



F. No. CAO/Swachh/2017-18/199

Dated:22.04.17

**CIRCULAR**

With reference to Council's Endorsement no. 7-1/2017-Cdn(Tech.) dated 22.03.17, regarding implementation of Swachhta Pakhwada for DARE/ICAR (May 16-31, 2017), all the Scientists and other officials are hereby requested to participate in this holistic campaign positively as per the schedule attached herewith and may kindly submit a daily report along with photograph by 31<sup>st</sup> May, 2017 to the undersigned for onward submission of the report to the Council. The HOD's/Concerned Incharges are also requested to submit the detailed report in this regard.

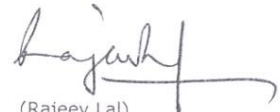
The details of programme as chalked out are furnished below:-

Date	Place of cleanliness drive	To be Conducted by
16/05/2017	Main gate & its surrounding area Gate no. 2 & its surrounding area	Incharge, E&BMC / Swachh Bharat Abhiyan Committee / Security Management Committee
17/05/2017	Meteorology Observatory Unit	Incharge, Meteorology Unit
18/05/2017	North Farm South Farm	Farm Manager
19/05/2017	Auditorium and Lecture Hall	Incharge, E& BMC/ Swachh Bharat Abhiyan Committee
20/05/2017	Engg. Workshop/Electrical Substation	Incharge, Agril. Engg. Section
21/05/2017	Quarter sides Type-H and surrounding places	Incharge, E&BMC / Swachh Bharat Abhiyan Committee / Secretary, Staff Recreation Club / Secretary, IJSC
22/05/2017	Quarter sides Type-I and surrounding places Quarter sides Type-II and Type -II (Special) and surrounding places	Incharge, E&BMC / Swachh Bharat Abhiyan Committee / Secretary, Staff Recreation Club / Secretary, IJSC
23/05/2017	Administration Section/Stores/Director wing & Main Building.	Head of Office /Secretary, IJSC / Swachh Bharat Abhiyan Committee / Women Cell
24/05/2017	Quarter sides Type-III and surrounding places Quarter sides Type-IV and surrounding places	Incharge, E&BMC / Swachh Bharat Abhiyan Committee / Secretary, Staff Recreation Club / Secretary, IJSC
25/05/2017	Office garden	Incharge, E& BMC / Security Management Committee
26/05/2017	Crop Production Divn. Agril. Extension	HOD Crop Production / Incharge, Agril. Extn.
27/05/2017	Crop Improvement Divn. Crop Protection Divn.	HOD, Crop Improvement / HOD, Crop Protection
28/05/2017	Farm Section Guest House and Hostel Gymnasium	Farm Management Committee / Farm Manager / Guest House Management Committee / Sports Committee
29/05/2017	Canteen and surrounding places Office Vehicle Garage area	Canteen Management Committee / Vehicle Management Committee
30/05/2017	Library/Record Room and surrounding places AINP -JAF	Scientist Incharge, Library & Library Management Committee / Incharge, AINP - JAF
31/05/2017	AKMU	Incharge, AKMU

Further all the Incharges of substations and KVK, ICAR-CRIJAF are also requested to chalk out similar plan and submit the report within 12.00 hrs everyday throughout the campaign period alongwith photos for onward transmission to the Competent Authority.

This issues with the approval of Director.

Encl:- As stated above

  
(Rajeev Lal)  
Chief Administrative Officer

**Distribution :-**

1. All HODs/ Sections/ Units , ICAR-CRIJAF
2. All concerned
3. All SICs , four substations
4. Programme Coordinator, KVK, BudBud
5. PS to Director, ICAR-CRIJAF
6. Sri Kamal Banik, T-2 (Documentation Staff) to contact with the concerned officers for taking snaps and further necessary action.
7. All Notice Boards