

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE

AVIKANAGAR (VIA: JAIPUR) RAJASTHAN

F.NO. SBM/2016/

Date: 02.12.2019

NOTE

In compliance to instructions from Council regarding action plan for observations of "Swachhta Pakhwada 2019" from 16 to 31 Dec., 2019 across ICAR Institutes, Director CSWRI is pleased to assign the following activity wise responsibilities:

S No	Date	Activity	Responsibility
1	16.12.19	Display of banner at prominent places, taking Swachhta pledge, stock taking and briefing of the activities to be organized during Pakhwada, plantation of trees. Daily Report preparation and consolidated report	Dr.N. Shanmugam, PS
			Mr. Suresh Kumar, C.A.O.
			Sh. Naveen Kumar Yadav, AD(OL)
			Sh. Shyam Singh,C.T.O. & I/C, (Farm)
2	17.12.19	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, junk materials and white washing and painting	Sh.Neeraj Tanwar, A.O.
			Sh. M.A. Khan, A.A.O.
			(All HODs/I/Cs will be responsible for their respective division/section)
3	18.12.19	Sanitation and SWM: cleanliness and sanitation drive in the villages adopted under Mera Gaon Mera Gaurav programme or other schemes by ICAR institutes/KVKs involving village community. Reviewing the progress of ongoing Swachhta activities including implementation of SAP and providing spot solutions	Dr. S.C. Sharma, PS & I/C, TOT
			Dr.L.R. Gurjar, Sci. (All team leaders of Mera Gaon Mera Gaurav will be responsible for their respective villages)
4	19.12.19	Sanitation and SWM: Cleanliness and sanitation drive within campuses and surroundings including residential colonies, common market places, stock taking of bio degradable and non-bio degradable waste disposal status and providing on the spot solutions	Sh. Shyam Singh, CTO & I/C, (Farm)
			Sh. S.R. Meena. ACTO
5	20.12.19	Stock taking of waste management & other activities including utilization of organic wastes/ generation of wealth from	Sh. Shyam Singh, CTO & I/C, (Farm)


		waste, polythene free status, composting of kitchen and home waste materials, Promoting clean & green technologies and organic farming practices in kitchen gardens of residential colonies/ one nearby village and proving on the spot technology solution.	Sh. S.R. Meena, ACTO
6	21.12.19	Campaign on cleaning of sewerage & water lines, awareness on recycling of waste water, water harvesting for agriculture/ horticulture application/kitchen gardens in residential colonies/1-2 nearby villages.	Dr. S.C. Sharma, PS & I/C, TOT Sh. S.R. Meena, ACTO Sh. Suresh Chand, STO & I/C, Estate
7	22.12.19	Organising Workshops, exhibitions, technology demonstrations on agricultural technologies for conversion of waste to wealth, safe disposal of all kinds of wastes. Debate on Swachhta at the DARE/ICAR establishments, Seminars, awareness camps, rallies, street plays and expert talks	Dr. S.C.Sharma, PS & I/C, TOT Dr. L.R. Gurjar, Sci
8	23.12.19	Celebration of Special Day- Kisan Diwas (Farmer's Day)- 23 December inviting farmers. Experience sharing on Swachhta initiatives by farmers/ civil society officials. Felicitating farmers/civil society officials for exemplary initiatives on swachhta.	
9	24.12.19	Swachhta Awareness at local level (organizing Sanitation Campaigns involving and with the help of farmers, farm women and village youth in new villages not adopted by any institute / establishments	
10	25.12.19	Cleaning of public places, community market places and/or nearby tourist/selected spots.	Sh. Neeraj Tanwar, AO Sh. Naveen kumar yadav, AD (OL)
11	26.12.19	Fostering healthy competition: Organising competition and rewarding best offices/residential areas/ campuses on cleanliness. Quiz, essay & drawing competitions for school children, village youth.	Dr. S.K. Sankhyan, PS & I/C, HRD Dr.N. Shanmugam, PS Dr. Vinod Kadam, Sci.
12	27.12.19	Awareness on waste management & other activities including utilization of organic wastes/generation of wealth from waste, polythene free status, composting of kitchen and home waste materials, promoting clean & green technologies and organic farming practices in new area.	Sh. Shyam singh, CTO & I/C, (Farm) Sh. S.R.Meena, ACTO

13	28.12.19	Campaign on cleaning of sewerage & waterlines, awareness on recycling of waste water, water harvesting for agriculture/ horticulture application/kitchen gardens in residential colonies outside campuses/ nearby villages with the involvement of local/village communities.	Sh. Suresh Chand, STO & I/C, Estate
			Sh. S.R. Meena, ACTO
14	29.12.19	Visits of community waste disposal sites/compost pits, cleaning and creating awareness on treatment & safe disposal of bio-degradable non-bio-degradable wastes by involving civil farming community.	Dr. Banwarilal, Sci
15	30.12.19	Involvement of VIP/VVIPs in the Swachhta activities, Involvement of print and electronic media may be ensured so that adequate publicity is given to the Swachhta Pakhwada	Sh. Suresh Kumar, CAO
			Dr. R.C. Sharma, PS
16	31.12.19	Organization of press conference for highlighting the activities of Swachh Bharat Pakhwada by involving all stake holders including farmers/ VIPs/ press and electronic media.	Dr. R.C. Sharma,PS

The concerned staff may work out specific plan and location of activities in consultation with Chairman, SBM. Responsible persons may ensure to send Daily Report of the entire activities to the Chairman SBM.

Copy to (Through E-Mail):

1. PS to Director
2. Chief Administrative Officer
3. Finance and Accounts Officer
4. Concerned Staff
5. Incharge, AKMU for uploading on Website
6. Notice Board
7. Guard File


 (Navin Kumar Yadav)
 Assistant Director (OL)