



Ref. PN/ADM/MIS/141/2014 / 1403

31-01-2018

Director, C-MET, Pune (HQ)/Hyderabad/Thrissur

Subject: Action Plan for Swachhta Pakhwada - 2018 reg.

Sir,

With reference to the letter no. 1(33)/2017-Engg. dated 24-01-2018 from Joint Director, MeitY, New Delhi, the Swachhta Pakhwada earmarked for C-MET is between 1st to 15th February 2018. The activity wise action plan as approved by the Competent Authority for observing Pakhwada in C-MET is as follows:-

- Displaying of Swachhta Banner at front gate as well as important locations at all the 3 labs at Pune, Hyderabad & Thrissur.
 - Welcome message regarding Swachhta Pakhwada during meetings from 01.02.2018 to 15.02.2018.
 - Litterbins to be placed at different and required locations.
 - Different Internal Committees of 3 members each may be constituted by the Directors for taking up cleanliness drive in each of the laboratories.
 - Messages about cleanliness drive may be hosted on C-MET website, Electronic Display, Intranet etc.
 - The digital photos of the activities undertaken during Swachhata Pakhwada may be taken and uploaded on C-MET website after approval of Director.
1. 01.02.2018 : Pledge taking and briefing importance of cleanliness and general awareness by Director General / Directors of laboratories to all staff members.
 2. 02.02.2018 to 07.02.2018 : 1 hr. Cleanliness drive by the Committee of common areas of C-MET labs. (Admn/ Finance/Stores/Reception/Corridors/Conference Room/Seminar Hall etc.). Weeding out & Removal of old/unused files/registers as per GoI procedures. Removal of old/unserviceable furniture & other items and deposit in the store, disposal by taking necessary course of action for e-waste disposal.
 3. 08.02.2018 : Organizing E-Waste workshop on 8th February 2018 at C-MET Hyderabad in association with C-DAC, Hyderabad
 4. 09.02.2018 to 15.02.2018: 1 hr. cleanliness drive by the Committee of respective campus. Cleanliness of individual labs, cleaning of biodegradable and hazardous chemical waste from labs. Declaring of old/unused/unserviceable items and deposit to the store for removal. Cleaning of garden.
 5. The internal committees constituted may also review Divyang access to toilets within the labs. The Chairman of the Internal Committees may submit a report to Directors on the activities accomplished during the pakhwada and suggest measures for further necessary action, if any. Administrative Officers of respective laboratories will be the Nodal Officers for this activity. A final report may be sent to HQ by 28th February 2018 for compilation and onward transmission to Ministry.

All staff members may be encouraged to participate whole-heartedly to make the event successful.

Thanking you,

Yours faithfully,


Radha Jaisimha
Registrar

Copy to : Director General, C-MET.. for information.