



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

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A-59/24/2017-ADM(ESTABLISHMENT)-Part(2)

30.11.2017

CIRCULAR

**Sub: Swachhta Pakhwada from 1st to 15th December, 2017 to be observed by
Coir Board - Action Plan - reg.**

As per the Action Plan forwarded by the Ministry, the date-wise activities to be carried out by Coir Board during the **Swachhta Pakhwada** from 1st to 15th December, 2017 are as given below for strict compliance:

Date & Day	Action Points in the Action Plan from the Ministry	Action to be carried out
01.12.2017 (Friday)	Swachhta Pledge and cleanliness drives.	All the Staff Members in Head Office and all Sub Offices including SR&SDs.
07.12.2017 (Thursday)	1. Awareness campaigns on Swachhta by all Offices of Coir Board : In Coir Clusters / Coir Industries. 2. Adoption of nearby habitat (slums, village, etc.) to make it swachh. (Massive Campaigns on Swachhta Awareness should also emphasize "Hygiene" and "Hand washing".)	Regional Offices and Sub Regional Offices under the Board. (An Awareness Campaign programme on Swachhta is proposed to be conducted at North Paravur by Head Office and Regional Office, Kalavoor)
08.12.2017 (Friday)	Organising events like, painting competitions, slogan writing or poster making competitions, essay writing competition etc. on Swachh Bharat Mission involving school children of nearby schools/ areas.	Head Office (a) Essay writing competition for the students in the Higher Secondary level (b) Slogan writing competition for the Students in the Higher Secondary level (c) Painting Competition for the students from 8 th to 10 th standards CCRI, Kalavoor Painting Competition for the students from 8 th to 10 th standards
09.12.2017 (Saturday)	Seminars on 'Innovative Technologies on Cleanliness' with participation of industry.	Head Office
10.12.2017 (Sunday)	Plantation drives in Offices/ industrial areas (Massive Tree Plantation and awards on the successful maintenance and growth of the trees in the plantation areas)	Head Office and Sub Offices (CCRI, CICT/ Regional Office, Bangalore, Regional Office, Bhubaneswar and Regional Office, Pollachi) and Plantation Fields Suitable coconut/ any tree seedlings will be planted with proper documentation.

11.12.2017 (Monday)	Weeding out of old files in Offices/ Digitalization of records	All the staff members in Head Office and all Offices of the Board including Showrooms
12.12.2017 (Tuesday)	Awareness campaign on Swachhta to motivate employees - screening of films on Swachhta.	Head Office Suitable short films with Swachhta message will be screened.
13.12.2017 (Wednesday)	Slogan writing competition on Swachhta in Offices.	Head Office All Staff members under the Board may participate through e-mail
14.12.2017 (Thursday)	Cleanliness drives at the approach road to the concerned Office.	Head Office and all Sub Offices
15.12.2017 (Friday)	Conclusion of fortnight by organizing a seminar on ' Swachhta ' and prize distribution at local level for Painting, Essay and Slogan writing competitions.	Head Office A Seminar on Swachhta will be organized. Valedictory function for distribution of prizes will be organized

Therefore, all the staff Members/ Officers in Head Office, Officers-in-Charge of Sub Offices, including Showrooms etc. are requested to carry out the activities as per the above Action Plan and the Action Taken Report on the above points alongwith photographs (before, during and after pattern(whenever relevant) may be reported to the e-mail id: coirboardsbm@gmail.com on the same day by 3.30 p.m, without fail, so as to report the same to the Ministry on the same day.

In addition to the above, in the case of Sub Offices etc., the Branch Officers already designated in Head Office for ensuring proper and timely implementation of the above Action Points in these Offices and to report to the Administration Section, are requested to kindly collect the report from the concerned Offices/ SR&SDs and furnish a compiled brief report to coirboardsbm@gmail.com on the same day by 4.00 pm for onward transmission to the Ministry on a daily basis.

All the staff members/ Officers in Head Office are requested participate/ associate with the above programmes including Saturdays and Sundays (9th & 10th December, 2017) so as to make the **Swachhta Pakhwada** a grand success.

This issues with the approval of the Competent Authority.


Administrative Officer

To

1. All Sections/ Branch Officers in Head Office
2. All Heads of Sub Offices and SR&SDs

Copy to :

1. Director(Mktg.)
2. Director(RDTE), CCRI, Kalavoor
3. Joint Director(Plg.)
4. Senior Accounts Officer
5. Stock File
6. E-Office Notice Board