



भाकृअनुप- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)
(Indian Council of Agricultural Research)

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Date- 20/11/2020

OFFICE ORDER

As per ICAR F. No. 7(3)/2019-Cdn.Tech. dated 05/10/2020, date wise action plan for Swachhta Pakhwada from 16th – 31st December, 2020 to be undertaken at ICAR-CRIJAF is enclosed as Annexure – A.

This has approval of the Director, ICAR-CRIJAF.


Asstt. Admn. Officer (Adm.I) 20-11-2020

Copy for information to:

1. All HODs/Incharges/Division/Section/Unit, ICAR-CRIJAF for wide circulation among the staff members working under them.
2. All KVKs/RSS, ICAR-CRIJAF
3. All concerned in Annexure-A
4. PS to Director, ICAR-CRIJAF
5. PA to CAO, ICAR-CRIJAF.

Proposed day-wise activities of **Swachhta Pakhwada** from 16th December to 31st December, 2020 to be organised at ICAR-CRIJAF to make this Pakhwada a grand success, the following activities are to be undertaken with active participation of all staffs. Dr. Jitendra Kumar Meena, Scientist and Dr. Debarati Datta, Scientist will act as **overall coordinator** of this campaign. All the activities/programmes are to be arranged following the COVID-19 guidelines issued by the Govt. to contain the pandemic.

Sl. No.	Activity	Place	Date/Time	Coordinators	Co-coordinators	Participants
1.	Display of banner at prominent places, taking Swachhta pledge, Stock taking & briefing of the activities to be organized during the Pakhwada, plantation of trees.	In front of Institute Lawn, Farm Area	16.12.2020	Dr S Satpathy, Dr. J K Meena Dr Debarati Datta	Mr Ravi Mishra Mr. K. B. Roy, Mr Mohidul Haque	All staffs including RA, SRF & YP
2.	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's, junk materials and white washing/painting.	Administration	17.12.2020	Mr. P.K. Jain, Mr. Ravi Mishra,	Mr Subrata Kumar Pal, Mr R R Debnath Mr D K Barua Mr Subrata Biswas, Ms Satarupa Roy Chowdhury	All administrative staffs
3.	Sanitation and SWM: Cleanliness and sanitation drive in villages adopted under MGMG programme or other schemes by Reviewing the progress of ongoing swachhta activities including implementation of Swachhata action plan providing at the spot solutions.	Kharermath Village	18.12.2020	Dr. S. K. Jha, Dr. T. Samajdar Dr Shailesh Kumar	Mr Kalyan Broto Roy, Mr Rakesh Roshan	Farmers
4.	Sanitation and SWM: Cleanliness and sanitation drive within campuses and surroundings including residential colonies, common market places. Stock taking of biodegradable and non-biodegradable waste disposal status and providing on the spot solutions.	ICAR-CRIJAF Campus	19.12.2020	Dr Maruthi R T Dr J K Meena	Mr Mohidul Haque Mr Kalyan Broto Roy Mr Sirajul Islam Mr Sudip Nandy	All staffs including RA, SRF & YP
5.	Stock taking of 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 kitchen gardens of residential colonies/ one nearby village and proving on the spot technology solution.	Farm Section, Residential Quarters of ICAR-CRIJAF	20.12.2020	Dr R K Naik Dr B S Gotyal	Mr Mohidul Haque Mr Biswajit Biswas Mr Uma Shankar Das Mr Ashish Madan Pitre Mr U.S. Das	All staffs, Residents
6.	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.	Farm Section, Agril Eng Section, Residential area, Gidhha village	21.12.2020	Dr Shailesh Kumar, Dr. Maruthi R.T. Mr Avijit Dutta	Mr K B Roy Mr Sirajul Islam Mr Ashish Madan Pitre Mr V K Singh	All staffs, Residents, Farmers
7.	Organising Workshops, exhibitions, technology demonstrations on agricultural technologies for conversion of waste to wealth, safe	School	22.12.2020	Dr T Samajdar, Dr. S. Paul Mazumdar,	Mr Sirajul Islam Mr Kallol Sarkar	All staffs including RA, SRF & YP

	disposal of all kinds of wastes. Debate on Swachhta at the DARE/ICAR establishments, Seminars, awareness camps, rallies, street plays and expert talks			Dr. V. Ramesh Babu Dr Debarati Datta	Mrs. Pallavi Mandal, Ms Farheen Banu, Ms. Sharmila Sarkar	
8.	Celebration of Special Day- Kisan Diwas Experience sharing on Swachhta initiatives farmers/ civil society officials for exemplary (Farmer's Day)-23 December inviting farmers and civil society officials. Felicitating initiatives on Swachhta by farmers	ICAR-CRIJAF	23.12.2020	Dr. T. Samajdar, Dr. Shamna A., Dr. M. L. Roy	Mr Rakesh Kumar Roshan , Mr Bapi Patra, Mr.Bitam Das	All staffs, farmers
9.	Swachhta Awareness at help of the farmers,. local level (organizing Sanitation Campaigns involving and with the farm establishments women and village youth in new villages not adopted any by institutes/scheme/establishments	Village	24.12.2020	Dr Shamna A, Dr M L Roy	Mr Shahid Mukhtar, Mr K. P. Debnath, Mr B. N.Dey	All staffs, farmers
10.	Cleaning of public places, community market places and/or nearby tourist/selected spots.	Any Market Place	25.12.2020	Dr. B.S. Gotyal, Dr. Suman Roy	Mr Dilip Kumar Patra, Mr Akshaya Mondal, Mr Raktim Mitra , Mr Surajit Barman, Shri Sonu Kumar Suman,	All staffs including RA, SRF & YP
11.	Fostering healthy competition: Organising competition and rewarding best offices/residential areas / campuses on cleanliness. Quiz, Essay & drawing competitions for school children, village youth.	Village	26.12.2020	Dr M S Behera, Dr A Anil Kumar Dr J K Meena	Mr Bitam Das, Mr Avijit Dutta Mr V K Singh Mr Surajit Barman Ms Farheen Banu	All staffs including RA, SRF & YP
12.	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.	Village/Institute	27.12.2020	Dr. Anil kr, Dr. Maruti, R.T. Dr Suman Roy	Mr Ritesh Kumar, Mr Ashish Madan Pitre Mr Rakesh Roshan, Mr. U.S Das	All staffs, Residents
13.	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.	Village/Institute	28.12.2020	Dr Shailesh Kumar, Dr T Samajdar	Dr. S. K. Bhattacharya, Mr. Bitam Das, Mr. Biswajit Biswas, Mr. Sudip Nandy	All staffs, Farmers
14	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.	Any market/locality	29.12.2020	Dr Amit Bera Dr. Maruthi R T, Dr. Suman Roy	Mr Dilip Kumar Patra, Mr Kalyan Broto Roy, Mr Vinay Kumar Singh, Mr R.B. Thapa, Mr Isra Bansfore	All staffs, farmers

15	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.	ICAR-CRIJAF/n early locality	30.12.2020	Dr. S.K. Jha Dr. T. Samajdar, Dr. Shailesh Kumar	Mr Sirajul Islam Mr V K Singh Mr Uma Shankar Das	All staffs including RA, SRF & YP
16	Organization of press conference for highlighting the activities of Swachh Bharat Pakhwada involving all stake holders including farmers/ VIPs/ press and electronic media.	ICAR-CRIJAF	31.12.2020	Dr. S.K. Jha Dr. Shamna A., Dr. Suman Roy, Dr. J.K. Meena, Dr. Debarati Dutta	Mr Bitan Das Mr Rakesh Roshan, Mr Manoj Kumar Roy	All staffs including RA, SRF & YP

NOTE: All the activities/programmes are to be arranged following the COVID-19 guidelines issued by the Govt. to contain the pandemic.

1. Please collect all necessary items like banner, brooms, dustbins and placards from the farm section before the commencement of daily shramdan (Contact: **Mr Mohidul Haque**)
2. All coordinators are requested to collect the advance from **Dr. J. K. Meena**, for any miscellaneous expenditure of a particular day and submit proper bill .
3. **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 4 (four) good quality photograph edited in another two pages on or before 16:00 hrs of the next working date to dircell_crijaf@yahoo.com.
4. **Mr. Subrata Biswas** and Smt. Neena Mandal will compile daily report and send to Subrata.Satpathy@icar.gov.in or satp1@rediffmail.com
5. **Mr. Rakesh Roshan and Mr Kamal Kumar Banik** will participate in all the activities for photography and videography