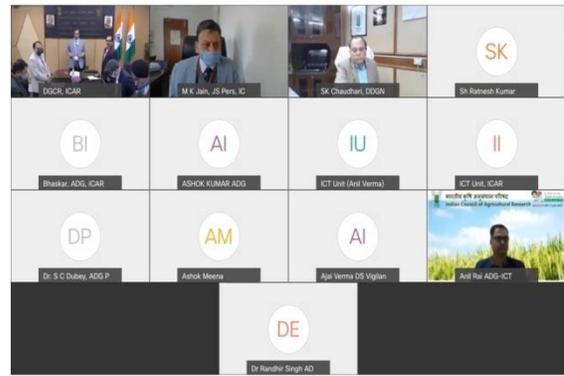


Swachhta Pakhwada Report dated 17.12.2021

The ICAR Headquarters, all 103 ICAR Institutes and all the KVKs all over the country are observing Swachhta Pakhwada during 16th – 31st December 2021. During this period both the on campus and off campus cleanliness activities have been planned involving ICAR Scientist /Staff/ Students/ Farmers/ common citizens. Various establishments are conducting Swachhta Seminars, Awareness campaigns, Melas etc. on relevant topics.

At ICAR HQ, Krishi Bhawan,

The Department of Agricultural Research and Education/ Indian Council of Agricultural Research, is organizing Swachhta Pakhwada from 16th December, 2021 to 31st December, 2021. In this regard, "Swachhta Pledge was administered by Secretary, DARE & DG, ICAR Dr T. Mohapatra on 17th December, 2021 at 11:00 A.M digitally".



Activities Undertaken : Working on e-office, cleaning of Office, corridors, laboratory and rooms, weeding out of old records .

As a part of Swachhata Pakhwada action plan, the staff members of institutes under NRM Division cleaned their respective rooms, laboratories, units, cells and library on 17th December 2021. The Stores section of the institute weeded out the obsolete items and have planned for disposing off the obsolete items like chairs, computer monitors, two-wheelers, etc.

At ICAR-CCARI, Goa	
Working on e-office	cleaning of Office, corridors, and rooms,



Weeding out of old records



cleaning of laboratory

At ICAR-CAFRI, Jhansi



Mr. P. K. Panday, FAO, ICAR-CAFRI addressed the scientific, administrative and technical staff assembled near Nakshatra Vatika of the institute at 11:00 am and emphasized to digitalize and weed out the old unwanted records as per record retention schedule. Also, cleaning up of damaged, unserviceable and miscellaneous items from different store rooms was carried out.

At ICAR-IIFSR, Modipuram

ICAR-IIFSR, Modipuram on 17.12.2021 Institute has initiated weeding out of old stock and outdated files in the store section of the Institute under the supervision of Incharge Store. At the time of cleaning of rooms, doors, windows, floors and furniture's in the store section of the Institute was cleaned by 10 staff. The teared and wearer files were collected and dumped at one place and unserviceable items in the store was dumped at one place for their proper disposal. Dust particles were washed with the help of dusters and broom sticks. The store section made hygiene and well upheld. The old plastic items in the store rooms takeout to disposal at right place.



At, ICAR Research Complex for Eastern Region, Patna

A cleanliness drive was organised for Administrative Wing (Store & Purchase section, Establishment section, Cash& Bill section) & Audit and Accounts Section for weeding out some old and obsolete official records, old furnitures and other unusable items. All scientific, technical and administrative staffs were actively participated under *Swachhta Pakhwada*.



At ICAR-National Bureau of Soil Survey & Land Use Planning, Nagpur

The institute (ICAR-NBSS-LUP, Nagpur) along with its regional stations based at Bangalore, Udaipur, Jorhat, Kolkata, and New Delhi regularly observing SWACHHTA MISSION involving staff members and adjoining people and carried out cleaning, dusting, weeding, plantations, garbage collection and other biodegradable wastes awareness within the campus and adjoining areas on 17.12.2021. Today staff performed the swachhta activities on weeding are as follows:

The committee constituted for the purpose weeded out the old records after vigilance clearance as well as approval of the Competent Authority.

Name of the Institute	Activities	Staff
At ICAR-NBSS& LUP, Nagpur	Weeding out of old office records before 1992	10



At ICAR-Central Avian Research Institute (CARI), Izatnagar, Bareilly (U.P.)

scientist and staffs of the institute perform cleaning and sweeping activities in the different farm premises and own office premises.



At ICAR-Central Institute for Research on Buffalo (CIRB), Hisar (Haryana)

cleanliness drive was conducted for cleaning of offices, corridor and premise in New and Old building of ICAR-CIRB, Hisar. Review of progress on weeding out of records was done and disposal of 528 office records has been finalized.



At ICAR-Indian Veterinary Research Institute (IVRI), Izatnagar: Cleanliness drive has been carried out near Biological Products Division and NPRE bulding at ICAR-IVRI



At ICAR- Central Institute for Research on Cattle (CIRC), Meerut (U.P.)

दिसंबर 17 के दिन शुक्रवार होने के कारण आज संस्थान में स्वच्छता पखवाड़े के कार्यक्रम के तहत पुराने सामानों को हटाने का काम किया गया तथा पुराने अभिलेखों की छटाई भी की गई।



At, ICAR- Central Institute for Research on Goat (CIRG), Mathura (U.P.)

A Cleanliness drive was carried out in the offices, corridors and premises of the Institute as well as different work places. Further all the CIRG employees were sensitized towards keeping personal hygiene.



At ICAR-Directorate of Poultry Research (DPR), Hyderabad (Telangana)

activities conducted by DPR staff during "Swachhata Pakhwada ".

1. Digitization of office records and e-office implementation was done.
2. Cleanliness drive including cleaning of offices and corridors premises.
3. Weeding out of old records was done.



At, The Directorate of Foot and Mouth Disease (ICFMD), Arugul, Bhubaneswar:

The following activities were undertaken:

- Cleaning of office file room
- Adopted and using e-office platform to minimize paper burden



At ICAR-National Research Centre on Equines, Hisar (Haryana)

Swachhta pledge was organized in ICAR-NRCE-Hisar. Staff members of the institute were participated in the Swachhta pledge event. Director of the institute requested all the staff members to participate actively in the swachhta Pakhwada events.



At ICAR-National Research Centre on Meat, Hyderabad (Telangana)

Shramdaan was performed near Madhuban and mango orchard. All the scientific, technical, administrative and contractual staff participated actively in the programme and cleaned the area by performing Shramadaan. Also initiated the process for weeding out of the old files/records.



At ICAR-NRC on Mithun Medziphema, Nagaland

Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting. Total 22 officials attended the event.



At ICAR-National Bureau of Animal Genetic Resources (NBAGR), KARNAL (Haryana)

The staff members along with contractual workers took part in the cleanliness drive. The Photographs are attached herewith pl.



At ICAR-National Dairy Research Institute (NDRI), Karnal (HARYANA)

The faculty and staff of the institute have taken stock of files which have been digitalized and undertaken the cleanliness drive in the institute premises at Karnal (Haryana), Kalyani (West Bengal) and Bangaluru (Karnataka). The earlier works related to disposal of pending cases have been reviewed for taking further action. In addition, those who have missed the oath taking on 16.12.2021 took the pledge today and submitted the report and photographs.



At ICAR-National Institute of Animal Nutrition and Physiology (NIANP), Bengaluru (Karnatka): Tree painting activity was initiated to make the campus clean and presentable.



At ICAR-NIHSAD, Bhopal

A cleanliness and sanitation drive was taken up at the administrative building of the institute in today's shramdaan. During the drive, the progress made in the digitization of office records, functioning of e-office, cashless transactions in the official works and weeding out of old records were reviewed. Regular cleaning activities were also carried out in the institute building including offices, corridors and premises where all the participants followed guidelines (social distancing, sanitizing hands and putting on masks) prescribed by the Govt. of India in the wake of novel coronavirus (COVID-19) pandemic.

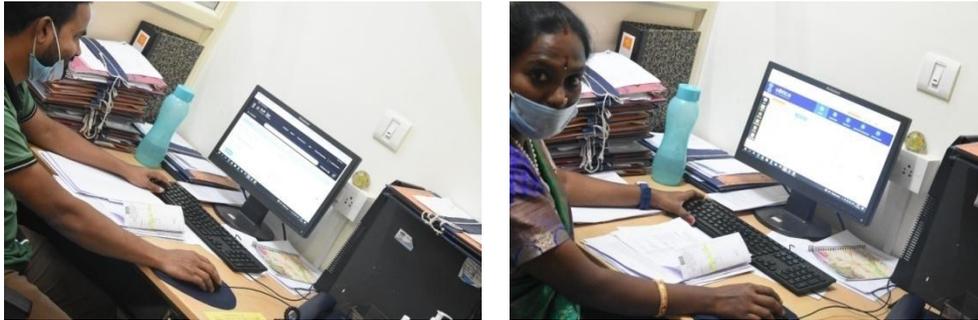


At ICAR–National Institute of Veterinary Epidemiology and Disease Informatics NIVEDI), Bengaluru (Karnataka)

ICAR-NIVEDI, Bengaluru convened a meeting with all the administrative and finance section staff and discussed in detail about the functioning of e-office and also PFMS. The benefits of digitization of office records and 100% implementation of e-office was presented to the staff.

It was sensitized among the staff that the e-office will enable ICAR-NIVEDI as efficient in retrieving the information in no time and avoid dust gathering in the old records along with keeping the office clean and also free from wear and tear of the papers. The problems faced by the staff when implementing the e-office scheme was expressed and the same were discussed in detail and after discussion some working modalities with available staff and solutions also finalized. Further, digitization of service records of all the employees has been set as immediate target.

Digitization of office records, e-office, cleaning of office premises: As part of e-office goal, all purchase (129 orders, with overall rating of 4.5) have been made through GeM and ICAR-NIVEDI have been flagged as a red buyer. It was decided to increase the e-office procedures instead of manual procedures. Weeding out of old records was carried out. Cleaning of office premises and corridors was carried out.



At ICAR-National Research Centre on Camel, Bikaner (Rajasthan)

‘स्वच्छताहीसेवा’ अभियान में भाकृअनुप-राष्ट्रीय उषट्र अनुसंधान केन्द्र के वैज्ञानिकों/अधिकारियों/कर्मचारियों द्वारा दिनांक 17 दिसम्बर 2021 को केन्द्र की प्रशासनिक अनुभाग, हिंदी इकाई तथा प्रशासनिक भवन की सभी इकाइयों व रिकॉर्ड रूम की सघन साफ सफाई की गई एवं फाइलों एवं रिकार्डों को व्यवस्थित किया गया

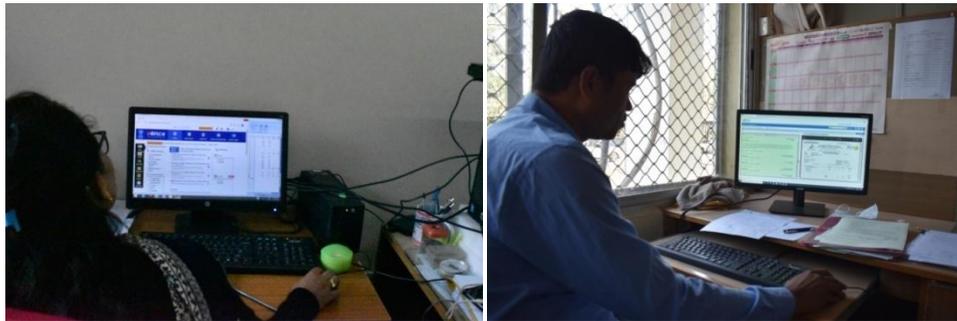
केन्द्र निदेशक डॉ. आर्तबंधू साहू एवं स्वच्छता अभियान के नोडल अधिकारी डॉ.आर.के. सावल ने प्रशासनिक भवन एवं अन्य इकाइयों व रिकॉर्ड रूम की सघन साफ

सफाई कार्यक्रमपर की गई स्वच्छतापर संतोष व्यक्त करते हुए सभी कार्मिकों की सराहना की। प्रभारी स्वच्छताने सभी के प्रति धन्यवाद ज्ञापित किया।



At ICAR-National Research Centre on Pig, Guwahati, Assam

All the staff of ICAR-NRC on Pigs is in habit of e-office in their routine office works. All the officials are informed to use the e-office more in their official work for easy file tracking and working. Nonetheless, the higher emphasis was given to use more e-office in all office works to reduce the usage of pages and paper for decreasing the destruction of trees. Following are the photographs of e-office using:



At ICAR-NATIONAL RESEARCH CENTRE ON YAK, DIRANG-WEST KAMENG DISTRICT :ARUNACHAL PRADESH

ACTION PLAN FOR SWACHHTA PAKHWARA - Basic maintenance:

1. Stock taking on digitalization of office records/ e-office implementation.
2. Cleanliness drive including cleaning of offices, corridors and premises.
3. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/ painting.



At, ICAR-Central Sheep and Wool Research Institute (CSWRI), Avikanagar

दिनांक 17.12.2021 को संस्थान के विभिन्न कार्यालयों के कर्मचारियों द्वारा सम्बन्धित कार्यालयों में साफ-सफाई, कार्यालय दस्तावेजों का अंकुरण (Digitization) एवं ई-ऑफिस के कार्यान्वयन की समीक्षा पुराने एवं नकारा फर्नीचर जंक मटेरियल का निस्तारण किया गया। भंडार अनुभाग द्वारा अनुपयोगी/अप्रचलित, स्क्रैप-मशीनरी, उपकरण, फर्नीचर, अन्य सामान इत्यादि निस्तारण हेतु केन्द्रीय भंडार में भिजवाया गया। कार्यालय दस्तावेजों का अंकुरण (Digitization) एवं ई-ऑफिस का कार्यान्वयन दिनांक 16.07.2020 से किया जा रहा है। संस्थान के अधिकारियों एवं कर्मचारियों को ई-ऑफिस संचालन का प्रशिक्षण समय-समय पर दिया जा रहा है।



Agriculture Extension (At, ATARI/KVKs) (ICAR-ATARI, Jodhpur):

Sl. No	Date	Activities	Activities taken up
1	16.12.2021	Display of banner at prominent places, taking Swachhata pledge, Stock taking & briefing of the activities to be organized during the Pakhwada, plantation of trees.	All the 63 KVKs of Rajasthan, Haryana and Delhi displayed banners and staff of KVKs took Swachhata pledge and cleanliness drives are taken up including ICAR-ATARI, Jodhpur. (photographs attached)
2	17.12.2021	Basic maintenance: Stock taking on digitization of office records/ e-office	All the 63 KVKs of Rajasthan, Haryana and Delhi took basic maintenance activities

	<p>implementation. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting.</p>	<p>including cleanliness drives including corridors, premises and weeding out of old records, etc. including ICAR-ATARI, Jodhpur(photographs attached)</p>
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Swachhta Pledge by staff of KVK, Pali (Rajasthan)



Cleanliness drive by KVK, Pali (Rajasthan)



Swachhata Activity by KVK, Rohtak (Haryana)



Swachhata Pledge by KVK, Yamunanagar (Haryana)



Activity of KVK, Udaipur - I (Rajasthan)



Display of banner at ICAR-ATARI, Zone-II, Jodhpur

At, ICAR-CIAE Bhopal ICAR – Central Institute of Agricultural Engineering NabiBagh, Berasia Road, Bhopal 462 038

Swachhta Report Day 2 (17.12.2021)

Following aspects were covered:

Sl.No.	Tasks	Status
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1	Stock taking on digitization of office records/ e-office implementation	It is observed that e-office has been made fully operational in the institute and all file works are being done in e-mode. Creation and movement of physical files has been stopped. The dealing hands and staff are motivated for effective use of e-working.
2	Cleanliness drive in office area	Maintenance of cleanliness in office area is accorded top priority to maintain a healthy atmosphere for working.



3	Review of progress on weeding out old records	Old records and non-operational files have been segregated from all sections and kept in stores area for disposal by following codal formalities.
4	Disposing old and obsolete items	Action for identifying old and obsolete material including furniture, junk material etc. has been completed and process of disposal has been taken up by Central Stores.
5	Overall cleanliness	Importance of over-all cleanliness in office and nearby area was emphasized during the inspection and supervision visit and all staff were sensitized to maintain cleanliness in their own interest, and also in over-all interest of the organization.

संस्थान द्वारा ग्राम – चंदेरी, फंदा ब्लाक जिला भोपाल में **18 दिसम्बर 2021** को स्वच्छता पखवाडा (विशेष स्वच्छता अभियान के तहत) का आयोजन किया गया। इस कार्यक्रम में श्री हेमन्त यादव, ग्राम सरपंच के साथ ग्राम सचिव की उपस्थिति रहे। इस कार्यक्रम में डॉ. यू.सी.दुबे. ने उपस्थित ग्रामीणों को स्वच्छता की शपथ दिलाई।

संस्थान में वैज्ञानिक डॉ. ए.के.राउल ने पर्यावरण को स्वच्छ बनाने के महत्व को बताया। उन्होंने बताया कि स्वच्छ वातावरण और बेहतर स्वास्थ्य से ही देश का भविष्य स्वर्णिम होगा।

डॉ. मनोज कुमार, वैज्ञानिक ने ग्राम में उपलब्ध सुखा व गीला कचरा से वर्मीकम्पोस्ट बनाये इस पर विशेष जोर दिया जिससे सम्पूर्ण गाँव की सफाई के साथ – साथ उत्तम खाद भी प्राप्त होगा।

कुमारी स्वाति सिंह, सहायक प्रसासनिक आधिकारी ने घर की सफाई की साथ पोषण व आहार के महत्व पर प्रकाश डाला। उचित पोषण द्वारा ही शरीर निरोगी और स्वस्थ रह सकता है।

संस्थान के वैज्ञानिको द्वारा पशुओं के स्वास्थ्य पर भी विस्तार से चर्चा की गयी। गौशाला की सफाई पर विशेष ध्यान देने की आवश्यकता पर बल दिया गया।

श्रीहेमन्त यादव, सरपंच चंदेरी ने भी अपना संबोधन दिया तथा स्वच्छता के महत्व पर प्रकाश डाला। उन्होंने कहा कि खाद व खेत का उचित प्रबन्धन करते हुए प्राकृतिक खेती से कई गंभीर बीमारी से बचा जा सकता है। इस कार्यक्रम में 30 कृषक, 7 महिलाये एवं 70 स्कूल के विद्यार्थी, आशाकार्यकर्ता एवं आंगनवाडी कार्यकर्ता उपस्थिति थे।



At CIRCOT, Mumbai, ICAR-Central Institute for Research on Cotton Technology, Adenwala Road, Matunga, Mumbai 400 019

Sr. No.	Name of activities as per theme	Site of Activity Undertaken	No. of Participants	No. of VIPs Attended the programme	Number of images/ photographs uploaded (jpg Format)
1.	Stock taking on digitization of office records/ e-office Implementation.	ICAR-CIRCOT, Mumbai	4 4	-	1 1

Cleanliness drive including cleaning of offices and corridors		10		2
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Digitization of office records



e-office Implementation



Cleanliness work



Awareness on segregation of biodegradable and non-biodegradable waste



Aerobic composting of bio-degradable waste

At, ICAR-NINFET

Sl. No.	Date	Activities
1.	16.12.2021	Display of banner, Taking Swachhta Pledge and briefing of the activities to be organized during the Pakhwada done.
2.	17.12.2021	Disinfectant drive in and around Institute Campus and painting done.





ICAR-NINFET, 12, Regent Park, Kolkata- 700 040



ICAR-CPRI

Activity Report: 17.12.2021

Administrative and accounts section staff members were actively involved in digitization of office records and weeding out of old files on 17.12.2021. Old files and records were digitized. Records pertaining to farm section were approved for disposal. The rest of the old files which should be retained as per retention schedule were digitized.



At ICAR-DCR, Puttur: As a part of “Swachhta Pakhwada-2021”, on 17.12.2021 the premises of ICAR- Directorate of Cashew Research were cleaned. The leaf litter fallen on the roads were swept and

collected. The waste papers and plastics were also collected from the institute premises. The collected debris and garbage were heaped in the compost pit. The ICAR-DCR staffs actively participated in this programme by following COVID guidelines.



At, ICAR-NRCO, Pakyong

17.12.21	Plantation of orchids in farm areas	28 NRCO Staff	Rs. 175/- (Approx.)	
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At ICAR-NRCP, Solapur

- All the staff members including scientific, administrative, technical and contractual of the ICAR-NRC on Pomegranate, Solapur were involved in the cleanliness drives.
- The premises area of the centre, outside of the main entrance gate of ICAR-NRC on Pomegranate was cleaned. The waste materials including plastics, wrappers of food packets, weeds etc. were collected.



Cleaning of the main entrance area of the centre



Cleaning of the main entrance area of the centre



Weeding by the staff of ICAR-NRC on Pomegranate, Solapur

At, ICAR- CISH Lucknow

Day 2 : 17-12-21 Report on Swachhta Pakhwara Activities Basic maintenance including disposing of scrap

The second day of **Swachhta Pakhwada** was conducted in a befitting manner on 17-12-21, as per activities outlined by the council. Scrap lying unattended at various spots was cleared, old cardboard boxes that were part of packing material of PC and other chemical, plastic ware etc was pooled at one place and disposed off through office and store staff. Revenue collected was deposited in office. Committee was made for mobilising fast disposal of scrap that needs to be auctioned by following office procedure.

At, ICAR-NRCB Trichy

17.12.2021	<ul style="list-style-type: none"> • Stock taking on digitization of office records/ e-office implementation. • Conduct of Cleanliness drive in the premises of office cum Laboratory and Research Farm • Weeding out old records, disposing of old and obsolete furniture's, junk materials was reviewed.
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At ICAR-DMR Solan (ICAR-Directorate of Mushroom Research, Chambaghat, Solan), HP

Name of the Institute	Activities Done	No	No of officer/ officials participated	No of person participated (Public)

<p>ICAR-Directorate of Mushroom Research, Chambaghat, Solan</p>	<p>Cleanliness drive was undertaken as per date wise action plan of the Swachhta Pakhwada (16-31 Dec., 2021) circulated by the Council. The ICAR-DMR, Solan premises, Corridor and Laboratory etc were cleaned by the staff members.</p> <p>Old Material/Office record was also identified for weeding out as per record retention schedule.</p> <p>The Staff members were once again instructed to do the all official file work by using e-Office to enable paperless working. Photograph is enclosed herewith:</p>	<p>03</p>	<p>20</p>	<p>-</p>
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AtICAR- IIOPR Pedavegi

Date	17. 12. 2021
Activities organized	1. Stock taking on digitization of office records/ e-office implementation 2. Cleanliness drive including cleaning of offices, corridors and premises. 3. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials
No of participants from Institute	24
No of participants from outside	-
	
<p>Under Swachhta Pakhwada of 16-31st December, 2021, on 17.12.2021, all the three programes planned were organized. A review has been taken up on the progress of weeding out of old records, disposing off old and obsolete furniture, junk materials, etc. A review has also been made on the files to be weeded out for the period 2006 to 2010. Under cleaning of office premises, a drive has been taken up to clean all the rooms, corridors and office surroundings. Regarding digitization of office files, 927 files/records have been digitized for the period 1995 to 2006. Further, 1251 files/records & 1552 vouchers are yet to be digitized of for the period 2006 to 2010 which is under process. Under e-office, 380 electronic files have been processed.</p>	

At ICAR- National Bureau of Fish Genetic Resources, Lucknow

Name of the activity: Awareness Campaign on Swachhta

Number of people involved:270



ICAR-NBFGR, Lucknow has been actively promoting the message on Swachhta and personal hygiene to all its stakeholders both physically and through online mode. On December 17, 2021, an awareness campaign was held at the Institute. Swachhta committee briefed everyone about the planned activities in the pakhwada duration. Director spoke on the importance of cleanliness and Government's vision of Clean India, Green India campaign. He highlighted the role of face masks in the fight against Covid-19 outbreak and then distributed face masks to all the staff, research scholars, sanitation workers, security staff etc.

At ICAR- Central Inland Fisheries Research Institute, Barrackpore

Name of the activity: Basic maintenance: Stock taking on digitization of office records/ e-office implementation. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting.



The employee of ICAR-CIFRI has scanned the Service Books of staff for e-office and use of Digital mode.

At, ICAR- Central Institute of Brackishwater Aquaculture, Chennai

Name of the activity: Basic maintenance: Stock taking on digitization of office records/ e-office implementation. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting.



- The weeding out of the files and records from Stores, Administration, Audit and Accounts Section and Library and cleanliness drive in various laboratories and common places in the Institute premises were undertaken on 17th December 2021.
- The processing of files by the Administration, Audit & Accounts and Stores sections were carried out through e-office, being 100% implementation of e-office, thus enabling paperless office.
- Special campaign for identifying the unserviceable items to be condemned and weeding out files (1987-2009) of temporary nature was carried out at Kakdiwp Research Centre of ICAR-CIBA. List of unserviceable items to be condemned has been made. Nearly 100 files of temporary nature for the period of 1987 to 2009 have been weeded out.

Name of Institute: ICAR- Central Institute of Fisheries Technology, Kochi

Name of the activity: Basic maintenance: Stock taking on digitization of office records/ e-office implementation. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting.



In connection with the ongoing SwachhtaPakhwada from 16 - 31 December 2021 at the Institute, a

Division/Section level cleanliness drive was conducted on 17th Dec. 2021. All staff of the Institute participated in the activity by weeding out obsolete files/ material in the office. Staff working laboratories cleaned the premises and discarded unwanted scrap material.

At ICAR- Directorate of Coldwater Fisheries Research, Bhimtal

Name of the activity: Basic maintenance: Stock taking on digitization of office records/ e-office implementation. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on weeding out old records, disposing of old and obsolete furniture's, junk materials and white washing/painting.



- Though digitization of office records/e-office implementation has already been initiated, monitoring on its proper implementation was carried out thoroughly. 90% files are being moved through e-office only.
- List of files has been compiled for weeding out from different sections of the Institute. A committee will be constituted to take up further action in the matter.
- Inventory of obsolete and junk office furniture deemed to be dispose of has been prepared and appropriate protocol will be followed to dispose of these items.
- Cleanliness drive in office campus, corridors, premises, park area was taken up.
