

**CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES***(Indian Council of Agricultural Research)*

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F. No. :19(6)/2019-20/ 2549

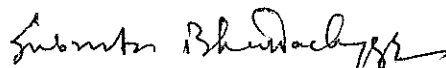
Dated: 9th September, 2019**OFFICE ORDER**

As per the directives of the Secretary (DARE) & DG (ICAR), D.O. No. Secy. (DARE) & DG (ICAR)/2019/998 dated on 5th September 2019, ICAR-CRIJAF along with its KVK, North 24 Parganas-II is going to observe **Swachhta Hi Seva- 2019 (SHS) Campaign** from 11th September to 2nd October, 2019 with special emphasis on ban of **single use plastic**. To make this campaign a grand success, the following activities are to be undertaken with active participation of all staffs. Dr. Suman Roy will act as **overall coordinator** of this campaign:

Sl. No.	Activity	Place	Date/Time	Coordinator/s	Co-coordinators	Participants
1.	Display of Banner, taking Swachhta pledge, briefing of the activities to be organized during the campaign	In front of Institute Lawn	11.09.2019 10.30 A.M	Dr. Jiban Mitra	Dr. S. Satpathy Mr. P.K. Jain, Mr. Prahlad Singh	All staffs including RA, SRF & YP
2.	Cleanliness drive of Crop Improvement Division	Crop Improvement Division	12.09.2019 10.30 A.M to 11:30 A.M	Dr. Dipnarayan Saha, Dr. Jitendra Kumar Meena	Sri Mohidul Haque, , Ms. Pallavi Mandal, Sri Arko Banerjee	All staffs of Crop Improvement Division
3.	Cleanliness drive of Crop Protection Division and Electrical Unit	Crop Protection Division and Electrical Unit	13.09.2019 10.30 A.M to 11:30 A.M	CPD: Dr. Rajib Kumar De, Dr. V. R. Babu Electrical Unit: Sri Saurav Biswas	Sri Kalyan Broto Roy , Sri Sudip Nandy, Ms. Sharmila Sarkar	All staffs of Crop Protection Division and Electrical Unit
4.	Cleanliness drive of Adm. I & II, Bill & Accounts, Purchase & Store section,	Adm. I & II, Bill & Accounts and Purchase & Store section	16.09.2019 10.30 A.M to 11:30 A.M	Mr. P.K. Jain, Mr. Prahlad Singh	Sri Samar Kumar Ghosh, Sri Subrata Kumar Pal, Sri Ashish Madan Pitre	All staffs of Adm. I & II , Bill & Accounts and Purchase & Store section
5.	Cleanliness drive of Crop Production Division and AINP	Crop Production Division and AINP	17.09.2019 10.30 A.M to 11:30 A.M	CPD: Dr. Sonali Paul Mazumdar, Dr. Laxmi Sharma AINP: Dr. N.M. Alam	Dr. Suman Roy, Sri Biswajit Biswas, Sri Paritosh Roy	All staffs of Crop Production Division and AINP
6.	Cleanliness drive of Farm Section, Agril. Eng. Section and Meteorology unit	Farm Section, Agril Eng Section and Meteorology unit	19.09.2019 10.30 A.M to 11:30 A.M	Dr. R.K. Naik , Dr. Dhananjay Barman	Sri Mohidul Haque, Sri Sirajul Islam, Sri Ashish Madan Pitre	All staffs of Farm section and Agril Eng Section
7.	Awareness campaign on ill effect of plastic and its collection	School	20.09.2019	Dr. Sitangshu Sarkar, Dr. Pratik Satya, Dr. Dr. Shamna A. Dr. Soham Ray	Sri Sirajul Islam , Sri Ravi Mishra , Sri Kallol Sarkar, Ms. Sohini Bhattacharya	Respective school and ICAR-CRIJAF

8.	Cleanliness drive of Agricultural Extension Section, KVK, Institute Main Gate	Agricultural Extension Section, KVK, Institute Main Gate	21.09.2019 10.30 A.M to 11:30 A.M	Dr. Suniti Kumar Jha , Dr. Ritesh Saha, Dr. Shamna A	Sri Rakesh Kumar Roshan , Sri Baul Sarkar, Sri Soumya Roy, Sri Gopal Chandra Dey, Mr. Raj Kumar Ghosh	All staffs of Agricultural Extension Section, KVK and Estate
9.	Awareness campaign on ill effect of plastic and its collection	Village 1	23.09.2019	Dr. Madhusudan Behera, Dr. Tanmay Samajdar,	Sri Shahid Mukhtar, Sk. Phirose, Sri Kalipada Debnath, Sri Bholanath Dey	Respective villagers and ICAR-CRIJAF
11.	Awareness campaign on ill effect of plastic and its collection	Nilganj Market area	27.09.2019	Dr. Chinmay Biswas, Dr. Shailesh Kumar, Mr. Gauranga Ghosh, Sri Swapan Kumar Bala	Dr. Suman Roy, Sri Akshaya Mondal, Sri Raktim Mitra , Sri Surajit Barman, Shri Sonu Kumar Suman,	All CLTS staffs
12.	Awareness campaign on ill effect of plastic and its collection	Village 2	28.09.2019	Dr. Amit Ranjan Saha , Dr. Manik Lal Roy	Dr. B. S. Gotyal, Dr. Sonali Paul Mazumdar, Dr. Arroju Anil Kumar, Mr. Basudeb Ghosh, Sri Bitan Das, Sri Avijit Dutta	Respective villagers and ICAR-CRIJAF
13.	Cleanliness drive of Gymnasium, Guest House, Staff Quarter Area, Canteen	Gymnasium, Guest House, Staff Quarter Area, Canteen	30.09.2019 10.30 A.M to 11:30 A.M	Dr. Surja Kumar Sarkar, Sri Chandan Kumar Verma	Sri Ritesh Kumar, Sri Ashish Madan Pitre	All staffs including RA, SRF & YP
14.	Drawing competition related to no use of plastic	Institute main building entrance	01.10.2019	Dr. Maruthi R. T. Dr. Vikas Mangal	Mr. Prahlad Singh, Sri Kamal Kumar Banik, Ms. Satarupa Roychowdhury,	All staffs and their family members
15.	Awareness campaign on ill effect of plastic and its collection	Matharangi market area	02.10.2019 9:30 A.M to 11:00 A.M	Dr. B. S. Gotyal, Dr. Suman Roy	Sri Dilip Kumar Patra, Sri Kalyan Broto Roy, Sri Vinay Kumar Singh, Sri R.B. Thapa, Sri Isra Bansfore	All staffs including RA, SRF & YP

1. Please collect all necessary items like banner, brooms, dustbins and placards from the farm section before the commencement of daily shramdan (Coordinator: **Sri Mohidul Haque**)
2. An attendance register will be kept with the guard of main building. Coordinators are requested to ensure the attendance of all concerned and return the register on the same date.
3. All coordinators are requested to collect the advance from Chairman, Swachh Bharat Abhijan Committee (**Dr. S. Satpathy**), arrange the necessary refreshment or any miscellaneous expenditure of a particular day and submit proper bill with verification from at least three members of that committee within next seven days to the same.
4. Coordinators are requested to ensure that all collected plastics should be submitted to the farm section (Coordinator: **Sri Sirajul Islam**).
5. All the coordinators are requested to submit a report of one page in text (times new roman, font size 12, with 1.0 spacing between lines) along with minimum 6 (six) good quality photograph edited in another two pages on or before 16:00 hrs of the next working date to director.crijaf@icar.gov.in without any fail.
6. **Mr. Subrata Biswas** will act as a coordinator along with Sri Ashim Mukhopadhyay (co coordinator) and Smt. Neena Mandal (co coordinator) for final compilation of the weekly report and send to Subrata.Satpathy@icar.gov.in or satp1@rediffmail.com
7. **Sri Kamal Kumar Banik** will act as Co-ordinator of Photography in all activities
8. The next phase programm regarding recycling and disposal of the collected plastics from 3rd Oct to 27th Oct will be notified later.


 Asstt. Admn. Officer
 Admn.I 09.9.19

Copy for information and necessary action to :-

1. All concerned.
2. PS to Director, ICAR-CRIJAF.
3. PA to CAO, ICAR-CRIJAF.