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Dated:13/04/2018

Tele No-011-23388092

सूत्रधार

इन्दिरा गाँधी  
राष्ट्रीय कला केन्द्र

INDIRA GANDHI  
NATIONAL CENTRE FOR THE ARTS

JANPATH, NEW DELHI - 110001

GRAMS : KALASAMPADA

FAX : 91-11-23388280

website : [www.ignca.nic.in](http://www.ignca.nic.in)

To,

Maneesh Rajan,  
Under Secretary,  
Govt of India,  
Ministry of Culture,  
Shastri Bhawan,  
New Delhi-110001

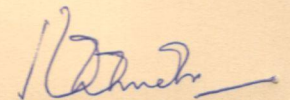
Subject: Swachhta Pakhwada to be undertaken by the Ministry of Culture & organisations under it during 16<sup>th</sup> to 30<sup>th</sup> April, 2018-regarding.

Sir,

Refer letter from Ministry of Culture vide F.No. H-13011/62/2017-Estt. dated 19<sup>th</sup> March, 2018.

The action plan for the proposed Swachhta Pakhwada w.e.f 16<sup>th</sup> April to 30<sup>th</sup> April 2018 on the occasion of World Heritage Day on 18<sup>th</sup> April, 2018 are detailed. The rooster prepared for the officials of IGNCA, is placed below at Annexure-1.

Enclosures :As above

  
(C.P.Singh)  
Consultant(S&S)



## IGNCA Programme for Cleaning Campaign from 16<sup>th</sup> – 30<sup>th</sup> April, 2018

Name of Group: Arjun (1) on 16<sup>th</sup> April, 2018.

Coordinator: Shri Pankaj Dogra .

### Group Members:

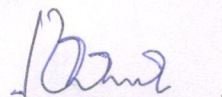
1. Sh. S.S. Rawat
2. Sh. Umesh Batra
3. Sh. Vinod Rawat
4. Ms. Veena Khurana
5. Smt. Kalpana Sharma
6. Smt. Sugadha Uday Kumar
7. Sh. Amar Singh
8. Sh. A.S. Chauhan
9. Sh. Bhagat Singh
10. Sh. Kushal Mani
11. Sh. Dinesh Kumar Sharma
12. Sh. Randhir Tomar
13. Sh. Ravi Kumar
14. Smt. Saroj Devi
15. Sh. Suresh Sharma

### Cleaning Area

- Janpath side of IGNCA, Road side adjacent to IGNCA also.

### Desired Activities

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



C.P.Singh  
Consultant(S&S)



**Name of the Group: Pipal (2) 17<sup>th</sup> April , 2018**

**Co-ordinator: Sh. Anurag Trivedi**

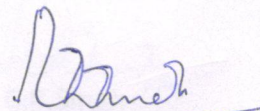
- 1. Sh.Sunil Goel**
- 2. Smt. Reena Rawat**
- 3. Smt. Vinamra Sharma**
- 4. Sh. Manjit Singh**
- 5. Sh. Inderjeet**
- 6. Ms. Srishti Safaya**
- 7. Sh. Shiv Shankar Sharma**
- 8. Sh.Kamal kumar**
- 9. Sh. Dashrath Singh**
- 10. Sh. B.D. Pant**
- 11. Sh. Ramesh**
- 12. Sh.Naresh Kumar**
- 13. Sh. Jagdamba Prasad Joshi**
- 14. Sh. Munna Lal**

**Cleaning Area**

- *Rajinder Prasad Road side of IGNCA and road adjacent to IGNCA.*

**Desired Activities**

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



**C.P.Singh**  
**Consultant(S&S)**



**Name of the group : Bargad (3) 18<sup>th</sup> April, 2018**

**Co-ordinator Sh.DNVS.Seetharamihah**

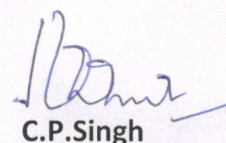
1. Sh.K.Raghunathan
2. Sh. Rajshekharan
3. Smt Sheela Rana
4. Sh.Rakesh Kumar
5. Sh.Rajesh Kumar
6. Sh. Kamal Singh Negi
7. Smt.Rekha Dobhal
8. Sh.Sunil meena
9. Sh.Gautam Dalal
10. Sh.B.P.Shastri
11. Sh.Kartar Singh
12. Sh.Charan Singh
13. Sh.Kuldeep Kumar
14. Sh. Parminder Singh

**Cleaning Area**

- *Man Singh Road side of IGNC A and Road adjacent to IGNC A.*

**Desired Activities**

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



**C.P.Singh**  
**Consultant(S&S)**



**Name of the Group: Champa (4) 18<sup>th</sup> April , 2018**

**Group Coordinator: Smt. Ranjana Chakrabati**

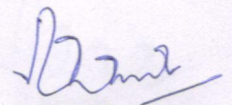
1. Sh. Data Ram Juyal
2. Smt. Parveen Shah
3. Smt. Rajni Adlakha
4. Sh. K.P. Singh
5. Smt Ritu Kumari
6. Sh. Mustafa Kamal
7. Sh. Vijay Pal
8. Sh. Jai Singh
9. Sh. Om Prakash
10. Sh. Manmohan Kumar
11. Sh. Naubat Singh
12. Sh. Ramphal
13. Sh. Krishan Kumar
14. Sh. Vijay Shankar Bhatt
15. Sh. Narsingh
16. Smt. Shankuntala Devi
17. Sh. Hem Raj Singh

**Cleaning Area**

- *Boat Club Side from Mansingh Road to IGNC Foundation Stone (Outside IGNC).All roads adjacent to 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



**C.P.Singh**  
**Consultant(S&S)**



Name of the Group: Neem (5)19<sup>th</sup> April , 2018

Coordinator: Sh. Bijender

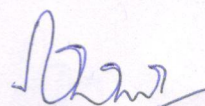
1. Smt. Neelam Gautam
2. Sh. Tej Pal Pathak
3. Smt.Himani Pande
4. Smt .Safia Inam Al-Kabir
5. Sh.Sukhbir Bhardwaj
6. Sh. Ravi Chand
7. Sh. Ashok Dogra
8. Smt. Seema Bahl
9. Smt Karuna Sharma
10. Sh.Dhan Raj Negi
11. Smt. Meenakshi
12. Sh.Lal Chand
13. Sh. Dharamvir Singh
14. Sh.Subash Chand
15. Sh.Chote Lal
16. Sh.Yesh Dev Sharma

#### Cleaning Area

- Boat Club Side from IGNCA Foundation Stone (Outside IGNCA) to Janpath .All roads adjacent to IGNCA.

#### Desired Activities

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

  
C.P.Singh  
Consultant(S&S)



**Name of the Group: Kadam (6) on 20<sup>th</sup> April, 2018**

**Coordinator: Sh. Sanjay Monga**

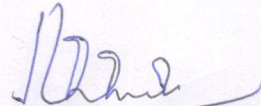
1. Smt. Molly Kaushal
2. Sh.B.S.Bist
3. Smt. Kiran Kappor
4. Smt. Yati Sharma
5. Sh. Jawahar Prasad
6. Sh. Anil Kumar
7. Sh. Brijesh Masand
8. Smt Laxmi Rawat
9. Sh. Jatin Gandhi
10. Smt Renuka Kamboj
11. Smt. Geeta Rawat
12. Sh.Dushyant Kumar
13. Sh. B.S. Rana.
14. Sh. Chhote Lal
15. Sh. Naresh

**Cleaning Area**

- *Court Yard between Kala-Kosa Building and Kalanidhi Building including Stair Case, Terrace area.*

**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. Cleaning of stair case starting with brooming and then cleaning with water with the help of wipers.
- iv. Picking of all rags, papers etc from terrace area.
- v. Brooming entire terraces.
- vi. Collection of Debris, loose plaster and Dust in Poly bags.

  
**C.P.Singh**  
**Consultant(S&S)**



Name of the group: Ashok (7) on 23<sup>rd</sup> April, 2018

Coordinator: Sh. Deep Raj Gupta

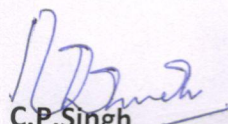
1. Sh. V.P. Mishra
2. Sh. Ajay Kumar Mishra
3. Sh.K.N.Mishra
4. Smy Daya Sadhu
5. Sh. Kirti Kant Sharma
6. Smt. Sushma Gambhir
7. Smt. Mekhala Mani
8. Sh.Ashok Dogra
9. Smt.Rosi Lal
10. Sh. Shiv Poojan
11. Bal Krishan Sharma
12. Sh.Gajraj Singh
13. Smt. Syamo

#### Cleaning Area

- Staircase from Ground Floor to Third Floor and terrace area.

#### 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
- iii. Picking of all rags, papers etc from terrace area.
- iv. Brooming entire terraces area
- v. Collection of Debris, loose plaster and Dust in Poly bags.

  
C.P. Singh  
Consultant(S&S)



**Name of the group (8): Amaltas on 24<sup>th</sup> April, 2018**

**Group Coordinator: Sh. Sudhir Lall**

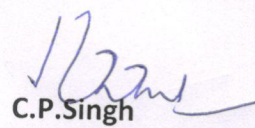
1. Smt. Sushma Jatoo
2. Smt Madhu Sharma
3. Sh. Ramakar Pant
4. Smt. Sumitra Takkar
5. Sh. Rajinder S. Taragi
6. Sh. Narayan Hari
7. Sh.Hari Om Yadav
8. Smt. Sunita Ralli
9. Sh.A.N.Mishra
10. Smt Srilatha S.Nair
11. Sh. Amar Singh
12. Sh. Nand Kishore
13. Sh. B.D. Joshi
14. Sh. Sunil Sharma
15. Sh. Deepak Kumar
16. Sh.Randhir Singh

**Cleaning Area**

- *Cleaning of Court yard between Kala Kosa 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. Wiping of Walls in the staircase: First with dry cloth, then with wet cloth and then again with dry cloth.
- iii. Cleaning of stair case with Brooms and then washing with Wipers
- iv. Cleaning of all cob-webs.

  
C.P.Singh  
Consultant(S&S)



**Name of the Group: Mahua (9) on 25<sup>th</sup> April, 2018**

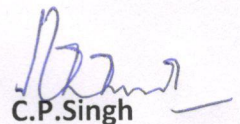
**Coordinator: Joy Kuriakose**

1. Sh. N.D. Sharma
2. Smt. A. Kaul
3. Sh. Achal Pandya
4. Sh. Irfan Zuberi
5. Smt. Sunita Ganjoo
6. Sh. Dushyant Kumar
7. Sh. Sarabjeet Singh
8. Smt. Manjeet Kumari
9. Sh. Shiv Charan Singh Rawat
10. Sh. Jagat Singh
11. Sh. Rajender Lal
12. Sh. Pradeep Singh
13. Sh. Kushvinder Singh
14. Sh. Bhupender Kumar
15. Sh. Shiv Shankar Dubey

**Cleaning Area: Terrace of Kalakosa and Kalanidhi Buildings**

**Desired Activities:**

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



**C.P.Singh**  
**Consultant(S&S)**



Name of the Group(10) : Deodar on 26<sup>th</sup> April , 2018

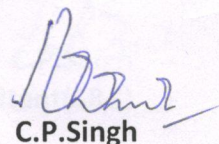
Coordinator: Sh. Beyaz Hashmi

1. P.Jha
2. Smt.Geeta Manchanda
3. Sh.Massadi Lal
4. Smt. Nisha Gandhi
5. Smt. Renu Naithani
6. Sh. Pravin Kumar
7. Sh.Virender Bangroo
8. Sh. Prem Prakash
9. Sh.Veerpal
10. Sh.Sunil Jairath
11. Sh.Om Prakash
12. Sh. Alfred Joy
13. Sh. Vishnu
14. Sh.Anil Verma
15. Sh.Gopal Singh.
16. Sh.Devender Singh
17. 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 beautify it with ornamental plants in pots.



C.P.Singh

Consultant(S&S)



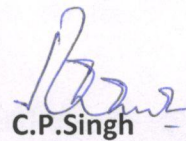
one of the group (11): Gulmohar on 27<sup>th</sup> April 2018  
Group Coordinator: Sh. Rajeev Bhandari

1. Sh. Indresh Kumar Shukla
2. Sh. Sumit Dey
3. Ms. Abantika Parashar
4. Sh. Subrata Dass
5. Sh. Tllak Raj
6. Sh. Gautam Chatterjee
7. Sh. K.D.N. Singh
8. Sh. Anil Dwivedi
9. Sh. Murari
10. Sh. Raj Kumar
11. Sh. Om Prakash
12. Sh. Mukesh Kumar
13. Smt. Anita Suri
14. Sh. Chaman Lal

Area: From Mansingh Road Building to Janpath Side Building ,All 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.



C.P. Singh  
Consultant(S&S)



**Service and Supply section to provide requirements as below:**

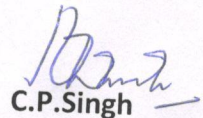
- i. Simple vinyl Gloves (10 Box)
- ii. Big gloves which are acid and alkaline resistant.(15 in number)
- iii. Plastic brooms with long handles (15)
- iv. Dust Pan and small brushes (15 each)
- v. Big Polythene Bags (15 small and 15 Big)
- vi. Wipers (15 small and 15 big, 15 squeezy)
- vii. Dusters, Microfibre Cloth (10 each).
- viii. Three Vacuum Cleaners for removal of cobwebs.
- ix. Big Wooden stick brooms where vacuum cleaner will not reach.(10)
- x. Soap (ten)
- xi. Buckets (10)
- xii. Dustbins (10) Big Size
- xiii. EMU and S&S to arrange for proper disposal of waste accumulated by different groups.

***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.
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 11 posters for (11 groups ) should not be more than Rs. 20,000/- Or we can have a poster campaign throughout the month in which one group each would be responsible each month for the campaign.



C.P.Singh  
Consultant(S&S)