National Institute of Science Communication and Policy Research
Dr. K.S. Krishnan Marg, New Delhi-110012
14, Satsang Vihar Marg, New Delhi-110067

No. 8(76)G/Swachh Bharat/2021 Dated : 12.05.2023

OFFICE MEMORANDUM

On the recommendation of the Committee which met on 28.04.2023, Director, CSIR-NIScPR has approved the following action plan in connection with the **'Swachhta Pakhwada 2023' from 01st to 15th May, 2023 :-**

Sl No.	Activity to be under taken	Official nominated
1	Swachhta pledge	Taken on 01.5.2023.
2	The committee will inspect/visit the campus for tree plantations and also suggested to prune the shrub & dead bushes in the campus	Action : Shri Mandeep Singh
3	The weeding out committee has been constituted who will received the list of files/records from the all Sectional Heads and will review the records for weed out old records as per the provision of Record Retention Schedule and concurrence obtained from Finance (Audit), Legal & Vigilance Section.	Administration
4	The Members of the Staff Club has decided to organize Sharamdan Events during the Swachhta Pakhwara on a suitable date. The Committee also decided to distribute the masks & gloves and refreshment to the volunteers.	Action : Dr. Anil Kumar
5	The Committee has decided to organize a Photography Competition amongst the regular staff on the theme of Swachhta. The completion will be held through online link. Dr. Sujit Bhattacharya and Dr. Mukesh A. Pund have been recommended the judge of the event, first and 2nd prize will be given to the winner.	Action : IT Division
6	A Quiz Competition on Swachhta will be organized amongst the regular staff, Project staff, Ph. D Students etc. on 15.05.2023. 1st & 2nd prize will be given to the winner	Action: Dr. M.M. Gore

In this connection all orginizers will submit their expenditure plan to the Administration for approval and or advance if required.

(Pankaj Goswami)
Administrative Officer

Copy to :-

1. Above Officials
2. PPS to Director
3. PS to COA
4. PS to CoFA
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