

INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY (ICMR)

ICPO/SBC-2/2015

Date:23.9.2015

CIRCULAR

Subject:- National-wide Sanitation/cleanliness Campaign from 25th September to 11th October, 2015.

Reference ICMR letter No.16/99/2014-Admn.II dated 21.9.2015 from Shri T.S. Jawahar, Sr.DDG(Ad), ICMR endorsing therewith a letter No.S-18012/42/2015-SBM dated 15.9.2015 of Ministry of Drinking Water & Sanitation regarding National-wide Sanitation/cleanliness Campaign from 25th September to 11th October, 2015.

In addition to continue implementing the already existing cleanliness drive, as a part of National-wide Sanitation/cleanliness Campaign from 25th September to 11th October, 2015, the following Action Plan are to be undertaken by ICPO on the dates shown against each: -

Date	Action Plan
25.9.2015	Cleaning of Drinking water, Plants and pipe lines of ICPO Campus
26.9.2015	
27.9.2015	
28.9.2015	
29.9.2015	1. Upkeep and cleaning of office premises including the common areas like toilets, common corridors, stair and lifts etc.
30.9.2015	
1.10.2015	2. Upkeep and cleaning of the area around the office premises or the office complex, including the parking areas, pathways etc.
2.10.2015	Cleaning of all toilets & sanitary lines in the entire campus area, focus on disposal of waste material and creating public awareness.
3.10.2015	
4.10.2015	
5.10.2015	
6.10.2015	
7.10.2015	
8.10.2015	Repair and maintenance of the office premises and outside common areas etc.
9.10.2015	Disposal of the old and not in use furniture/fixtures/stationery including electrical and electronics equipment. Weeding out the old files/record etc.
10.10.2015	
11.10.2015	Review of action taken and planning for future.

Mr.Himanshu Rohilla, TO-A AE(ES) will be Nodal Officer of the Programme.

All ICPO staff members are requested to comply and co-operate in all respect in making sanitation/cleanliness action Plan a great success.

DIRECTOR

To

1. All staff members
2. Mr.Himanshu Rohilla, Nodal Officer.

e-mail :chalgams@icmr.org.in; manjeetchalga@gmail.com

Dear Sir,

Attached please find herewith the attachment.

With regards,

Admn.Officer

Subject: Second phase of Biomedical Informatics Centre of ICMR.

3. Dear Mr. **T. Ramani**,

4. Received two letters from the Council vide letter No. BIC/12(06)/2013 dated 13.11.2013 and the other dated 18.11.2013. The letter dated 3.11.2013 (attached) states that Rs. 4,00,000/- shall be received for purchase of 5 items (workstation, desktop, laptop, printer and scanner). Whereas the letter dated 18.11.2013 (attached) sanction funds of Rs. 3,80,000/- for purchase of 4 items (workstation, desktop, laptop, printer). Also the first letter mentions that Rs. 4,00,000/- shall be released for purchase of 5 items although it should be Rs.4,10,000/-. This discrepancy is being brought to the notice of the ICMR for clarification regarding the actual amount and sanctioned items.

5. With best wishes,

6. Yours sincerely,

7.

8. (Ravi Mehrotra)

MOST IMMEDIATE

ICPO

Placed below is an e-mail dated September 21, 2015 along with letter No.16/99/2014-Admn.II dated 21.9.2015 from Shri T.S. Jawahar, Sr.DDG(Ad), ICMR endorsing therewith a letter No.S-18012/42/2015-SBM dated 15.9.2015 of Ministry of Drinking Water & Sanitation regarding National-wide Sanitation/cleanliness Campaign from 25th September to 11th October, 2015.

The Action Plan may be sent to the Council **on or before 23rd September, 2015.**

A. Draft Action Plan of ICPO, Noida for National wide Sanitation/Cleanliness is as follows:-

Date	Action Plan
25.9.2015	Cleaning of Drinking water, Plants and pipe lines of ICPO Campus
26.9.2015	
27.9.2015	
28.9.2015	
29.9.2015	1. Upkeep and cleaning of office premises including the common areas like toilets, common corridors, stair and lifts etc. 2. Upkeep and cleaning of the area around the office premises or the office complex, including the parking areas, pathways etc.
30.9.2015	
1.10.2015	
2.10.2015	Cleaning of all toilets & sanitary lines in the entire campus area, focus on disposal of waste material and creating public awareness.
3.10.2015	
4.10.2015	
5.10.2015	
6.10.2015	
7.10.2015	Repair and maintenance of the office premises and outside common areas etc. Disposal of the old and not in use furniture/fixtures/stationery including electrical and electronics equipment. Weeding out the old files/record etc.
8.10.2015	
9.10.2015	
10.10.2015	Review of action taken and planning for future.
11.10.2015	

B.

C.

D.

E.

F. If approved, the above action plan may be sent to Council by 23rd September, 2015.

G. Name of a Nodal Officer on this programme may please be suggested.

H. A circular in this regard may be issued.

INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY
(ICMR), NOIDA

Draft Action Plan of ICPO, Noida for National wide Sanitation/Cleanliness from 25.9.2015 to 11.10.2015

(ICMR letter No.16/99/2014-Admn.II dated 21.9.2015.)

Date	Action Plan
25.9.2015	Cleaning of Drinking water, Plants and pipe lines of ICPO Campus
26.9.2015	
27.9.2015	
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29.9.2015	1. Upkeep and cleaning of office premises including the common areas like toilets, common corridors, stair and lifts etc. 2. Upkeep and cleaning of the area around the office premises or the office complex, including the parking areas, pathways etc.
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DIRECTOR

