

No. 7/13(21)/2014-SD/S&S
Indira Gandhi National Centre for the Arts
Sutradhara Division (S&S)

CIRCULAR

We have all taken "Swachhata Shapath" on 2nd October 2014 to devote 100 hours per year or two hours per week on Shramdan for cleanliness. In order to fulfil this pledge (Shapath), the IGNCA has prepared a roster of personnel/work to be done under this Campaign. The annex is the copy of the roster along with suggestions to the Coordinators for how to clean the work place for implementation of the Campaign by all of the in letter & in spirit.

Jayanta Kumar Ray
(Jayanta Kumar Ray)
Director (Admn)
28.10.2014

Encls: As stated

Copy to:

- ✓ 1. All HoDs
- 2. FA & CAO
- 3. Consultant (S&S)
- 4. Consultant CE)
- 5. Consultant (CDN)
- 6. SO (Admn.)

Copy for information to:

- 1. PS to MS
- 2. Sr. P.A. to JS

Dy. No: 463 / DIR (CIL) / 2014
30/10/14

Head (CIL)

o/c

[Signature]



Cleaning Campaign Group Nov 2014- Oct 2015

IGNCA Programme for Cleaning Campaign

Name of Group: **Arjun (1)**

Coordinator: **Smt.Manglam Swaminathan**

Group Members:

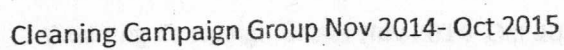
1. Smt. Dipali Khanna
2. Sh. S.S. Rawat
3. Smt. Sugdha
4. Sh. Pankaj
5. Sh. Rajshekharan
6. Sh. Bhagat
7. Sh. Harish
8. Sh. Inderjeet
9. Sh.Kushal Mani
10. Sh.Kamal kumar
11. Sh.Amar Singh
12. Sh.Vinod Rawat
13. Sh.Manjit Singh
14. Smt.P.Jaishree
15. Sh.A.S.Chauhan
16. Sh.Dinesh Kumar Sharma
17. Sh.Randhir Tomar
18. Sh.Dashrat Singh
19. Sh.Jitinder Singh
20. Sh.B.D.Pant
21. Sh.Ramesh
22. Sh.Chaman Lal

Cleaning Area

- Janpath side of IGNCA

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing).
- ii. Removal of Foul smelling Algae.



Co-ordinator: Sh.DNVS.Seetharamiah

1. Smt. Veena Joshi
2. Sh.K.Raghunathan
3. Sh.Pawan kumar
4. Sh.Rajesh Kumar
5. Sh.B.P.Shastri
6. Sh.Naresh Kumar
7. Smt. Reena Rawat
8. Ms. Veena Khurana
9. Ms. Srishtih Safaya
10. Sh. Shiv Shankar
11. Sh. Parminder Singh
12. Smt. Saroj Devi
13. Sh. Kaniya Lal
14. Sh.Sunil meena
15. Sh.Gautam Dalal
16. Sh. D.C. Sharma
17. Sh. Suresh Sharma
18. Sh. Kumar Sanjay Jha
19. Smt. Anita Suri
20. Sh. Sardar Singh Dogra
21. Sh. Pyare Singh

- *Rajinder Prasad Road side of IGNCA*

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing).
- ii. Removal of Foul smelling Algae.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the group : **Bargad (3)**

Co-ordinator: Sh.Sunil Goel

1. Sh.Jyanta kumar Ray
2. Sh. Vinod Rawat
3. Sh.K.K.Thapliyal
4. Smt.Vilasini M
5. Smt.Sheela Unikrishnan
6. Smt. Kalpana Sharma
7. Sh.Rakesh Kumar
8. Sh.Kartar Singh
9. Sh.Charan Singh
10. Sh.Kuldeep Kumar
11. Smt.Rekha Dobhal
12. Smt. Parveen Shah
13. Sh. Vijender Kumar
14. Sh. I.P. Singh
15. Sh. Manjit Singh
16. Smt. Rajni Adlakha
17. Sh. Vijay Pal
18. Sh. A.S. Chauhan
19. Sh. Dinesh Kumar
20. Sh. B.D. Pant
21. Sh. Ramesh

Cleaning Area

- o *Man Singh Road side of IGNCA*

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing.
- ii. Removal of Foul smelling Algae.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the Group: **Champa (4)**
Group Co-ordinator: Sh. Bijender

1. Sh. R.K. Mishra
2. Sh. Tej Pal Pathak
3. Sh. Ram Pratap
4. Smt. Minakshi
5. Sh. Dharmvir Singh
6. Sh. Mustafa Kamal
7. Smt. Shankuntala Devi
8. Sh. Hem Raj Singh
9. 10. Sh. Data Ram Juyal
10. Sh. K.P. Singh
11. Smt Ritu Kumari
12. Sh. Randhir Tomar
13. Sh. Jai Singh
14. Sh. Dashrat Singh
15. Sh. Om Prakash
16. Sh. Manmohan Kumar
17. Sh. Naubat Singh
18. Sh. Ramphal
19. Sh. Krishan Kumar
20. Sh. Vijay Shankar Bhatt
21. Sh. Narsingh
22. Sh. Mukesh Kumar

Cleaning Area

- *Boat Club Side from Mansingh Road to IGNC Foundation Stone (Outside IGNC)*

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing.
- ii. Removal of Foul smelling Algae



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the Group: **Neem (5)**

Co-ordinator: **Sh.B.S.Bist**

1. Sh. S.C. Gahlaut
2. Smt. Deepa Malhotra
3. Smt.Reena Rawat
4. Sh.Hari Om Yadav
5. Smt. Seema Bahl
6. Smt Karuna Sharma
7. Sh.Lal Chand
8. Sh.Dushyant Kumar
9. Sh.Subash Chand
10. Sh.Ravi Chand
11. Sh.Chhote Lal
12. Sh.Yesh Dev Sharma
13. Sh.Dhan Raj Negi
14. Sh.Sukhbir Bhardwaj
15. Sh. Dhanraj Singh
16. Sh. Ravi Chand
17. Sh. Ghore Lal
18. Sh. Chhote Lal
19. Sh. Yesh Dev Sharma
20. Sh. Jawahar Prasad
21. Smt. Renuka Kamboj
22. Smt P. Jaishree

Cleaning Area

- o *Boat Club Side from IGNC Foundation Stone (Outside IGNC) to Janpath*

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing.
- ii. Removal of Foul smelling Algae.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the Group: Kadam (6)

Co-ordinator: Sh. Jayanta Chatterjee

1. Smt. Molly Kaushal
2. Sh. B.L. Malla
3. Smt. Sreekala Sivasankaran
4. Sh. Ramakar Pant
5. Ms. Richa Negi
6. Ms. Bindiya Chopra
7. Smt. Sumitra Takkar
8. Ms. Chabi Sen
9. Sh. Rajinder S. Taragi
10. Sh. Narayan Hari
11. Smt. Laxmi Rawat
12. Smt. Geeta Rawat
13. Sh. Anil Kumar
14. Sh. Naresh
15. Smt. Renu Sharma
16. Sh. Ranbir
17. Ms. Pouri
18. Ms. Sangeeta Dutta
19. Sh. Murari
20. Sh. Kamal Kumar
21. Sh. Raj Kumar
22. Sh. Amar Singh

Cleaning Area

- Court Yard between Kala-Kosha Building and Kalanidhi Building including Stair Case.

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing).
- ii. Removal of cobwebs.
- iii. Cleanig of stair case starting with brooming and then cleaning with water with the help of wipers.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the group: Ashok (7)

Co-ordinator: Smt. Renu Bali

1. Sh.P.R.Goswami
2. Smt. Kiran Kappor
3. Sh. Sanjay Monga
4. Smt. Yati Sharma
5. Smt.Himani Pande
6. Smt .Safia Inam Al-Kabir
7. Sh. Beyaz Hashmi
8. Sh. B.S. Rana
9. Sh. Ashok Dogra
10. Sh.Virinder Bangroo
11. Sh.Gagan John
12. Sh.Manish Saxena
13. Sh.Masudi Lal
14. Sh.Shiv Poojan
15. Sh.K.N.Mishra
16. Smt.Ranjana Chakrabarti
17. Smt.Rosi Lal
18. Bal Krishan Sharma
19. Sh.Gajraj Singh
20. Sh.Anand Dwivedi
21. Sh.Vishnu
22. Sh.Harish Chander Kandpal

Cleaning Area

- Staircase from Ground Floor to Third Floor

Desired Activities

- i. Wiping of Walls in the staircase: First with dry cloth, then with wet cloth and then again with dry cloth
- ii. Cleaning of wooden railings



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the group: **Amaltas(8)**

Group Co-ordinator: **Asha Gupta**

1. Sh. Deep Raj Gupta
2. Sh. Kirti Kant Sharma
3. Sh. O.N. Chaubey
4. Smt. Sushma Gambhir
5. Smt Madhu Sharma
6. Ms. Taruna Malik
7. Smt. Mekhala Mani
8. Smt Ranjana Chakrabarti
9. Sh.Ashok Dogra
10. Sh.Bharatwal
11. Sh. C.B. Dobriyal
12. Sh. Nand Kishore
13. Sh. Jitender Singh
14. Smt. Syamo
15. Sh. B.D. Joshi
16. Sh. Sunil Sharma
17. Smt. Sunita Ralli
18. Sh. Prahlad Singh
19. Sh. Kushal Mani
20. Sh. Deepak Kumar
21. Sh.Randhir Singh
22. Sh.Om Prakash

Cleaning Area

- *Cleaning of Court yard between Kala Kosha and Kalanidhi Building including staircase*

Desired Activities

- i. Removal of all the plastics (cups, polythene, masala wrappers, glass or plastic bottles or any filthy thing.
- ii. Cleaning of stair case with Brooms and then washing with Wipers.
- iii. Cleaning of all cob-webs.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the Goup: Mahua (9)

Co-ordinator: Sh.Umesh Batra

1. Sh. P.Jha
2. ^{Ms.} Smt. Geeta Manchanda
3. Sh.A.N.Mishra
4. Smt. Nisha Gandhi
5. Smt. Renu Naithani
6. Sh. Pravin Kumar
7. Sh. Jatin Gandhi
8. Sh. Jai Bhagwan
9. Sh. Prem Prakash
10. Sh.Beerpal
11. Sh.Rohit Mittal
12. Sh.Sunil Jairath
13. Sh.Om Prakash
14. Sh. Alfred Joy
15. Sh.Kishor Tirpathy
16. ~~Sh. Ram Singh~~
17. Sh. Balwan
18. Sh. Ram Mehar Singh
19. Ms. Kamna Chaudhary
20. Sh Hakam Singh
21. Ms.Gunjan
22. Ms.Kanika Gupta

22. Ms. Annie Johnny
23. Shri Amarjeet
24. Shri Avinash Kr.
25. Shri Kumar Jha
26. Shri Sonpal.

✓ Cleaning Area: Terrace of Kalakosha and Kalanidhi Buildings ✓

Desired Activities: ✓

- i. Brooming entire terraces
- ii. Collectuon of Debris, loose plaster and Dust in Poly bags.
- iii. Handing over the debris to EMU for proper disposal
- iv. Co-Ordinator to follow up if waste has been disposed properly by EMU.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the Group: **Deodar(10)**

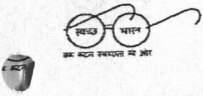
Co-ordinator: Sh. B.S. Rawat

1. Sh. Basharat Ahmed
2. Sh. Achal Pandya
3. Sh. Gautam Chatterjee
4. Sh. Rajeev Bhandari
5. Smt. Sunita Ganjoo
6. Sh. Dushyant Kumar
7. Sh. Sarabjeet Singh
8. Sh. Shiv Charan Singh Rawat
9. Sh. Jagat Singh
10. Sh. Rajender Lal
11. Sh. Pradeep Singh
12. Sh. K.D.N. Singh
13. Smt. Manjeet Kumari
14. Sh. Bhupender Kumar
15. Sh. Shiv Shankar Dubey
16. Sh. Anil Verma
17. Sh. Jitinder Chaouhan
18. Sh. Nooruddin Ansari
19. Sh. Gopal Singh
20. Sh. Devender Singh
21. Smt Mamta Bhatt Pandey
22. Ms. Albeena

Area of Cleaning: Seminar Room, Auditorium (including inner rooms like green room, audio visual room), Area outside auditorium and seminar room, Media centre auditorium, Area outside media centre towards foundation stone, lecture room, Board Room.

Desired Activity:

- i. Seminar Room, Auditorium to remain spick and span, no cob webs, no dirt/dust, inside as well outside the areas given to Deodar group.
- ii. Area outside Media Centre to be kept clean (no dirt/dust and plants in the walls and beautified with ornamental plants in pots.



Cleaning Campaign Group Nov 2014- Oct 2015

Name of the group: **Gulmohar(11)**

Group Co-ordinator:

1. Sh. Irfan Zuberi
2. New Project Assistant (Audio Visual Archives)
3. Ms. Abantika Parashar
4. Sh. Subrata Dass
5. Sh. Tilak Raj
6. Smt. Urmila Uppal
7. Sh. Kushvinder Singh
8. Project Assistant of Mausam Project
9. All new members would be inducted in this group

Area: From Mansingh Road Building to Janpath Side Building All cause ways

Desired Activity:

- i. To remove plastic, cups, gutka packets, plastic bottles, glass bottles, etc
- ii. Keep all these materials in a polybag and hand it over to EMU for proper disposal
- iii. Follow up if proper disposal has been done.



Cleaning Campaign Group Nov 2014- Oct 2015

SUGGESTIONS TO THE COORDINATOR FOR HOW TO CLEAN YOUR WORK PLACE

(They may give their inputs also)

1. Beautify the area where people used to throw the garbage, this will refrain people from throwing garbage at that place again.
2. Waste must be segregated properly in different bins.
3. Put waste paper baskets in every room and a big one outside near the Division/Area with USE ME marked prominently.
4. Chewing of pan in all offices should be banned.
5. Every employee should be made responsible for keeping his/her desk clean.
6. Dust-bins should be imaginatively and attractively designed, in bright colours, with suitable inscription on them (without spending IGNCA's money).
7. Team members to speak at all levels must make it a point to speak about it, and set personal examples - not just tokens, at all possible occasions (Like we do for publicising our programmes and website).
8. If we see anything(paper, plastic, banana leaf etc.) lying on floor, pick it and throw them in dust bin.
9. A small sub group (5 employees) may be constituted which will monitor and educate people in the office premises.
10. Each individual responsible for at least one area assigned by Co-ordinator.
11. Co-ordinators must ensure that waste disposal mechanism is in place.
12. Encourage your team members to reach 10 minutes ahead of time and clean up our own work place / work bench.
13. Co-ordinators ensure that instead offices' washrooms have hand driers in working condition.
14. An 'Office Cleanliness Manual' should be created with inputs from all the co-ordinators and induction of every new employee.



Cleaning Campaign Group Nov 2014- Oct 2015

15. Co-ordinators talk of Waste printed A4 sheets be used as rough papers for notes on the back side.

16. A poster campaign should be done in office telling people about the pros and cons of keeping their workplace clean. All the groups may create one poster each. We have talented young scholars, designers and CIL who can contribute in making posters on computer and then IGNCA may think of printing these posters. Cost of printing of 10 posters (10 groups would be formed should not be more than Rs. 20,000/-) Or we can have a poster campaign throughout the month with each month responsibility would be of one group.