

**F. No. 35011/1/2018-GA**  
**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Agriculture Cooperation & Farmers Welfare**  
**DIRECTORATE OF PLANT PROTECTION QUARANTINE AND STORAGE**  
**NH-IV, Faridabad.**

**Dated: 18/12/2018**

Subject:- Activities to be carried out during "Swachhta Pakhwada" to be observed from 16<sup>th</sup> December to 31<sup>st</sup> December, 2018-regarding.

The undersigned is directed to refer to the subject mentioned above and to say that it has been decided to carry out following activities during the Swachhta Pakhwada in the Directorate of PPQ&S, Faridabad:

Sl. No.	Date	Activities to be Carried out	Time/ Venue	Persons concerned
1	17.12.2018	Swachhta Pledge	10.30 AM PPA Secretariat	All officers/officials
		Displaying of Banners and Pamphlets	10.30 AM	General Admn. Section
2.	18.12.2018	Sewa Diwas- Shramdan (Massive cleanliness drive in the premises of buildings)	11.00 AM at CIB&RC 12.00 Noon at CIL Building	All officers/officials
3.	19.12.2018	Inspection and Suggestion to Clean office	10:30 AM	<b>Head Quarter Building</b> 1. Sh. Ajay Kumar, Chief Administrative Officer <b>CIL Building</b> 1 Dr. Vanadana Seth, JD (Chem) <b>CIB&amp;RC Building</b> 1. Sh. Vivek Narayan, Sr. AO
	20.12.2018 21.12.2018 24.12.2018	Review of Old Records & Weeding out of Old Records and waste obsolete items	Whole day	All Divisional Incharges/all officials
3	26.12.2018	Cleanliness Drive (All employees will participate and clean their surroundings)	Whole Day	All Divisional Incharges/all officials
4.	27.12.2018	Wall Paintings (Paintings will be pasted on walls in the entrance of office)	10:00 AM onwards	GA Section
5.	28.12.2018	Tree Plantation	11.00 AM -CIL Building 12.00 PM- CIB & RC	All officers/officials
6.	31.12.2018	Group Officers of Dte. will visit all Section/Divisions at Hqr.,/CIB&RC & CIL Building and decide best Section/Division	Whole day	1) Sh. R.K. Sharma, AD(OL) 2)Sh. Devinder Kr. SO(Vig.). 3)Sh. Dhruv Kr., SO(Admn.IV) 4) Smt. Parminder Johar, SO(Admn.III)

2. All the Officers/Officials of this Directorate are requested to attend the programmes.



(B.G. JHA)  
Section Officer (GA)

To

All Officers/Officials, Dte. of PPQ&S.

Copy to:-

IT Cell- for publication at the website of Dte. of PPQ&S.

Copy for information to :- PPS to JS (PP)/PS to PPA