

NICSI- New Delhi
Action Plan – Swachhta Pakhwada
(1st to 15th February, 2021)


S.No	Date	Particulars (Motivational/ Physical Action)	Particular of proposed (Motivational Action across NICSI)	Action to be taken by
1.	01.02.2021 Monday	Swachhta Pakhwada message to be displayed on all Notice Boards.		Shri Neeraj Gautam, GM & HOD(Admn.)
		<p>Opening of Swachhta Pakhwada and pledge taking ceremony at 11.00 Hrs. from all officers and staff of NICSI from their seats.</p> <p>Welcome message to all officers/ staff regarding Swachhta Pakhwada in NICSI.</p> <p>All officers & staff may devote one hour Shramdaan at their work space and their surroundings.</p> <p>Full Sanitization (Covid – 19)</p>	Welcome message to all the officers/ staff.	MD (NICSI)
2.	02.02.2021 Tuesday	<p>General cleaning of all common area of Ground Floor.</p> <p>Weeding out of old unused file registers etc. as per procedure.</p> <p>Full Sanitization (Covid – 19)</p>	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Ms. Anjali Dhingra, GM, Mr. Ashutosh. P Maurya, DGM
3.	03.02.2021 Wednesday	<p>General cleaning of all common area of 1ST Floor.</p> <p>Weeding out of old/unused File/ Registers etc. as per procedure.</p> <p>Full Sanitization (Covid – 19).</p>	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Neeraj Gautam, GM & HOD(Admn.)
4.	04.02.2021 Thursday	<p>General cleaning of 6th Floor</p> <p>Weeding out of Old / Unused File Registers etc. as per procedure.</p> <p>Full Sanitization (Covid – 19)</p>	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Mahendra Pal, GM & HOD(Accounts)

5.	05.02.2021 Friday	General cleaning at Shastri Park, New Delhi. Weeding out of old /unused file registers etc. as per procedure. Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Shajan Joseph, DGM
6.	08.02.2021 Monday	General cleaning at LNDC Laxmi nagar, New Delhi. Weeding out of old unused/ file registers etc. Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Jagjit Singh, GM
7.	09.02.2021 Tuesday	Removal of old Hardware items, Cartridge etc. and deposit in stores. Weeding out of old unused/ file registes etc. Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Neeraj Gautam, GM & HOD(Admn.)
8.	10.02.2021 Wednesday	Cleaning of Record Rooms. Weeding out of old unused/ file registers etc. Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Shri Mahendra Pal, GM & HOD(Accounts)
9.	11.02.2021 Thursday	General cleaning of outside common area. Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	Officers/ support staff
10.	12.02.2021 Friday	Lecture on e-Waste and General discussion Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	1.Shri Deepak Saxena, GM 2.Shri Vivek Gupta,GM 3.Smt. Bhavna Aggarwal, GM 4.Shri Manu Garg, GM 5.Shri Neeraj Gautam, GM

				6.Shri S. Mahalingam, GM 7.Shri U.K Jena, DGM 8.Shri Sanjay Mahendru, DGM
11.	15.02.2021 Monday	Closing of Swachhta Pakhwada Full Sanitization (Covid – 19)	All officers & staff may devote one hour Shramdaan at their work space and their surroundings.	MD (NICSI)

Note:

1. Action Plan Activities will be applicable at NICSI, Bhikaji Cama Place, Shastri Park and Laxmi Nagar Data Centre, New Delhi.
2. HODs/GM/DGMs are requested to plan for Weeding out of old/Unused Files/Registers etc. as per guidelines of DOPT.
3. While observing Swachhta Pakhwada, all the officials may follow Covid-19 precaution.


14.01.2021
(Neeraj Gautam)
HOD(Admn)

To:

**All Officers and staff
NICSI**