



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F.No. 15-3/2018-CDN

Dated the 14.12.2018

CIRCULAR

Ministry of Drinking Water and Sanitation and Cabinet Secretariat have directed to observe 'Swachhta Pakhwada' during **16th – 31st December, 2018** including 'Kisan Diwas' on **23rd December, 2018**.

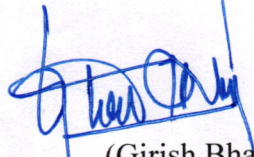
Employees of ICAR, Hqrs. are invited to attend a Swachhta Pledge in CR-I and in KAB-I/II on 16.12.2018 at 10:30 A.M. Thereafter, a cleanliness and plantation drive will be held in Krishi Bhawan/Boat Club, Krishi Anushandan Bhawan – I & II, and NASC. During the Swachhta Pakhwada from 16.12.2018 to 31.12.2018 all Officers/ Sections of the council are requested to keep the rooms, corridors clean and clear in coordination with GAC Division/ Caretakers.

All the Sections/Units of ICAR are requested that furniture items/articles, if discarded, may not be kept in the corridors. If, any furniture items/articles are to be removed from the rooms, the caretakers of Krishi Bhawan/KAB-I/KAB-II/NASC may be informed. So that all floors and the outer areas remain neat and clean. A Cleanliness drive may be taken up by the Officers/Sections in their respective rooms by way of weeding out of old/irrelevant files/furniture items etc.

Employees are also invited for a Workshop and Brainstorming at Krishi Bhawan on Stock Taking of Waste Management and other activities in C.R.I on **20.12.2018** at **10:30 A.M.**, and at Krishi Anushandan Bhawan-II on **21.12.2018** at **10:30 A.M.**

A Quiz competition will be held at Krishi Vihar on **23.12.2018** amongst the children of ICAR employees on the occasion of 'Kisan Diwas'.

Further a date wise schedule for the designated activities is also enclosed as Annexure.


(Girish Bhatt)
Deputy Secretary (GAC)

Distribution:-

1. All DDGs ICAR.
2. Dr. S.P. Kimothi, ADG (TC), & Nodal Officer Swachh Bharat Mission
3. All Officers/Sections at ICAR, Krishi Bhawan/KAB-I/II and NASC
4. All Lead Speakers. (as per Annexure)
5. Caretaker, ICAR, Krishi Bhawan/KAB-I/II and NASC.
6. All SMDs with the request to send the report on Swachhta Pakwada along with photographs at vincentt.icar@nic.in
7. **Sr. PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, ICAR.**
8. Sh. Gurnam Singh, DKMA with the request to cover the events on designated dates.
9. E-office. US(GAC) & US(E&M) for making necessary arrangement.
10. Guard file/Spare file.
11. *Incharge, CISF, Krishi Bhawan for opening entry/exit gates on 16.12.2018.*

ANNEXURE

S.No.	DATE	Activities
1.	16.12.2018	Taking Swachhta Pledge and cleaning and plantation at Boat Club/ Krishi Bhawan,KAB-I&II and NASC.
2.	17.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
3.	18.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
4.	19.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
5.	20.12.2018	Workshop and Brainstorming under the chairmanship of Secy., ICAR at Krishi Bhawan on Stock Taking of waste management and other activities including utilization of organic wastes/ generation of wealth from waste,

		<p>polythene free status, composting of kitchen and home waste materials, promoting clean and green technologies and organic farming practices in kitchen gardens of residential colonies and providing on the spot technology solution. Every individual officer/section has to contribute at Office/ his/her residential colony.</p> <p>Lead Speakers in the Workshop:</p> <ol style="list-style-type: none"> 1. ADG(S&WM), ICAR 2. ADG(OP), ICAR 3. ADG(Seed), ICAR 4. ADG(AH), ICAR 5. Director (Admn.), ICAR 6. Director (Personnel), ICAR 7. DS(GAC), ICAR
6.	21.12.2018	<p>Workshop and Brainstorming under the chairmanship of DDG (A.E.), ICAR at KAB I/KAB II/ NASC on Stock Taking of waste management and other activities including utilization of organic wastes/ generation of wealth from waste, polythene free status, composting of kitchen and home waste materials, promoting clean and green technologies and organic farming practices in kitchen gardens of residential colonies and providing on the spot technology solution. Every individual officer/section has to contribute at Office/ his/her residential colony.</p> <p>Lead speaker in the Workshop:</p> <ol style="list-style-type: none"> 1. ADG(TC), ICAR 2. ADG(Mar.Fy.), ICAR 3. ADG(HRM), ICAR 4. ADG(IPTM), ICAR 5. ADG(EQA&R), ICAR 6. ADG(EP&HS), ICAR 7. Director (Hort.), ICAR 8. D.S. (Agril. Extn.), ICAR 9. Director (W), ICAR

7.	22.12.2018	Cleanliness drive in KB/NASC/KAB-I&II in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
8.	23.12.2018	Celebration of Special Day- Kisan Diwas (Farmer's Day)- 23.12.2018 Plantation in Krishi Vihar. Quiz and Prize distribution to children of Krishi Vihar. Action: US(E&M)
9.	24.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
10.	25.12.2018	Cleaning of public places, community market places and/or nearby tourist spot. Action by: All officers & Staff at individual level
11.	26.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
12.	27.12.2018	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 material and white washing/painting. Every individual officer/section has to contribute at their level in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.

13.	28.12.2018	Cleaning of surrounding areas of KAB-I&II/NASC i.e. Inderpuri, and Pusa in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
14.	29.12.2018	Cleanliness drive in KB/NASC/KAB-I&II in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.
15.	30.12.2018	Cleanliness drive in KB/NASC/KAB-I&II in coordination with the Caretakers at Krishi Bhawan/ KAB-I&II and NASC.