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भारत सरकार

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कृषि अनुसंधान एवं शिक्षा विभाग

कृषि भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA

MINISTRY OF AGRICULTURE AND FARMER'S WELFARE  
DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION

KRISHI BHAWAN, NEW DELHI-110001

**URGENT**

**IMPORTANT**

D.O. No. : 21(46)/2014-CDN

Dated the 10<sup>th</sup> October, 2016

Dear Colleague,

As you are kindly aware that at the behest of Hon'ble Prime Minister of India the cleanliness campaign was launched in the country on 2<sup>nd</sup> October, 2014. Since then we have been observing Swachhta Shapath and Swachhta Pakhwada with emphasis on clean and fast disposal of official work in our system. In consonance with the above objectives, Swachhta Pakhwada will be observed in ICAR, ICAR Institutes and Krishi Vigyan Kendras during October 16-31, 2016. Accordingly on 17<sup>th</sup> October, 2016 at 10.30 AM Swachhta Shapath is to be taken by all Scientists/Officials/Staff of ICAR system. During the Swachhta Pakhwada officers and staff of all the ICAR Institutes, Subject Matter Divisions, other Divisions, Regional Stations, Krishi Vigyan Kendras etc. will strive to contribute sincerely towards the cause of overall cleanliness, sanitation aspects, fast disposal of work and efficiency in the office/research system. I believe the elaborate action plan in this regard would already have been received by you through your respective division. It has been decided to institute 3 awards (first, second & third) relating each of the three categories of institutes/entities in DARE/ICAR:

- (a) ICAR Institutes
- (b) Divisions at DARE/ICAR Headquarters
- (c) KVKs

These awards will be given at the time of celebration on the Foundation Day of ICAR. A list of parameters/activities for submission of ATR by all the above stakeholders is enclosed herewith for scrupulous adherence. In the first week of November, 2016 all Institutes/stakeholders as above will send a consolidated action taken report of about 500 words along with supporting documents as annexures to the ADG(Technical Coordination), ICAR Krishi Bhawan, New Delhi with the commitment that Swachhta and overall efficiency in work will be the hallmark in their organization/division etc.

I look forward to your concerted efforts and pragmatic outcome in the above matter so that spirit of cleanliness becomes integral part of our existence.

With good wishes,

Yours sincerely,

(Chhabileendra Roul)

Encl: As above.

Distribution:

1. All Officers/Sections, ICAR, Krishi Bhawan, New Delhi including Krishi Anusandhan Bhawan I & II, NASC Pusa, New Delhi.
2. All Directors/Project Directors of all Research Institutes / Project Directorates and NRC/Bureaux/ Project Coordinators / ATARI
3. PD, DKMA, KAB-I, Pusa, New Delhi for placing the above mentioned letter in the ICAR Website.
4. Guard file.

10/10/2016

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Parameters prescribed for Swachhta Pakhwada (16 – 31.10.2016)

### ➤ For ICAR Headquarters (Krishi Bhawan/ KAB I/II, NASC/ DARE)

1. Identification of activities/ factors accountable for creating dirt/ garbage and the action taken there of.
2. Steps taken for creating awareness to maintain cleanliness and preventive measures.
3. Special work/ achievement during the Swachhta pakhwada.
4. Pending files/ matter/ activities as on 31.10.2016 with Period of Pendency.
5. Condition and presentability of files, notesheet, numbering, pagination, heading etc.
6. Weeding out of files, status of destroying the records not meant for archival storage.
7. Punctuality and regularity of staff.
8. Status of cleanliness in the office, rooms, lavatories.
9. Status of uploading of activities/ photographs of swachhta Pakhwada and news/ events emerged in print and electronic media and website.
10. Usage of eco- friendly technologies, lesser use of plastic etc. Climate smart/energy efficient.
11. Climate smart/energy efficient *measures adopted.*

### ➤ For Institutes / PDs /NRCs/ CAUs / KVKs

- i. Treatment of bio- degradable/non bio- degradable wastes
- ii. Steps taken for awareness in Yoga/ health/ positive thinking/ water conservation etc.
- iii. Identification of activities/ factors causing creation of dirt/ garbage.
- iv. After identification of the factors, the system adopted to maintain periodical cleaning, preventive measures taken <sup>and</sup> monitoring of the activities.
- v. Uploading of activities/ photographs of swachhta Pakhwada and news/ events emerged in print/ electronic media and website Stake holders.
- vi. Involvement of VIPs in institutes *swachhta awareness programmes*
- vii. Steps for transparency in works, motivation and participation of Institutes Officials/ Staff.
- viii. Special work/ achievement during the Swachhta Pakhwada (16- 31 Oct., 2016)
- ix. Usage of eco friendly technologies, lesser use of plastics etc.
- x. Housekeeping, cleanliness in office buildings, rooms, labs, campus, residential area etc.
- xi. Punctuality and regularity of staff.