, AD
6.	Cycling event (Cyclothon) all employees to create awareness for Swachhta	Sh. B.S Nagi, AD Sh. Anil Singh Rawat, Sr. Assistant Sh. Rakesh Kumar, AD
7.	Any other activities relating to Swachhta Pakhwada	Sh. Ramesh Kumar, AD Sh. Rahul Roop Rai, AD

  
(Shameem Khan)  
Head CCU & QC

Encl. as above.

To: -

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



**SWACHHTA ACTION PLAN FOR SWACHHTA PAKHWADA (01.02.2023 To 15.02.2023 I.R.O.  
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT))**

S. No.	Date	Particulars (Physical Action)	The following action will be carried out by
1.	01.02.2023	a. Opening of Swachhta Pakhwada and pledge taking ceremony b. NIELIT to augment Swachhta Pakhwada Message through IT application from 01-02-2023 to 15-02-2023 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. Bipin Bedi, STO  Social Media Team Sh. Bipin Bedi ,STO Sh. Bipin Bedi ,STO
2.	02-02-2023	a. All officers/Staff members may devote 1 hour for general cleaning of the workplace and their surroundings. b. General Cleaning of common areas of all floors including store area, sub-station, pump-house etc. of NIELIT Bhawan. c. 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. 25-11-2022
3.	03-02-2023	a. Swachhta Workshops etc. across all the field formation in the country b. Cleaning of canteen and parking areas. c. General cleaning of front and back glass wall portion / Main stairs of the NIELIT Bhawan.	-do-
	06.02.2023	a. Encouraging the E-office for a paperless and healthy environment. b. Digitization of records by all the Organization/ offices under MeitY. c. Curbing of single-use plastic and discouraging use of plastic. d. 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-
5	07.02.2023	a. General cleaning of 2 <sup>nd</sup> floor and corridor, lift lobbies, Toilets and Toilets lobbies' area etc. b. Lecture regarding the importance & Necessity of general cleaning	-do-  Sh. Ashwin Panwar, AD
6.	08.02.2023	a. Landscaping and developing plants, lawns etc. b. Campaign on "Replacing Plastic Bags with Jute/cloth- bags with mass production wherever such practices continue.	-do-

		c. General cleaning of 3 <sup>rd</sup> floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc.	
7.	09.02.2023	a. General cleaning of glasses & surroundings at NIELIT Bhawan b. General cleaning of all common area of the 4 <sup>th</sup> floor and corridor, lift lobbies, Toilets and Toilets lobbies area etc. at NIELIT Bhawan, Dwarka	-do-
8.	10.02.2023	a. Cycling event (Cyclothon) all employees to create awareness for Swachhta	-do-
9.	13.02.2023	a. Anti – Polythene drive b. Lecturer on “Plastic Waste Management & Ban of Single –use Plastic (SUP)”	Smt. Bhumika Vyas, STO
10.	14.02.2023	a. General cleaning of all common area, Roof Top areas and outside surrounding area of the NIELIT Bhawan, Dwarka	-do-
11.	15.02.2023	a. Nationwide Shramdan on “Single Use Plastic (SUP)”.	All officers/staff members

**For information:** 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.