


## Agenda for the Swachhata Pakhwada

**Action Plan on Swachhata Pakhwada to be observed from 01 July 2019 to 15 July 2019 by  
Indian Institute of Tropical Meteorology, Pashan, Pune**

Date	Activity Plan		
01.07.2019	Distribution of cloth bags among the Warkaries on their way to Pandharpur.		
02.07.2019	Pledge by officers and staff at <b>1100 hrs</b> and display of banners regarding Pakhwada. All officers / Staff members to make resolution to keep office premises clean, manage old records properly and to participate in other Swachhata related reforms. All officials will ensure cleanliness of their own Sections. Unused materials (i.e. old chairs, Tables, cartridge, file board, any scrap etc.) may be kept in the passage/corridor and G.A. Section will collect it afterwards. Photographs of before and after the cleanliness work done may be forwarded to GA for uploading on web portal.		
03.07.2019	Cleaning of the office premises by the staff as below. Cleanliness Competitions to be held among the below Groups.		
	<b>Name of Building</b>	<b>Nature of work</b>	<b>Name of Coordinator</b>
	CCCR Building Staff	Area behind IITM Canteen	Dr. Milind Mujumdar, Sc-E & Dr. Yogesh Tiwari, Sc-E
	HPC Building Staff	Area of water channel from Material gate to CCCR Building	Dr. (Mrs.) Sushmitha Joseph, Sc-E & Mrs. Shanti Iyer, Coordinator Gr.V
	LIP Building Staff	Area between the Phase I and Phase II building	Mrs. Shompa Das, Sc-E & Shri Abhay Singh Rajput, Sc-D
	Main Building Ground floor staff	Area around Meghdoot Hall and Guest House	Dr. Samir Pokhrel, Sc-E & Smt. R. S. Salunke, Dy. Manager
	Main Building 1 <sup>st</sup> floor	Front area of the office main building	Shri R. U. Khapale, Accounts Officer, Mrs. Yogita Kad, Dy. Manager & Smt. VijayaKumari, Admin. Officer - III
	Main Building 2 <sup>nd</sup> floor Staff	Terrace of Phase I and Phase II Building	Dr. Anant Parekh, Sc-E, Dr. Shivsai Dixit, Sc-E and Dr. O. N. Shukla, Hindi Officer
04.07.2019	Competition: Competition to be held among the children of colony residents and office staff inviting ideas for swachhata. <b>(Coordinator – Mrs. Shompa Das, Sc-E, Dr. Yogesh Tiwari, Sc-E and Mrs. Bhavana Naik, Sr. Exe.)</b>		
05.07.2019	Swachhata Workshop:- Organizing workshops on cleanliness and waste management in office as well as colony and interactive sessions between Senior officers and workers in charge of cleanliness. <b>(Coordinator – ENVIS Group)</b>		

06.07.2019	Organization of awareness campaign and cleaning of Ram River at Someshwar Wadi, Pashan. <b>(Coordinator – Dr. Milind Mujumdar, Sc-E, Mrs. R. S. Salunke, Dy Manager &amp; ENVIS Group)</b>
08.07.2019	Voluntary work :-Social activity for collection of old household and unused materials i.e. cloths, kids cycles, toys, shoes etc. from colony and distribute same among the needful people. <b>(Coordinator – Dr. Milind Mujumdar, Sc-E, Dr. Samir Pokhrel, Sc-E and Dr. Yogesh Tiwari, Sc-E,)</b>
09.07.2019	Organization of awareness campaign and cleaning of Municipal Corporation Hospital, Pashan. <b>(Coordinator – Mrs. R. S. Salunke, Dy. Manager &amp; Shri. I. A. Pathan, Sr. Exe.)</b>
10.07.2019	Plantation activities in and around the Institute and Pashan Hill. <b>(Coordinator –Dr. Milind Mujumdar, Sc-E, Dr. Samir Pokhrel, Sc-E &amp; Dr. Mahen Konwar, Sc-D)</b>
11.07.2019	Segregation of old records, enlisting safe keeping of the same. Digitization of records.
12.07.2019	Mass Anti-polythene drive. Collection of Polythene from Colony and Office area. <b>(Coordinator - Dr. YogeshTiwari, Sc-E &amp; Dr. Samir Pokhrel, Sc-E)</b>
13.07.2019	Creating social buzz regarding swachhata through electronic and print media. A press release should be issued highlighting major outcomes of Swachhata Pakhwada. Daily reporting of the activities during the pakhwada on swachhata Samiksha ( <a href="http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se">http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se</a> ) and my Gov portal. <b>(Coordinator – Mrs. Shompa Das, Sc-E)</b>

  
 (Shri Ajit Prasad) 1/7/19.

Administrative Officer

Date : 1<sup>st</sup> July, 2019