

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

Dated: 21.12.2021

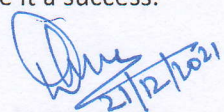
**OFFICE MEMORANDUM**

**Subject:- Subject :- Activities to be carried out during "Swachhta Pakhwda" to be observed from 16<sup>th</sup> – 31<sup>th</sup> December, 2021- 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.	21.12.2021	Displaying of Banners, Pamphlets and Distribution & uploading the letter on web side of the Dte.	11.30 AM	G. A. Section & IT Cell
	22.12.2021	Swachhta Pledge	11.00 AM (PPA Sectt.)	All Officers/Officials
		Display of Swachhata Message and uploading of electronic banners on the web portal of the Directorate.	4.30 PM	IT Cell
2.	23.12.2021 to 28.12.2021	Cleanliness drives (All employees will participate and clean their surroundings)	(CIB&RC, CIL & HQ)	GA Section
3.	29.12.2021	Tree Plantation	11.30 CIB&RC 12.00 CIL	All Officers/Officials
4.	30.12.2021	Extensive exercise for weeding out of old records as per existing guidelines.	Whole Day	All Divisional In-charges/all officials
5.	31.12.2021	Group Officers of Dte. will visit all Section / Divisions at Hqr. /CIB&RC & CIL Building and decide best Section / Division.	Whole Day	1. Sh. Davinder Kumar, Under Secretary 2. Sh. Avinash Jha, AO 3. Ms. Mamta Chhabra, SO (A-III.)

All the officers/officials of this Directorate are requested to attend the programme and make it a success.

  
(Davinder Kumar)  
Under Secretary (HQ)

**Distribution**

1. All officers/officials, Dte. of PPQ&S, Faridabad (HQ, CIL & CIB&RC)
2. All Scheme-in-Charges (PQ/Locust/IPM/TLC)
3. IT Cell with the request to upload the same on the website for the Directorate
4. PPS to PPA
5. Notice Board
6. Caretaker