



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, New Delhi-110001

F. No. 7(1)/2025-Cdn tech

Dated: 18th December 2025

Activity: Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/furniture/ junk materials.

Agricultural Education Division

As a part of *Swachhta Pakhwada*, Review and weeding out of the old records and files was taken up by the NAARM, Hyderabad and NIAP, New Delhi.

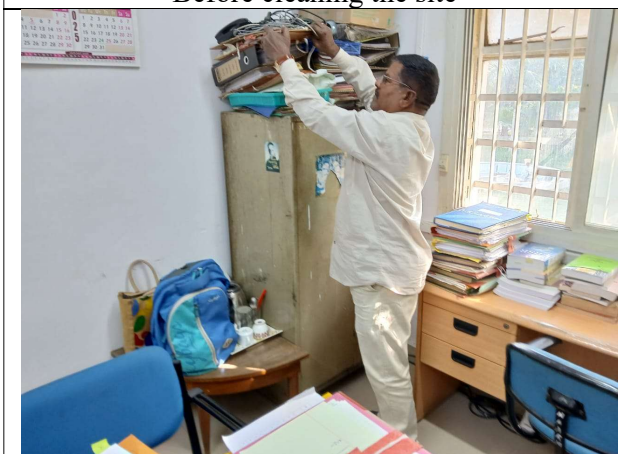
Photographs of the Activity



Before cleaning the site



After clearing the site



Before weeding out of the files



After clearing



Horticultural Science Division

ICAR-Directorate of Onion and Garlic Research, Pune

Review and weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/ junk materials **at 14.30-17.30 in ICAR-DOGR Campus.**

ICAR-Indian Institute of Horticultural Research, Bengaluru

Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises.	Different places in the concerned divisions, sections and units	1) CAO and SAO 2) Nodal Officer, AKMU	1) Nodal Officer, AKMU 2) Mr. Sachin Agnihotri, CAO 3) Mr. N.Jaysankar, N 4) Dr.B. Balakrishna
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ICAR – Indian Institute of Spices Research, Kozhikode

As part of the Swachhta Pakhwada activities, the staff of ICAR – IISR Regional Station, Appangala actively participated in a ‘Swachhta Clean Drive’ organized outside the campus. During the drive, plastic waste and other litter were collected from the roadside and properly segregated into designated bins for safe disposal.

As part of swachhta pakhwada, an awareness class on swachhta was organized outside the campus by the staff of KVK, ICAR – IISR at Thalakkulathoor, Kozhikode district.



Before cleaning



After cleaning



ICAR-National Grape Research Centre, Pune

गतिविधि/ Activity	भाग लेने वाले की संख्या Number of office employees partic	सार्वजनिक व्यक्तियों की संख्या Number of persons participated (Public)
<p>नियमों के अनुसार पुराने रिकॉर्ड की समीक्षा और छंटनी, कबाड़ के सामान/उपकरणों निपटान और ई-ऑफिस लागू करना/ऑफिस रिकॉर्ड का डिजिटलीकरण। गलियारों और परिसर की सफाई सहित स्वच्छता अभियान। उच्च स्वच्छता मानकों हाउसकीपिंग सेवा बनाए रखने में प्रगति की समीक्षा, पुराने रिकॉर्ड/फर्नीचर/कबाड़ की छंटनी/निपटान।</p> <p>Review and Weeding out of old records as per the disposal of scrap items/equipment's and e implementation/digitalization of office records. Clean drive including cleaning of offices, corridors and pre Review of progress on maintaining housekeeping service high cleanliness standards, weeding out/ disposal records/furniture/junk materials.</p>	23	Nil

‘स्वच्छता पखवाड़ा’ अभियान-2025 के तहत, अलग-अलग सेक्शन के अधिकारियों ने अपने-अपने सेक्शन की फाइलों और रजिस्ट्रों की सफाई की। सभी पुरानी फाइलें जो इस्तेमाल में नहीं थीं और जिनका ऑडिट पूरा हो चुका था, उन्हें अलग किया गया। इन सभी फाइलों को डिस्पोजल के लिए सौंप दिया गया। AO/AAO द्वारा अलग-अलग सेक्शन को पेपर वर्क कम करने और ई-ऑफिस लागू करने/ऑफिस रिकॉर्ड के डिजिटलीकरण के लिए ज़रूरी निर्देश दिए गए। परिसर को साफ़ रखने में आने वाली समस्याओं को समझने के लिए हाउसकीपिंग के काम में लगे कॉन्ट्रैक्ट कर्मचारियों के साथ बातचीत की गई। उन्हें ज़रूरी मार्गदर्शन और निर्देश दिए गए। स्टोर सेक्शन और फार्म सेक्शन को भी नीलामी के ज़रिए पुराना सामान हटाने की प्रक्रिया शुरू करने का निर्देश दिया गया।

Under the ‘Swachhata Pakhwada’ Campaign-2025, different officials from different sections cleaned their sections files and registers. All old files which were not in use and whose audit has been completed were sorted out. All these files were handed over for disposal. Necessary instructions were

given to different section by AO / AAO for minimising the paper work and e-office implementation/digitalization of office records. Discussion was held with the contractual staff included in housekeeping work to understand their problems in keeping premises clean. Necessary guidance and instructions were given to them. Store section and farm section were also instructed to initiate the process to discard old material through auction.

Before	After
	
	
	
	

ICAR-National Research Center on Pomegranate, Solapur

Activity	No of participants
<p>Condemnation of scientific equipment's:</p> <p>UV-Spectrophotometer, UPS (1000VA+600W), Auto. Voltage Stabilizer-3KV, Motors 230 watts (From BOD Incubators), Aquatern Heat Exchanger, Spray Pumps Battery-12V, Shaded Pole Motor(Q Frame type), Fan With Motor (From AC Outdoor Unit), D-link Lan Switch Hub, Deep Freezer-20with electronic voltage Stabilizer (cryoscientific), Damaged & Disposable Plastic Petri Plates, Motor Pump(from Kent RO Water Purifier), Pressure Cooker alumunium-10 Liter Capacity, Exhaust Fan for 20 KVA Generators/01, Inverter (12 V), Generators 10 KVA/01, Generators 20 KVA/02.</p>	15
<p>Condemnation of Farm Items:</p> <p>Condemnation of next mentioned farm items have been done at ICAR-NRCP Solapur eg. Heavy duty rider (Baliram-4 kvs), Electro static sprayer, Orchard Sprayer Machine, Mist Blower/ Sprayer, Solar electric fencing (fixed at hiraj), Tree guards, Welding Machine, Sprayer Gator 50ft, Chainsaw.</p>	
<p>Condemnation of Furniture:</p> <p>Working Table cum counter with Storage, Visiting Chair, Revolving Stool, Plastic Stool, Old Conference table red color, Revolving Stool+ Counter chair with Hydraulic System fix base, Photo periodic racks, Office Table, Computer Table, BOD Motors Cover, Blind Curtains Set, Cooler Stand.</p>	





Fig: Condemnation of scrap items and equipment's

Natural Resource Management Division

ICAR Research Centre for Eastern Region, Patna

Summary of the Activity: As part of the Swachhta Pakhwada celebrations, a cleanliness drive was organized at ICAR-RCER, Patna, focusing on the cleaning of office corridors and the campus premises. Old and unused books were also disposed off.

No. of Participants: 32

Key Outcomes: Office corridors and campus premises were cleaned. Old, unused books and materials were identified and responsibly disposed of. Improved cleanliness and hygiene in the workplace environment. Enhanced awareness and participation of staff in maintaining cleanliness.



KVK Ramgarh

Summary of the Activity: Cleanliness drive at KVK premises

No. of Participants: 7

Key Outcomes: Improved cleanliness and hygiene in the workplace. Enhanced awareness and participation of staff in maintaining cleanliness.



ICAR-National Institute of Abiotic Stress Management, Baramati

Activity Conducted: Reviewed the progress of Weeding-off old records, digitalization of office files/documents, implementation of e-office, disposal of scrap items, old furniture, equipment, and other junk materials

Details of the Event:

As part of the ongoing **Swachhata Pakhwada** initiatives aimed at strengthening effective record management and maintaining a clean, safe, and organized workplace, a meeting of the **Write-off / Weeding-off / Disposal Committee** was successfully conducted. The Committee reviewed the progress on the systematic weeding out of old and obsolete records in accordance with the prescribed rules and procedures. As the Institute is relatively new, no records were found eligible for weeding out at present; however, the Committee advised the formulation of a **Standard Operating Procedure (SOP)** for record weeding and disposal, which will be useful for future reference. The Administrative Office was also advised to explore and follow the prescribed **weeding-out manual/guidelines** issued by the competent authority.

The status of disposal of obsolete records, scrap items, old furniture, equipment, and other junk materials was reviewed, and necessary directions were issued to expedite the process in a time-bound and systematic manner. The Committee also reviewed the progress of **e-Office implementation and digitalization of office records**, emphasizing reduced paper usage, improved efficiency, and transparency in office functioning.

Further, the ongoing **cleanliness drive** covering offices, corridors, and institute premises was reviewed. The performance of housekeeping services was assessed, and emphasis was laid on maintaining high standards of cleanliness and hygiene on a regular basis.

The Committee expressed satisfaction with the overall progress made under Swachhata Pakhwada and reiterated the importance of sustaining these cleanliness, record management, and digitalization practices beyond the campaign period to promote a clean, organized, and environmentally responsible work culture. The following items were identified and recommended by committee for disposal.

Items	Approx. Quantity (Kg/ no)	Approximate value
UPS	250 kg	10000
Nonfunctional lights	100 kg	3000
Metal/plastic damaged hardware	200	2000
Paper shedding machine	1 no.	300
Stabilizer	150 kg	3000
Old AC	3 no.	3000
Broken Table	1 no.	500
Split ACs	2	2000
	Total	23800



Meeting of weeding off committee held on 18.12.2025

ICAR-Indian Institute of Soil and Water Conservation, Dehradun

In accordance with the activities prescribed by the Institute under Swachhta Pakhwada (December 16–31, 2025), various activities related to cleanliness, record management, and awareness were conducted by the Administration, Purchase & Stores, and Hindi Sections on December 18, 2025. The program began with the collective singing of 'Vande Mataram'.

1. Administration Section

With the objective of strengthening office cleanliness and record management, the Administration Section reviewed a total of 148 old records/files. The records found to be unusable were handed over to the concerned committee for disposal as per rules. The necessary records were digitized, ensuring the effective use of the e-office system in the section. Additionally, the rooms, corridors, and workplaces were cleaned by the sectional staff. The housekeeping services provided by the contract employees were monitored and found to be satisfactory. During the inspection, it was also ensured that there was no junk or unusable material in the Administration Section.

2. Purchase & Stores Section

Under record management and cleanliness, the Purchase & Stores Section disposed of a total of 277 unusable old files after completing all the formalities as per rules. These files were duly sold to a local scrap dealer after completing the necessary office procedures, and the amount received = Rs. 2520/- (Rupees Two thousand five hundred twenty only) was deposited in the Bills and Cash Section as per rules. In addition, all the employees of the Stores Section cleaned their respective rooms, including windows, doors, tables, cupboards, and other furniture.

3. Hindi Cell

The Hindi Cell played an active role in promoting awareness about cleanliness in the official language, Hindi, as part of the Swachhta Pakhwada (Cleanliness Fortnight). Information and messages related to Swachhta Pakhwada were drafted and disseminated in Hindi, and the increased use of Hindi in official work was encouraged.

Additionally, the rooms and workspaces of the Hindi Cell were cleaned, and old and unusable 47 files were sent to the administration section for further action.

Number of participants: 20

Outcome of the program-

This Swachhta Pakhwada 2025 event raised awareness among all employees regarding maintaining cleanliness in the office premises, organizing records, properly disposing of old and unusable items/records to utilize the space effectively, increasing work efficiency and saving time through correspondence on e-office, etc. On the other hand, revenue was generated by selling unusable items.



प्रशासन अनुभाग-स्वच्छता कार्यक्रम



हिंदी अनुभाग-स्वच्छता कार्यक्रम



क्रय एवं भंडार अनुभाग-स्वच्छता कार्यक्रम



क्रय एवं भंडार अनुभाग-स्वच्छता



निष्पादित फाइलें



ICAR-Central Research Institute for Dryland Agriculture, Hyderabad

Theme: Weeding out old records, disposing of old and obsolete furniture's and **digitization of office records** within CRIDA Main Campus in their working place as part of **Swachhta Pakhwada**

As per the action plan, the activities of **Swachhta Pakhwada** were implemented on 18th December 2025. As per the action plan, Weeded out old records, disposing of old and obsolete furniture's within CRIDA Main Campus in their working place. Also digitized the office records

The activity was undertaken by all divisions and sections in their respective workplaces with the objective of ensuring **optimum utilization of space, maintaining a clean and organized office environment, and promoting efficient record management practices.**

During the campaign, unused and outdated materials were identified, segregated The initiative also created awareness among staff about the importance of systematic record maintenance and periodic review for improved administrative efficiency.

The campaign contributed to a **clutter-free and cleaner workspace**, aligning with the broader goals of Swachhata



Digitizing Office records

ICAR-Directorate of Weed Research, Jabalpur

Summary of the Activity: Under the Swachhta Pakhwada, 2025 initiative, files and other documents in the administrative section of the Directorate of Weed Research, Jabalpur, were organized on December 18, 2025. Additionally, the Directorate premises were cleaned as part of the cleanliness drive. The e-Office and e-HRMS 2.0 systems are being used in the Directorate as per established procedures and have already been implemented.

No. of Participants : 24

Key Outcomes: During the above cleaning activities, space was freed in the administrative sections and file management became more organized.



ICAR-Indian Institute of Farming System Research, Modipuram, Meerut

Summary of the Activity: cleanliness drive in IIFSR campus and colony

No. of Participants: 20

Key Outcomes: Surrounding area of referral laboratory, front area of main building, surrounding area of guest house, road sides of Institute entry road were cleaned by removing debris of different kinds besides sweeping.



ICAR- Mahatma Gandhi Integrated Farming Research Institute, Motihari, Bihar

Summary of the Activity: Identification of the electronic waste and weeding out of old furniture items

No. of Participants: 20

Key outcomes: Identified the discarded e-waste (PCB, electric appliances) utilization of the space by clearing packaging materials.



ICAR-Indian Institute of Water Management, Bhubaneswar

On Day-3 (i.e., 18.12.2025), a review meeting was held under the chairmanship of Director, ICAR-IIWM to assess the progress on housekeeping services of the Institute for ensuring high standards of cleanliness and sanitation in common utility spaces, weeding out/disposal of old records/furniture and junk materials, maintaining cleanliness in the campus and corridors of the institute. In the meeting it was discussed to explore the scope of further improvement in the environment inside wash rooms, corridors and in the campus. The lab and section in-charges were requested to prepare the list of unused junk items, equipment etc. for disposal by the designated committee. It was also suggested to put up a mechanism to collect feedback of the staff on cleanliness of common utilities and create a dash board for monitoring of housekeeping services. Discussing the problems created by dogs in the campus, it was informed that steps have already been initiated in this regard. Moreover, Director instructed the administration to put up notices at various points to have designated feeding places for dogs. Staff of the institute were advised to take personal interest in creating a clean and comfortable environment both inside and outside the office premise. After the meeting the *Swachh Bharat Abhiyan* Committee assessed the cleanliness in washrooms and corridors and discussed with swachhta workers to know their working condition. Some of the photographs of Day-3 are given below.

	
<p>The Director sharing his thoughts to maintain high standards of cleanliness in the institute</p>	<p>Institute staff are participating in the discussion and making their points</p>
	
<p>Suggestions of participants being presented</p>	<p>Members assessing cleanliness of wash rooms</p>

ICAR-National Bureau of Soil Survey and Land Use Planning, Nagpur

Summary of the Activity:

- Reviewed and weeded out/ disposed unnecessary things from store room
- Cleaned and kept up-to-date files and other records in administration section.
- Organized cleanliness activities in admin block and store section

No. of Participants: 15

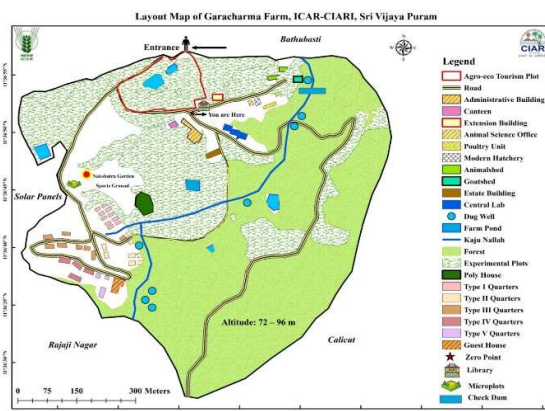
ICAR-NBSS & LUP, Regional Centre, IARI Campus

ICAR–NBSS & LUP, Regional Centre, Delhi celebrated the Swachhta Pakhwada on December 18.12.2025. As per the schedule program given by Indian Council of Research (ICAR), New Delhi, Regional Centre Delhi actively participated in cleanliness drive including weeding, cleaning of offices, corridors and premises, etc.



ICAR–Central Island Agricultural Research Institute, Port Blair

A detailed digitized layout map of the Institute Garcharma Farm has been created utilizing Geographic Information System (GIS) tools to facilitate effective planning, monitoring, and management of campus resources. The GIS-based map accurately illustrates all key functional and infrastructural elements of the farm, including experimental plots, forested areas, administrative and laboratory buildings, guest accommodations, residential quarters, livestock farm complex, ponds, check dam, nallah, internal road network, medicinal garden, and dug well. This digital spatial database offers a clear visualization of land use patterns and infrastructure distribution within the campus, thereby enabling improved decision-making for research planning, infrastructure development, environmental management, and future expansion initiatives. Concurrently with the spatial digitization efforts, a systematic enhancement of office record management has been implemented through the e-Office platform. Yearly electronic files have been downloaded, organized, and established within the e-Office system to ensure structured digital record-keeping and facilitate easy retrieval of official documents. This initiative promotes transparency, efficiency, and adherence to Government of India directives regarding digital governance. At the same time, the process of eliminating outdated and obsolete physical and electronic files is underway in accordance with established record retention schedules. These combined initiatives in GIS-based mapping and e-Office file management signify a substantial advancement towards institutional digitization, enhanced administrative efficiency, and sustainable resource management at the Institute.



ICAR – Central Coastal Agricultural Research Institute, Goa

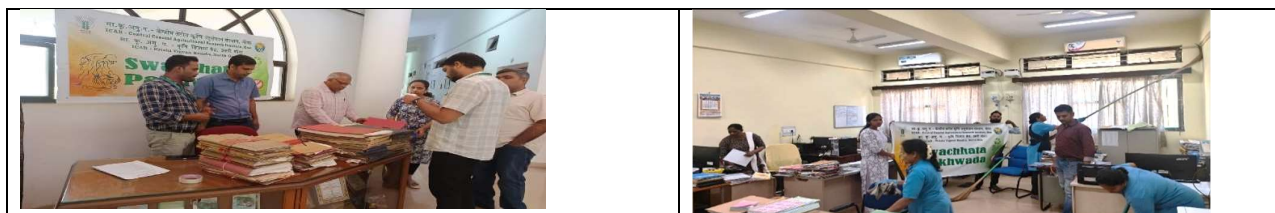
Summary of the Activity: Under Swachhata Pakhwada 2025, ‘Mission Swachhata 365’ committee the Institute undertook a record management and cleanliness initiative. Old office records were thoroughly reviewed and weeded out from Admin/ Account Section, and obsolete files were systematically disposed-off. Digitalization of office records was strengthened through the implementation of the e-office system,

reducing physical paperwork and improving documentation efficiency. A committee meeting was held to fix the base price for the condemnation of four vehicles (two old cars and two motorbikes) belonging to the institute. After evaluation, the vehicles were valued at ₹1 lakh for further disposal procedures through MSTC portal. A cleanliness drive was carried out across all office rooms, working areas, corridors, staircases and surrounding premises by the staff members. Dusting, sweeping, mopping and the removal of waste materials ensured a hygienic, organized and visually improved workplace environment.

No. of Participants: 38

Key Outcomes:

- Improved record management efficiency through weeding, disposal of scrap material, and strengthened digital documentation via the e-office system.
- Enhanced institutional asset management by initiating condemnation and valuation of outdated vehicles for lawful disposal and cost savings.
- Achieved a cleaner, healthier and more organized workplace through a large-scale cleanliness drive across offices, corridors and premises.



ICAR-Central Agroforestry Research Institute, Jhansi

Summary of Activity: Swachhata Drive done nearby store room.

Number of participants: 13

Key outcomes: Swachhata drive done in room nearby Store room and its utilized for official purpose.



ICAR-Central Soil Salinity Research Institute, Karnal

Summary of the Activity:

Thorough analysis of the old files have done and necessary identification process as per record retention schedule has carried out. In addition, cleanliness drive of the office room, corridors etc. was undertaken. All corridors have made hindrance free, ensuring free passage through.

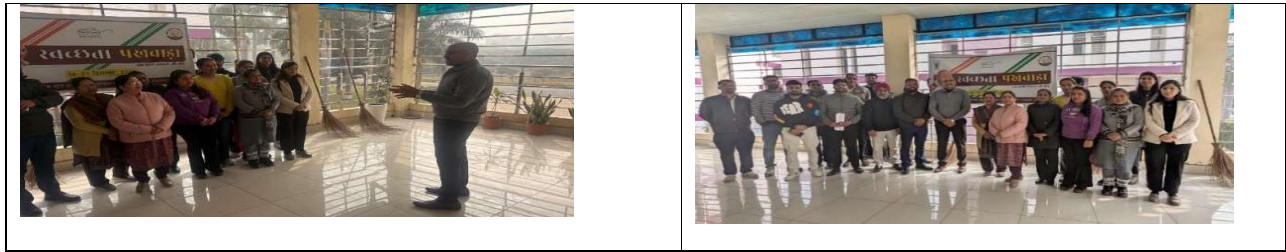
Number of Participants: Approximately 14 participants

Key Outcomes:

- Review of files has completed.
- Updating of e-Office records has completed.
- Cleanliness and tidiness of the office premises have ensured.
- Corridors have made hindrance-free.
- Staff is sensitized about it swachhata pakwada.

Photographs:

Photographs of the Swachhata activities carried out in offices, corridors and premises of Institute are enclosed/attached



ICAR Research Complex for NEH Region, Umiam, Meghalaya.

Summary of the Activity: ICAR Research Complex for NEH Region, Umiam observed Swachhta Pakhwada 2025 during 16th to 31st December 2025. The cleanliness drive was conducted at ICAR Arunachal Pradesh Centre, Basar at 8.00 AM on 18th December 2025 as an activity undertaken under the Swachhta Pakhwara being celebrated during 16th to 31st December, 2025. Under this programme, the cleanliness drive was conducted in the premises of administrative building of ICAR AP Centre, Basar. This program was organized in coordination with KVK-West Siang, Basar. In his speech, Dr. Doni Jini, Head (i/c), ICAR AP Centre, Basar, briefed the staff members regarding the importance of cleanliness in day-to-day life. He encouraged the staff about the adoption of a healthy lifestyle and maintain hygiene. Dr. Manoj Kumar, Dr. Sanjay Kumar Pandey, Dr. T. Angami, Dr. Rajesh A. Alone, Dr. B. K. Datta, Dr. Joken Bam, Dr. Patu, Dr. Wangnem Rekhung, Sh. Bhuben Pait, Sh. Jumkar Bam, Sh. Takar Ronya, Sh. P.K. Malakar and Sh. B.C. Das were also present at this event. The program was concluded with the vote of thanks by Dr. Rajesh A. Alone. The program was attended by all staff members of ICAR AP Centre, Basar, and KVK-West Siang, Basar.

Number of participants: Approx. 35 staff members

Key Outcomes: The programme was successful and all the events received good response from the staff and participants regarding Cleanliness Drive and other programme.

Photographs of the activities conducted that day:



Photo 1. Cleanliness drive conducted at the premises of the administrative building of ICAR AP Centre, Basar

Photo 2. Staff involved in Cleanliness drive at office-cum-residential campus of ICAR AP Centre, Basar.



ICAR-Indian Institute of Soil Science

Date	Activity : Cleanliness Maintenance
18.12.2025	<p>As part of the Swachhata Pakhwada celebrations, a Cleanliness Maintenance Programme was organized by ICAR–Indian Institute of Soil Science (IISS), Bhopal, on December 18, 2025. Under the guidance of Dr. Monoranjan Mohanty, Director, ICAR–IISS, Bhopal, cleaning and sanitation activities were carried out in the Administration and Finance Sections with the objective of promoting awareness about Swachhata among the staff. During the drive, 21 old files, books, waste paper, and other obsolete materials were disposed of. Office scrap was cleared, and the areas surrounding the Institute buildings were thoroughly cleaned. As part of the initiative, efforts towards the simplification of rules and processes were also initiated. Stock-taking was carried out in connection with the digitization of office records and the implementation of the e-Office system.</p>

Animal Science

Sl. No	Date	Activities	Photographs
1	18-12-2025	<p>As per today schedule of swachhata pakhwada, ICAR-NRC on Yak conducted cleanliness campaign in the residential area of the institute. The employees of the institute were motivated for keeping the campus clean.</p>	

**ICAR: NATIONAL RESEARCH CENTRE ON MITHUN
JHARNAPANI, MEDZIPHEMA, NAGALAND-797106.**

Date	Activities	Action photo
18.12.2025	Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/ junk materials.	 



**केंद्रीय बकरी अनुसंधान संस्थान
Central Institute for Research
on Goats**

मखदूम, फरह, मथुरा, उत्तर प्रदेश, 281122



स्वच्छता

स्वच्छता ही

सेवा

अभियान 2025, 16 से 31 दिसम्बर 2025 तक "स्वच्छ भारत दिवस उत्सव" थीम के साथ पूरे देश में मनाया जा रहा है। इसी क्रम में आज दिनांक 18.12.2025 केन्द्रीय बकरी अनुसंधान संस्थान में आज प्रशासनिक भवन के स्थित बीच वाले पार्क की घास काट कर पूर्णतः साफ करके झाड़ू लगाकर उक्त स्थान को स्वच्छ बनाया और कचरे को डस्ट्बिन में डालकर कचरे का सही रूप से निस्तारण किया। इस अवसर संस्थान के डॉ बी.राय (प्रधान वैज्ञानिक), डॉ ए के दीक्षित (प्रधान वैज्ञानिक), डॉ रवि रंजन (प्रधान वैज्ञानिक), डॉ वाई के सोनी (वरिष्ठ वैज्ञानिक), श्री श्याम सुंदर शर्मा (वरिष्ठ प्रशासनिक अधिकारी), श्री जगबीर सिंह (प्रशा.अधिकारी), श्री सतीश चन्द्रा (सहायक मुख्य तकनीकी अधिकारी), वी के शर्मा (तकनीकी अधिकारी) सभी श्री अरविंद परिहार (सहायक), महेश कुमार (सहायक), तकनीशियन के साथ साथ समस्त स्टाफ ने अपनी सहभागिता की और कार्यक्रम को सफल बनाया।



**ICAR-NATIONAL INSTITUTE OF ANIMAL NUTRITION AND PHYSIOLOGY (NIANP),
BANGALORE**

Aesthetic Office Premise is the preamble of subtle performance, punctual deliberation and essence of effective management. The day's throughput at the Institute's Administration & Accounts Block commenced with mopping of the corridors, dusting of the desks and furniture, scrubbing of electrical installations, scouring of fire-extinguishers and vacuuming of screens. It followed the tidying of desks with file arrangements, organization of stationeries, washing of draping towels, sanitizing and flushing of water purifiers and toiletries. The manoeuvre completed with orderly file keep up arrangements and installation of a paper shredder machine. The process of review and weeding out of old records as per rules is in vogue and a committee create for the purpose is regularly in correspondence to further the drive.

GLIMPSES THROUGH SNAPS

**The Acumen and Adroit Team of
Administration & Accounts: committed to
the preamble of Cleanliness**

**The
deft housekeeping staff engrossed in
inspection and cleaning of fire-
extinguishers**



The whirlpool of breeze of fan's blades also swirl dirt and accumulate dust, leading to health issues. Hence, those projected blades are being effectively scrubbed.



Stacks of files and document folders are neatly arranged with adequate dust-free care at the Record Room

ICAR-Central Institute for Research on Buffaloes Hisar, Haryana 125001

On 18th December 2025, ICAR–Central Institute for Research on Buffaloes observed the third day of Swachhta Pakhwada 2025 with enthusiastic participation from officers and staff. The day's activities focused on weeding out obsolete records to strengthen office management, along with conducting a comprehensive cleanliness drive in the office premises, corridor, and surrounding area.



ICAR-National Institute of High Security Animal Diseases (NIHSAD), Bhopal

Details of Activities Undertaken

On 18 December 2025, ICAR-NIHSAD, Bhopal carried out multiple Swachhta-related activities as per the approved schedule under Swachhta Pakhwada 2025. The activities focused on cleanliness, record management, and digitalization to improve workplace hygiene and efficiency.

1. Review and Weeding Out of Old Records:

A systematic review of old records was undertaken in various sections and divisions of the institute. Records identified as obsolete and eligible for disposal were weeded out strictly in accordance with the prescribed Government of India/ICAR rules and procedures.

2. Disposal of Scrap Items and Equipment:

Scrap items, unused furniture, and obsolete equipment were identified and segregated. Necessary actions for their disposal were initiated following the laid-down institutional and financial norms.

3. E-Office Implementation and Digitalization:

Emphasis was laid on the implementation of e-Office and further digitalization of office records. Staff were sensitized to reduce paper usage and promote efficient electronic file management.

4. Cleanliness Drive:

A cleanliness drive was carried out covering offices, corridors, and the institute premises. Cleaning activities included dusting, waste removal, and ensuring proper upkeep of workspaces.

5. Review of Housekeeping Services:

The progress of housekeeping services was reviewed to ensure maintenance of high cleanliness standards across the institute. Feedback was provided to housekeeping staff for continuous improvement.

Outcome

The activities contributed to improved cleanliness, better record management, enhanced awareness regarding digitalization, and a more organized and hygienic working environment within the institute.



ICAR-Central Avian Research Institute, Izatnagar

Today (18-12-2025) under Swachhta Pakhwara Programme, the employees performed cleaning activities in their respective offices, Divisions/ Sections of the institute. Junk materials/ scraps were identified for discard. Old records / files were reviewed for weeding out. The photos of the same are enclosed herewith for your record and necessary action.



ICAR–National Research Centre on Pig, Rani, Guwahati, Assam -781131

As part of the Swachhata Pakhwada 2025 celebrations, the ICAR–National Research Centre on Pig (ICAR-NRC on Pig), Guwahati organized a Cleanliness Drive focusing on cleaning of offices and the institute premises. The programme witnessed active participation from scientific, technical, and administrative personnel of the institute. The initiative was led by the Director, ICAR-NRC on Pig, who set an example by personally undertaking cleanliness activities in his office. Following this, all scientists and staff members enthusiastically carried out swachhata activities in their respective offices and work areas. The drive aimed to reinforce the importance of cleanliness, hygiene, and collective responsibility in maintaining a clean and healthy work environment. The activities under the cleanliness drive were coordinated by Dr. Satish Kumar, Scientist (Animal Genetics and Breeding).

Glimpses of the programme



ICAR-NDRI, Swachhata Pakhwada

Swachhta Awareness Day: Mass awareness activities on Swachhta Theme, Conducting Swachhta Seminars, Workshops, training, technology demonstrations and exhibitions on "converting waste to wealth" and "safe disposal of all kinds of wastes"

A group of 312 UG students of Tamil Nadu Agricultural University visited at NDRI for their Educational Visit & Tour programme they were sensitised about Importance of Swachhta in day to day life. The waste management unit of NDRI was also demonstrated to them. The whole process of converting cattle yard waste in to Vermi compost were explained among them. Later quiz was organised in seminar hall on swachhata campaign.

Meanwhile Cleaning and white washing of tree was also done in the NDRI Campus



Cleanliness Maintenance: 18/12/2025

The staff of NDRI Review existing old files and Weeding out of old records as per the rules. We have disposed the scrap items/equipment's in laboratories and cleaning was done in offices, corridors and premises. On this occasion we have organised slogan competition on swachhata among the NDRI students.



भा.कृ.अनु.प.—राष्ट्रीय उष्ट्र अनुसंधान केन्द्र
ICAR–National Research Centre on Camel
कृषि अनुसंधान एवं शिक्षा विभाग/Department of Agricultural
Research & Education
कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture &
Farmers Welfare
भारत सरकार/Government of India
पोस्ट बैग-07, जोड़बीड़, बीकानेर -
334001(राजस्थान), भारत
Post Bag-07, Jorbeer, Bikaner - 334001 (Rajasthan), India

As part of the campaign, old office records and documents were thoroughly reviewed to identify files eligible for weeding out. After careful examination, it was observed that no files were due for weeding out during the campaign period.

It was also noted that almost all office records and data have already been converted into digital form, thereby minimizing paper usage and supporting clean and efficient office practices.

As part of today's campaign under **Swachhta Pakhwada**, a comprehensive cleanliness drive was conducted at the Centre. The drive included thorough cleaning of the **office spaces, corridors, and the overall office premises**. All areas were systematically cleaned to ensure a neat, hygienic, and clutter-free working environment. The cleanliness drive was carried out efficiently and contributed to improving the overall appearance and hygiene of the office premises.



ICAR-DPR, Hyderabad

I am directed to send the daily report on the activities conducted by DPR staff during "Swachhata Pakhwada 2025".

Review and weeding out of old records as per rules and Cleanliness drive including cleaning of offices, corridors and premises.

The old records in the DPR office was reviewed for relevance and obsolete records were weeded out for discarding it. Higher use of e-office for smooth and quick decision making was emphasised. All the DPR staff actively participated in cleaning the office and corridor of different buildings of the institute.



Staff reviewing and weeding out old records in the office



DPR, Hyderabad staff engaged in cleaning office corridor

ICAR-National Meat Research Institute (NMRI)

Chengicherla, Hyderabad

In pursuance of Councils instructions under "Swachhata Pakhwada" campaign Swachh Bharat Abhiyan was performed on 18-12-2025.

Area near the Auditorium was cleaned by performing the shramdaan.

All the staff participated in the Abhiyan.



भाकृअनुप-राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics
भारतीय कृषि अनुसन्धान परिषद्, रामगोंडनहल्ली, येलहंका, बेंगलुरू - 560119
ICAR Campus, Ramagondanahalli, Yelahanka, Bengaluru - 560119

The ICAR-NIVEDI, Bengaluru, has initiated a comprehensive cleanliness campaign focusing on various aspects of office management, record-keeping, and digital transformation. The drive, led by **Mr. Navneet Agarwal** and supported by the dedicated staff, not only emphasizes the physical cleanliness and weeding out of old records but also underscores the importance of adopting modern technology to streamline administrative processes and reduce paperwork. The activities undertaken during this initiative are significant in improving the office environment and aligning with the institute's broader goals of reducing the ecological footprint and enhancing operational efficiency.

Physical Cleanliness and Maintenance of Office Records

One of the key components of the *Swachhata Pakhwada* is the **cleanliness and organization of physical office records**, which often accumulate over time due to inadequate space management, outdated practices, and the constant flow of administrative paperwork. On **18th December 2025**, as part of this initiative, the **administration unit** at ICAR-NIVEDI undertook the task of **reviewing and weeding out old records**, in strict adherence to the established rules and guidelines for record disposal.

This activity serves several purposes:

1. **Eliminating Obsolete Records:** Over the years, numerous records related to administrative procedures, outdated correspondence, old policy documents, and obsolete files accumulate within the office space. These records, while initially important, no longer serve the purpose

for which they were created. As part of the weeding process, such records were identified and separated for disposal. The **rules governing the retention and disposal of records** are strictly followed to ensure compliance with legal and organizational requirements.

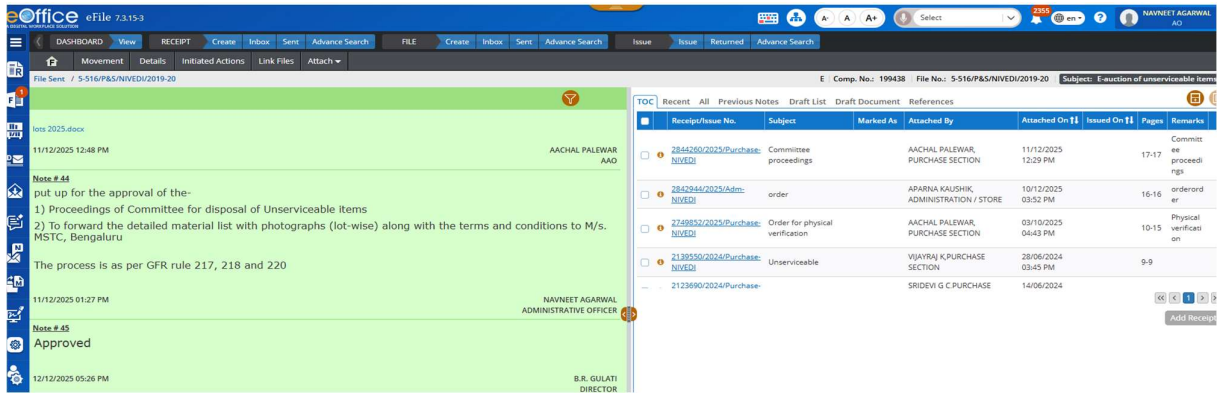
2. **Disposal of scrap items:** Old, damaged, and non-functional equipment and instruments were also separated as part of the cleanliness effort. These scrap items, which can occupy valuable office space, were collected at one place. Approval for the competent authority is taken for the disposal through the Auction. This step not only helps in decluttering the office environment but also contributes to improving safety standards by removing potential hazards from the workplace.
3. **Proper arrangement of documentation:** After the weeding out process, the remaining records were systematically organized. Proper filing systems were employed, ensuring that essential documents are easily accessible while old and irrelevant documents are discarded. The reorganization of office files ensures that important documents are well-protected and easy to retrieve when needed, improving overall administrative efficiency.

This physical cleanliness initiative contributes to a more organized and safe work environment, allowing staff members to focus better on their tasks and enhancing the overall workplace ambience.



Weeding out of old Records and Checking old files





Lot wise distribution of Scrap items for disposal

Implementation of E-Office, Samarth, E-hrms and Digitalization of Records

As part of the ongoing efforts to reduce the paper trail and improve the efficiency of administrative tasks, ICAR-NIVEDI has also made significant strides in **digitizing office records**, implementing **E-Samarth Portal for salary generation** and implementing **e-office systems**. The use of technology is an essential step in modernizing administrative procedures, minimizing manual intervention, and reducing the physical space needed for paper records.

The screenshot shows the E-Samarth Portal interface for payroll management. It displays a table with columns for Employee Code, Group, Profile Status, Payroll Status, Salary Config Status, and Date Of Superannuation. The table lists four active employees.

Employee Code	Group	Profile Status	Payroll Status	Salary Config Status	Date Of Superannuation
EHRM00070548	NIVEDI BENGALURU	Active	Active	Active	2053-11-30
EHRM00070923	NIVEDI BENGALURU	Active	Active	Active	2052-04-30
EHRM00074335	NIVEDI BENGALURU	Active	Active	Active	2041-09-30
EHRM00017508	NIVEDI BENGALURU	Active	Active	Active	2039-07-31

Job Advertisement and File Approval through E-Office:

- **Job advertisements** and recruitment-related communications were traditionally handled through physical files, requiring manual signatures and multiple approvals before publication. However, with the adoption of the e-office system, job advertisements are now created, reviewed, and approved entirely through the digital platform.
- Files related to recruitment and approval processes are now electronically routed through the system, allowing for **quicker approvals**, easier tracking of file movements, and reduction in delays that were common in the manual system. The use of **electronic file approval workflows** ensures that files are reviewed by the appropriate authorities in real-time, reducing time wastage and promoting transparency.
- The process to conduct **online interview** was also executed in September 2025
- As the process becomes more streamlined, it is easier for the staff to keep track of any pending files and ensure timely decision-making. This reduces unnecessary paperwork and the physical transportation of files between departments, resulting in enhanced productivity.

E-HRMS for Leave Sanctioning:

- **E-HRMS** (Electronic Human Resource Management System) is another critical tool that has been implemented to handle personnel management activities such as **leave sanctioning**. In the past, leaves were requested, approved, and recorded manually, leading to confusion, delays, and loss of records. The implementation of **e-HRMS** has revolutionized this process by digitizing leave requests, approvals, and tracking.
- With this system, employees can now apply for leave online, and supervisors can quickly approve or deny leave requests with just a few clicks. The system automatically updates the employee's leave balance and provides a transparent record of leave history. This not only reduces paperwork but also ensures that leave management is handled efficiently and without errors. The e-HRMS system integrates seamlessly with other administrative functions, contributing to an overall reduction in manual labor.



Usage of mobile app for Attendance and UPI payment system in ICAR-NIVEDI

Central Attendance Aadhaar Enabled Bio-metric Attendance System(AE-BAS) version 3.0

Attendance Today For Organization UIDAI has stopped the older RD services

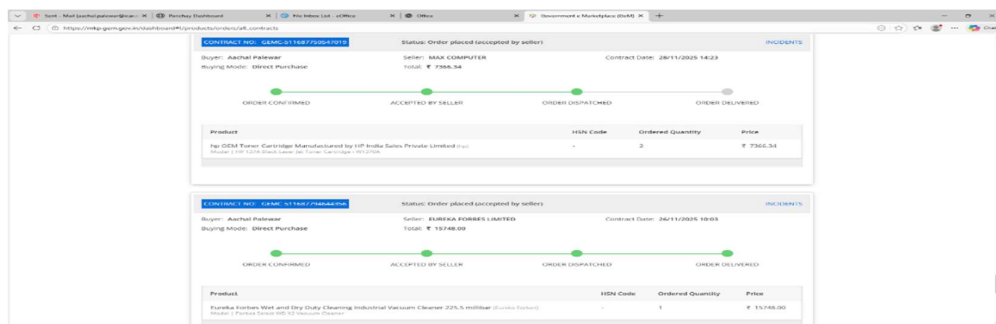
Employee list of Organization **National Institute of Veterinary Epidemiology & Disease Informatics, Bangalore**, Date 2025-12-18

S.No	Office Location	Division/Unit	Attendance ID	Employee Name	Employee Org Code	Designation	In Time	Out Time	Status
1	Bangalore	Project Staff	29392020	SUNIL TADAKOD		Young Professional-II	00:46:56		P
2	Bangalore	Project Staff	59478898	S Purushothaman		Senior Research Fellow (SRF)	07:16:44		P
3	Bangalore	Project Staff	81021013	Ramachandra Deshpande		Data Entry Operator	06:25:44		P
4	Bangalore	Project Staff	63745075	Prityanka T		Assistant Manager	06:26:01		P
5	Bangalore	Project Staff	27343228	Madupu Yamini		Senior Research Fellow (SRF)	06:28:49		P
6	Bangalore	Project Staff	73701528	Nithin R		Young Professional-I	06:29:10		P
7	Bangalore	Project Staff	50790283	PRAJAKTA PRASHANT BOKADE		Senior Research Fellow (SRF)	06:37:44		P
8	Bangalore	Project Staff	75155100	Y K Prabhakar		Project Consultant	06:41:13		P
9	Bangalore	Project Staff	88708488	Pavithra B N		Young Professional-I	06:42:59		P
10	Bangalore	Project Staff	52625125	Bhoomika N		Young Professional-II	06:43:09		P
11	Bangalore	Project Staff	65727309	Aishwarya S R		Project Assistant	06:44:42		P
12	Bangalore	Project Staff	08765916	Varshitha S N		Young Professional-II	06:44:59		P
13	Bangalore	Project Staff	35544147	Ulas Gowda K S		Research Associate	06:45:57		P
14	Bangalore	Project Staff	03983358	Archana Veeranagouda Patil		Senior Research Fellow (SRF)	06:47:40		P
15	Bangalore	Project Staff	89562629	DIVYA N		Data Entry Operator	06:48:43		P
16	Bangalore	Project Staff	17201151	HARISH J		Research Associate	06:48:49	06:49:43	P
17	Bangalore	Administration	22261368	NAVNEET AGARWAL	NR141193147230123	Administrative Officer	06:49:22		P
18	Bangalore	Project Staff	02502986	Kavya P		Young Professional-I	06:50:05		P
19	Bangalore	Project Staff	62843259	NAMRUTHA M R		Senior Research Fellow (SRF)	06:50:30		P
20	Bangalore	Project Staff	74791056	SUMAN K M		Assistant Manager	06:51:36		P

Aadhar based biometric attendance system

Online Purchase through GEM:

- The **Government e-Marketplace (GEM)** has been adopted by ICAR-NIVEDI as a platform for online procurement of equipment and instruments. Previously, the procurement process involved several manual steps, including filling out forms, obtaining signatures, and processing physical purchase orders. This not only consumed time but also contributed significantly to paperwork and delays.
- By transitioning to **GEM**, the entire process has been streamlined. The institute can now procure items **digitally**, ensuring transparency, competitiveness, and ease of purchase. The GEM portal offers various benefits, including real-time tracking of orders, improved vendor management, and the ability to compare prices and specifications. This approach not only reduces paperwork but also leads to **cost savings** and ensures that procurement is carried out efficiently and in compliance with government regulations.



Digitalisation of office records, e-purchase through GeM at ICAR-NIVEDI

Reduction in Paperwork:

- The adoption of these digital tools and systems has led to a **significant reduction in paperwork** at ICAR-NIVEDI. Files that were once printed, signed, and physically stored are now maintained electronically, freeing up valuable office space and reducing environmental impact. The digitalization of records also makes it easier to search, retrieve, and share documents, enhancing both internal and external communication.
- The implementation of e-office solutions reduces the administrative burden on staff, allowing them to focus on more strategic tasks rather than managing piles of paperwork. Additionally, the move towards a paperless office environment is in alignment with the government's vision for **sustainable and green practices** in the public sector.

Overall Impact of Digitalization and Cleanliness Campaign

The **Swachhata Pakhwada 2025** at ICAR-NIVEDI has not only emphasized physical cleanliness but has also provided a much-needed opportunity to accelerate the adoption of digital tools. The integration of e-office systems, e-HRMS for leave management, and the GEM platform for procurement has resulted in the following benefits:

- **Increased Efficiency:**
- **Cost Savings:**
- **Environmental Sustainability:**

- **Improved Transparency and Accountability:**

Table 1 shows the how many digital files processed, sent and approved is presented through different digital websites by ICAR-NIVEDI for the year 2025

Sl. No.	Activity	Digital Mode	Number
1	Number of files processed	e-office	3550
2	Number of online purchase	GeM	250
3	Purchase of equipment	GeM	50
4	HR management	e-HRMS	All the permanent staff
5	Leave application at the Institute was implemented	e-HRMS	360
6	Personal Records, pay slips etc at the institute were implemented through	e-HRMS/Samarth Portal	N/A

Conclusion

The efforts made by ICAR-NIVEDI during the *Swachhata Pakhwada* 2025 have significantly transformed both the physical workspace and the operational processes within the institute. Through **weeding out old records, organizing documentation**, and adopting **e-office systems**, the institute has created a cleaner, more efficient, and modern administrative environment. With the continued implementation of digital tools, **ICAR-NIVEDI is well on its way to becoming a paperless, efficient, and transparent organization, which aligns with the broader goals of Digital India and Good Governance.**

Agricultural Engineering Division

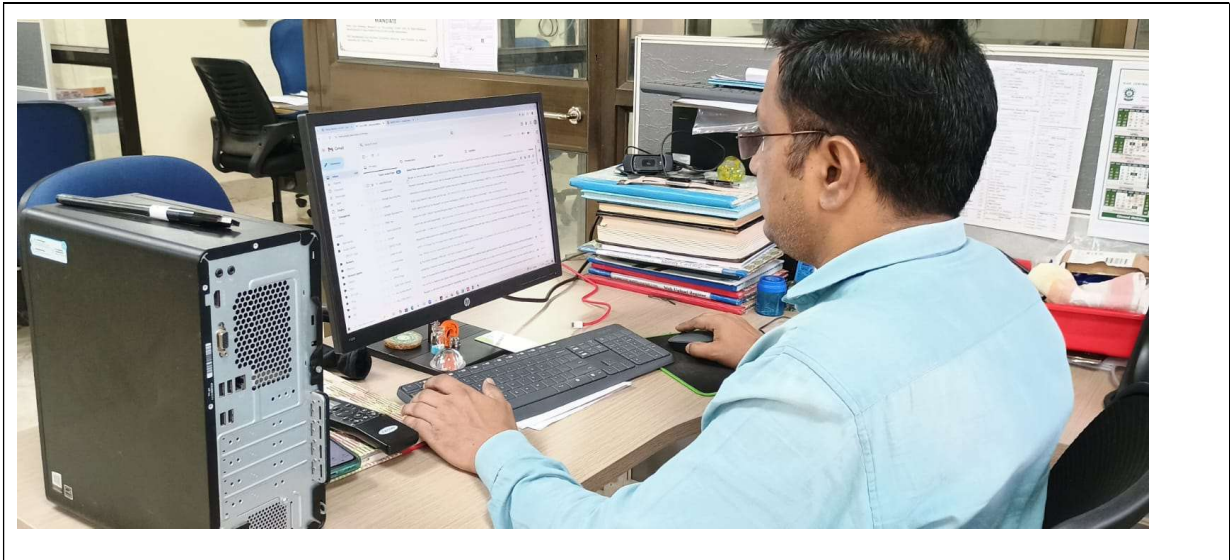
ICAR-CIRCOT, Mumbai

Activity : Cleanliness Maintenance: Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/ junk materials.

As a part of the implementation of the Swachh Bharat Mission and Swachhta Pakhwada, review and weeding out of old records, e-office implementation/ digitalization of office records, cleanliness drive including cleaning of offices, corridors and premises were carried out.



Digitization of office records



e-office Implementation





Review and weeding out of old records

ICAR-CIAE, Bhopal

Review and weeding out of old records as per rules: The review of old records of C&B section was done and around 100 Old Physical files have been identified for review and shall be proposed for weeding out as per RRS.

Disposal of scrap items/ equipment: The disposal of scrap items/equipment is under progress and thus far following items have been disposed through MSTC. Some pics of before and after disposal of item is also below:

Sl. No.	Lot Name	Total Amount (Incl. GST & TCS)
1.	Iron and Scrap	16,09,426/-
2.	Electrical & Electronics (E-Waste)	19,13,917/-
3.	Vehicle and Vessels	5,39,107/-
4.	Scrap Batteries & Hazardous Waste	E-auction in process

LOCATION:- CESPU (UNSERVICEABLE/OBSOLETE E-WASTE)

Before

After



Before



After



eOffice implementation/digitalization of office records: eOffice is being fully implemented. The service book of around 150 employees have been digitalized and are available on the eHRMS accounts of employees. The personal claims such as newspaper allowance, LTC, CEA, etc are being done through eHRMS.

Cleanliness drive including cleaning of offices/corridors/premises: Cleanliness drive of in CESPU was carried out on 18th Dec-25. The before and after photographs are attached for reference.

Before



After



Review of progress on maintaining housekeeping services with high cleanliness standards: The review of housekeeping services were done and it was found that the cleanliness of the campus is being done properly with high cleanliness standards.

Weeding out/disposal of old records/furniture/junk material: The weeding out of the furniture has been done through MSTC as below and before and after photographs are attached:

Sl. No.	Lot Name	Total Amount (Incl. GST & TCS)
1.	Furniture & Fixture	98,857/-

LOCATION:- Vehicle Yard (UNSERVICEABLE FURNITURE)

Before



After



The cleanliness drive was carried out by Shri Faiz Ahmad, Administrative Officer, Shri Rakesh Kumar, Shri Medni Pratap Singh, T-6, Shri Gautam, T-6, Shri Kumar Gaurav, AFO along with 25 other office staff members, under the overall supervision of Shri Abhishek Yadav, Chief Administrative Officer (CAO) of the Institute.

ICAR-CIPHET, Ludhiana

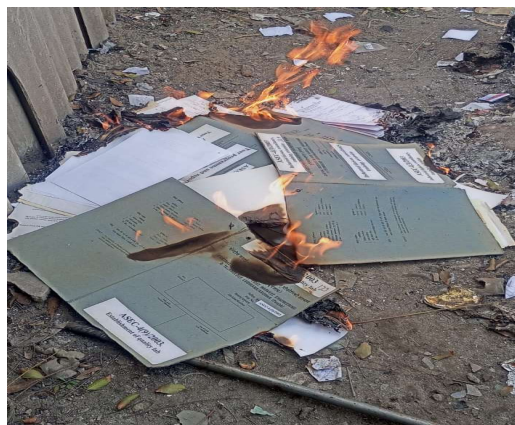
Under the Swachhta Pakhwada cleanliness drive, including cleaning of offices, corridors and premises was conducted. Scrap items/equipment were disposed. As per the rules, old records were reviewed by the team, and about 10 files were weeded out, and old documents that are not required/not relevant for the current time were disposed. The before and after pictures are given below.



Before picture



After picture



Before burning




During burning



After burning

ICAR-NISA, Ranchi

1.	Summary of the Activities:	
2.	Number of participants:	05
3.	Key Outcomes:	
4.	Photographs of the Activities of that day with caption:	
		
		Weeding out of old records, scrap items and cleanliness drive at office at ICAR-NISA, Ranchi

ICAR-IASRI, New Delhi

Summary of the activity and key outcomes : As part of the *Swachhata Pakhwada* activities, a comprehensive cleanliness and record-management drive was carried out on **18 December 2025** at the Institute. The activities focused on **cleanliness maintenance and systematic review of records**, in line with the Government of India guidelines. A detailed review and **weeding out of old and obsolete records** was undertaken as per the prescribed rules. Simultaneously, **disposal of scrap items, obsolete equipment, old furniture, and other junk materials** was carried out following due procedures, with an emphasis on creating additional functional space and improving office efficiency. In addition, progress on **e-Office implementation and digitalization of office records** was reviewed. Sections were advised to accelerate digitization to minimize paper usage, ensure better record retrieval, and enhance transparency and efficiency in office functioning. Overall, the activities contributed significantly to improving cleanliness, promoting a clutter-free work environment, strengthening digital record management, and reinforcing the objectives of *Swachhata Pakhwada*. The institute reaffirmed its commitment to maintaining cleanliness and adopting sustainable and digital practices on a continuous basis.

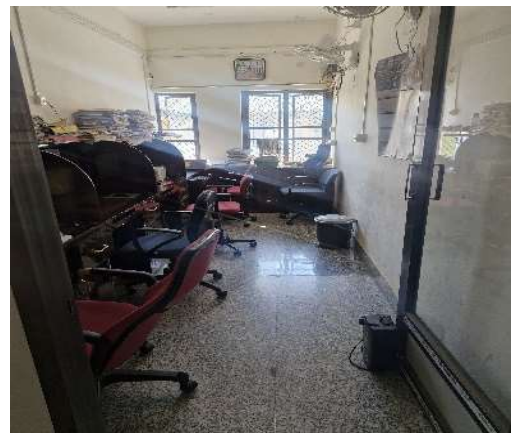
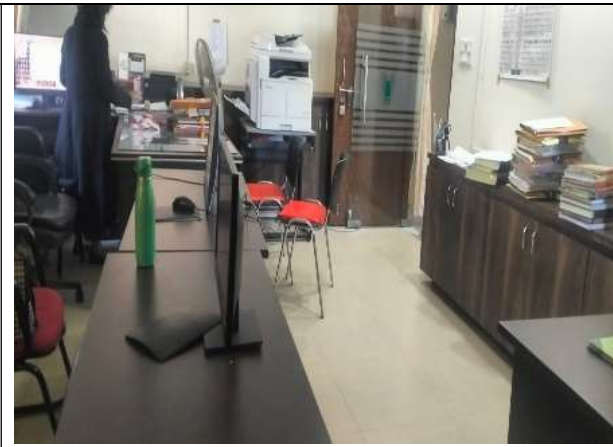
AGRICULTURAL EXTENSION DIVISION

S.No.	Date	Activities	ATARIs, Zone-I to XI & CIWA		
			No. of KVKs involved	No. of Participants (Farmers/ Staffs/ other Participants)	No. of VIPs attended the program
1	18.12.2025	Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/ junk materials.”	493	6730	14

Photographs (Swachhta Pakhawada during 18th December 2025)











FISHERIES SCIENCE DIVISION

ICAR- Central Institute of Freshwater Aquaculture, Bhubaneswar

Summary of the activity:

As part of **Swachhta Pakhwada 2025**, ICAR–Central Institute of Freshwater Aquaculture (ICAR-CIFA), Bhubaneswar, undertook a series of cleanliness and record-management activities in alignment with ICAR guidelines and the approved record retention schedule. A systematic review and weeding out of old physical records and files were carried out by the Stores and Establishment Sections. Files identified for disposal were removed in accordance with the prescribed record retention schedule, the General Financial Rules (GFR), and other applicable regulations. Simultaneously, parallel efforts were initiated to strengthen digital record management through the e-Office system. The preparation of an Excel database of old e-files is currently in progress to ensure better tracking and retrieval.

Additionally, a comprehensive cleanliness drive was conducted across the office premises, corridors, the Sports Room, and surrounding areas. Accumulated waste and obsolete materials were removed, and the spaces were thoroughly cleaned and systematically organised to enhance hygiene, aesthetics, and overall workplace efficiency. The activities involved the active participation of 20 personnel, including scientific and support staff, administrative staff, and housekeeping staff. This collective effort substantially improved the cleanliness, organisation, and work environment of the institute, while reinforcing the institutional commitment to cleanliness, accountability, and efficient record management under the Swachhta Pakhwada initiative.

Number of participants: 20 Nos.

Key outcomes:

The Swachhta Pakhwada activities contributed to:

- Improved office hygiene and better space utilization
- Reduction of obsolete physical records
- Strengthened awareness among staff about cleanliness and systematic record maintenance



ICAR- Central Institute of Coldwater Fisheries Research, Bhimtal

As a part of the campaign, the outdated and unserviceable computers and its accessories were identified, segregated and kept aside for process of auctioning of these items after adopting all procedures as per the norms e-office implementation and digitization of the office record is continuing. Cleanliness campaign was taken up inside the office building in different sections/units and its premises. Machine mopping is being done by the housekeeping staff of the institute. Time to time the housekeeping staff is being briefed for maintaining cleanliness everywhere.





ICAR- Central Institute of Fisheries Education, Mumbai

As part of the **Swachhta Pakhwada** from **16 to 31 December 2025**, a **Cleanliness Drive** in the institute premises was organized on **18th December 2025** with the objective of promoting cleanliness and hygiene. The programme witnessed the active participation of **25 individuals**, including staff and officials, students and contractual personnel. During the programme the significance of Swachhata was also emphasized.



Cleanliness drive by staff at ICAR-CIFE, Rohtak

ICAR- Central Inland Fisheries Research Institute, Barrackpore

ICAR-CIFRI conducted a cleaning session in the Krishna Garden inside Institute campus. Dr. Suman Kumari, Senior Scientist along-with some staff members participated in the cleaning session. After the cleanliness drive, Dr. Suman Kumari held a brief session for the trainees, who have come from different states, regarding personal & social hygiene and also sensitized on the importance of maintaining a high level of hygiene and cleanliness for better production in their fish-farms.



ICAR- Central Marine Fisheries Research Institute, Kochi

As part of *Swachhta Pakhwada 2025*, ICAR–CMFRI undertook a series of coordinated activities focusing on cleanliness, systematic record management, disposal of obsolete materials, and promotion of digitalization through e-Office implementation. The programme was implemented across ICAR-CMFRI Headquarters, Regional Centres and Stations, with active participation of staff members on 18 December 2025.

The cleanliness drives were conducted including activities in office premises, guest houses, residential quarters, and common areas. At office premises, special emphasis was laid on review and weeding out of old records in accordance with prescribed record retention rules. Old files, registers, and loose papers accumulated in office rooms and adjoining record storage shelves were identified, segregated, and classified into active records, closed files, and unserviceable documents. Obsolete and unusable items such as damaged files, unused keyboards, and accessories were separated for further disposal. Cleaning of shelves, floors, corridors, and surrounding areas was undertaken to enhance hygiene and workplace aesthetics. Laboratories were cleaned thoroughly.

In parallel to cleaning of workspaces, corridors, libraries, and specialized units, segregation of waste was done into biodegradable, non-biodegradable, plastic, and scrap categories to ensure systematic disposal at the ICAR-CMFRI, Kochi, Mandapam Regional Centre, Tuticorin Regional Station, Calicut Regional Centre and other units. The staff actively participated in cleaning of office rooms and cabins, disposal of scrap items. Also included was removal of weeds and overgrown vegetation, clearing of pathways and open spaces, light pruning of trees, and collection and disposal of green waste at Visakhapatnam Regional Centre.

Overall, the activities carried out under *Swachhta Pakhwada 2025* contributed to improved housekeeping standards, enhanced workplace hygiene, better space optimization, and strengthened awareness on cleanliness, waste management, and environmental responsibility among ICAR-CMFRI staff.



Cleanliness drive and review of records at ICAR-CMFRI, Kochi



Cleanliness drive and review of records at ICAR-CMFRI, RC, Mandapam



Cleaning of office premises at ICAR-CMFRI, Tuticorin Regional Centre, Thoothukudi



Before

After



Before

After

Cleanliness drive at ICAR-CMFRI Calicut Regional Station, Kozhikode

ICAR- Central Institute of Brackishwater Aquaculture, Chennai

As part of the ongoing Swachhta Pakhwada 2025, today a series of focused activities were carried out to promote cleanliness. This includes-

- 1) Review and weeding out of old records, where obsolete files and documents were identified, sorted, and responsibly disposed of, thereby freeing up valuable office space.
- 2) Unwanted materials were segregated and disposed of through authorised procedures to ensure environmental compliance.
- 3) After the completion of retention period, old records were properly shredded to optimize space and efficiency.
- 4) Cleanliness drives were conducted across all departments, focusing on sweeping, dusting, and sanitisation of offices, corridors, and surrounding areas to eliminate dust and waste.

Through these systematic cleaning and weeding activities, the initiative set a strong example of teamwork and commitment towards a cleaner and healthier work environment. Such structured actions

reflect the spirit of the Swachhata Pakhwada and help inculcate cleanliness as a habit rather than just a temporary task.



ICAR- National Bureau of Fish Genetic Resources, Lucknow

Swachhata Pakhwada (Dec. 16-31, 2025) program at ICAR-NBFGR, Lucknow on 18.12.2025 a Cleanliness/Maintenance: Review and Weeding out of old records as per the rules, weeding out/ disposal old records/ furniture/ junk materials etc. was conducted with staffs working at ICAR-NBFGR, administration & finance section. This is very serious type of work and weeding out of official file will be undertaken as per rule. Before initiation of work sensitization of staffs were conducted. This weeding out creates some better storage space for files. Total participation was 20.



ICAR- Central Institute of Fisheries Technology, Kochi

Summary of the Activities

In observance of Swachhata Pakhwada, the Institute conducted a campus-wide cleanliness drive. CIFT staff actively participated in collecting waste and plastic debris, demonstrating a collective dedication to maintaining a clean and sustainable environment.

Number of Participants: 20

Key Outcomes:

Plastic-Free Campus: Significant reduction in non-biodegradable waste and plastic litter across the Institute grounds.

Improved Hygiene: Enhanced sanitary conditions and aesthetic appeal of the campus environment.

Waste Segregation: Increased awareness and implementation of proper waste disposal and sorting methods among staff.

Enhanced Team Spirit: Improved camaraderie and collaboration as staff from different departments worked together toward a common goal.

Cultural Shift: A strengthened "Swachhata" culture within the Institute, moving cleanliness from a periodic task to a shared responsibility.



Crop Science Division

ICAR– Central Rice Research Institute, Cuttack

In continuation to organization of “Swachhata Pakhwada-2025 from 16-31 December, 2025 at ICAR– Central Rice Research Institute, Cuttack; “**Cleanliness drive including cleaning of the corridor of Crop Protection Division (Pathology Wing)**” was held on 18.12.2025. In this cleaning drive the Safai workers of Estate Management Section of the Institute along with Swachh Bharat Committee members and Divisional staff were involved. The corridor of the Division was cleaned properly with involvement of total 20 participants. The Divisional staff members were requested to keep the corridor, sitting rooms and laboratories neat and clean.

ICAR–Indian Institute of Rice Research (IIRR), Hyderabad



On 18th December 2025, the ICAR–Indian Institute of Rice Research (ICAR-IIRR), Hyderabad, carried out a comprehensive review of old records and office infrastructure in accordance with the prescribed rules. The exercise focused on weeding out obsolete records, identification and disposal of scrap items and unserviceable equipment, and reviewing the progress of e-Office implementation and digitisation of office records to strengthen efficient and paperless administration in all the sections of this institute. A cleanliness drive was simultaneously undertaken, covering offices, corridors, and the institute premises. Old records, furniture, and junk materials were identified for systematic weeding out and disposal as per norms, contributing to improved space management and a cleaner work environment. The activities which were carried out reflected the institute’s continued commitment to cleanliness, digital transformation and effective office management. The key outcomes were weeding out old records, rearranging present records in a presentable manner and creating new space for keeping records.



ICAR–Indian Institute of Wheat and Barley Research, Karnal

भारतीय गेहूँ एवं जौ अनुसंधान संस्थान (ICAR–IIWBR), करनाल के प्रशासनिक विभाग में वीडिंग आउट (Weeding Out) की प्रक्रिया अमल में लायी गयी। पुरानी और अनावश्यक फाइलों का अंबार न केवल जगह घेरता है, बल्कि काम की गति को भी धीमा कर देता है। इसलिए पुरानी और अनावश्यक 19 फिजिकल (Physical) और 8 इलेक्ट्रॉनिक (Electronic) फाइलों को उनके महत्व के आधार पर नष्ट किया गया है।

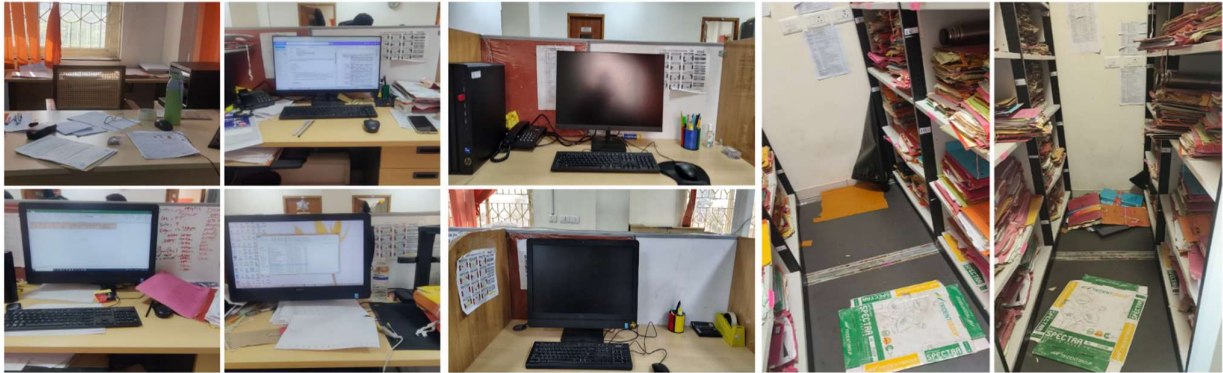




ICAR–Indian Institute of Millets Research (IIMR), Hyderabad

The institute undertook a systematic cleaning initiative aimed at maintaining hygiene, optimizing workspace utilization, and ensuring the proper disposal of waste materials, including electronic waste (e-waste). This activity was conducted in

compliance with the General Financial Rules and as part of the organization’s internal housekeeping and record management protocols. The initiative covered individual staff cabins/rooms, physical records/files, and obsolete. A preliminary survey of all cabins, rooms, and storage areas was conducted



to assess the extent of cleaning and disposal required. All individual staff cabins and rooms were cleaned thoroughly. Dusting, sweeping, and sanitization were done, and unused items were identified for disposal. e-Office files were sorted based on relevance and retention schedules as a part of ICAR FFNS process. Important documents were retained. Outdated and unrequired files were listed as shown below and eventually these files will be weeded out as per the ICAR record retention guidelines. Undertook cleaning off the Pantry room in the Director’s cell for maintaining proper hygiene while extending hospitality to the visitors to the Institute/Director’s office. The cleaning and waste disposal initiative undertaken by the Establishment Section, under the supervision of the SAO, was successfully implemented with full cooperation from staff members. The effort has significantly improved the cleanliness and efficiency of the workplace. The systematic disposal of obsolete records and e-waste has not only freed up physical space but also aligned with sustainable and regulatory practices. This activity will serve as a model for regular maintenance and effective resource management within the organization.

ICAR- India Institute of Maize Research, Ludhiana

The physical files selected for weeding out have been disposed of in the open ground of IIMR, Ludhiana through approved committee. A cleanliness drive was also launched especially after the tea-break of sanitation workers with the help of regular and contractual employees for the beautification of building main gate and its premises. A number of small equipment/instruments laying abandoned/unattended due to their non-functionality have been submitted to store for auction so that space can be managed appropriately for workers and new equipment.



ICAR– Indian Institute of Oilseeds Research, Hyderabad

As part of **Swachhata Pakhwada (third day)**, old and obsolete records from the Administration and Accounts sections of ICAR- Indian Institute of Oilseeds Research, Hyderabad were systematically weeded out in accordance with the prescribed rules and guidelines. The activity was carried out with the active involvement of administrative staff, accounts staff, Skilled Supporting Staff, Outsourced personnel and Young Professionals. In addition, scrap items such as non-functional batteries, computers, cables, and other e-waste generated from the AKMU Cell were disposed of strictly following the approved administrative procedures, with the support from Skilled Supporting Staff and Young Professionals. As part of the cleanliness drive, thorough cleaning of office premises and corridors was undertaken with the assistance of housekeeping services, thereby ensuring a clean and hygienic working environment. The office premises, including the Administrative Section, Accounts Section, and AKMU Cell, were thoroughly cleaned, and all junk and obsolete materials were disposed of in accordance with prescribed administrative procedures.



भारतीय कृषि अनुसंधान परिषद् से प्राप्त दिशा निर्देशों के अनुपालन में राष्ट्रीय सोयाबीन अनुसंधान संस्थान, इंदौर में दिनांक 16-31 दिसम्बर 2025 के दौरान स्वच्छता पखवाडा 2025 का आयोजन किया गया है जिसके अंतर्गत आयोजित की गई गतिविधियों की रिपोर्ट निम्नानुसार है :

आज 18 दिसम्बर 2025 को संस्थान को कार्यालय ऑफिस रिकोर्ड एवं आवासीय परिसर की साफ सफाई का कार्य किया गया | इस कार्यक्रम में संस्थान के प्रशासनिक कर्मचारियों ने भाग लिया |



ICAR-Indian Institute of Rapeseed-Mustard Research, Bharatpur

ICAR-IIRMR, Bharatpur, celebrated “Swachhata Pakhwada” on 18th December, 2025. All the staff of the institute actively participated in cleaning of laboratories and the office. Digitalized office records, already implemented e-office. Weeding out the old records/ chairs, junk materials and promoted paperless office communication for organizational efficiency and environmental sustainability. Also reviewed the progress of ongoing Swachhata activities.



ICAR- Indian Institute of Pulses Research, Kanpur

Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/ junk materials.

स्वच्छता के बारे में लोगों को जागरूक किया गया तथा आगे भी स्वच्छता को बनाये रखने हेतु कहा गया। स्वच्छता पखवाड़ा के अंतर्गत दिनांक 18.12.2025 को संस्थान के डॉ कृष्णा कुमार, प्रधान वैज्ञानिक, डॉ आर. के. मिश्रा, प्रधान वैज्ञानिक व डिवीज़न के अन्य अधिकारियों व कर्मचारियों द्वारा इस कार्यक्रम में भाग लिया तथा स्वच्छता के बारे में अन्य लोगो को भी जागरूक किया गया साथ ही साथ नियमानुसार वीडिंग आउट हेतु 21 फाइलों (स्थापना) तथा ई-फाइल रिवियु हेतु 20 फाइलों (इस्टैब्लिशमेंट & भंडार अनुभाग) का निस्तारण किया गया ।



ICAR– Indian Sugarcane Research Institute, Lucknow

As part of **Swachhata Pakhwada (16–31 December 2025)**, A structured and systematic exercise was undertaken by the team for the review, segregation, and weeding out of old and obsolete records in accordance with the prescribed rules, guidelines, and record retention schedules. All sections were instructed to examine their available records and identify files and documents that had outlived their prescribed retention period. Parallel to this activity, a thorough review of scrap items, obsolete equipment, and unserviceable assets was conducted. Items that were no longer functional or

economically repairable were identified and segregated. These scrap items and equipment were properly listed and the proposal is put up for approval for proper disposal ensuring proper documentation and transparency in the disposal process. A comprehensive cleanliness drive was conducted across the office premises, including all office rooms, corridors, common areas, record rooms, and surrounding premises. Special attention was given to removal of dust, waste materials, and clutter accumulated over time. The housekeeping services were closely monitored to ensure strict adherence to prescribed cleanliness and hygiene standards. As part of the cleanliness and space optimization drive, old, broken, and unserviceable furniture, along with accumulated junk materials, were identified and removed from various sections. These items are put up for proper disposal in accordance with laid-down procedures. In addition, the staff of ICAR-ISRI, Regional Station, KVK also participated in the activities at their respective places. The staff was sensitized for proper record review, disposal of obsolete materials, digitization initiatives and maintaining proper cleanliness at workplace. Staff was sensitized for use of e-office.



ICAR- Sugarcane Breeding Institute, Coimbatore & its Regional Stations at Karnal & Kannur

The old records of the Institute are reviewed by the Committee constituted for this purpose and weeded out or destroyed periodically, as warranted. Almost all the daily dealings of the Institute are being done meticulously through e-office dispensing the use of papers. Individual Sections were asked to submit the asset details. The records are being cross verified with the details available in Stores Section and is being digitized. A Cleanliness Drive under the leadership of the Director of the Institute involving all categories of staff (Scientists, technical, administrative, skilled support staff, young professionals



and housekeeping) was conducted in few spots of the Institute – near the photoperiodic chamber, areas adjacent to car park, corridor). Litter seen here and there were cleared off bringing a fresh look to the area. The significance of maintaining a plastic and litter free green campus was highlighted for a better environment.

ICAR- Central Research Institute for Jute & Allied Fibres, Barrackpore

As a part of Swachhata Pakhwada-2025, ICAR-CRIJAF, Barrackpore organized a cleanliness programme in Administration Wing 1 and 2 of main office building. Administration (Establishment), Purchase & Store, corridor of 1st floor of the main office building was made clean and files and register are sorted and kept in proper place. Moreover, regular housekeeping services were checked in the CRIJAF main building and housekeeping contractual labour were instructed to do the periodic cleaning of office and rest rooms. Also, the office has already disposed of the scrap items (e-waste) and reviewed and weeded out old files as per rules. The working environment of the Administration Section (Estt.) and Purchase and Store Section became healthier and corridor became dust free and looked brighter and more attractive than earlier.



ICAR-Central Institute for Cotton Research, Nagpur & its Regional Stations at Sirsa and Coimbatore

As part of the ongoing Swachhata Pakhwada (16–31 December 2025), a series of focused cleanliness, record management, and awareness activities were conducted across ICAR-CICR campuses on 18 December 2025. A dedicated Swachhata Team undertook a comprehensive review and cleanliness drive in key administrative areas in CICR main building. Review and weeding out of obsolete records in the Finance Section, Stores, and the old library and assessment of day-to-day cleanliness standards and housekeeping services were done. A focused cleanliness operation within the main building premises was also carried out. Parallel awareness sessions were conducted at multiple locations to promote hygiene and Swachhata principles:

- **IARI-Hub, Nagpur:** An awareness seminar was organized for postgraduate students.
- **Panjari Farm:** A mass awareness program was conducted for farm workers.
- **CICR Main Building:** A session on laboratory hygiene and healthy practices was held for skilled and semi-skilled helpers.
- **Regional Station, Coimbatore:** Under the supervision of Dr. Sampath Kumar, a combined awareness program and cleanliness drive was conducted with farm workers.
- **Regional Station, Sirsa:** Administrative records (CL/RH) of regular employees were systematically organized. Obsolete materials were weeded out from the admin offices with the assistance of Mrs. Kalpna (AAO) and Dr. Subhash (eHRMS Nodal Officer).



ICAR-National Research Institute for IPM, New Delhi

Review and weeding out of old records is being done regularly, disposal of scrap items/equipment's is under process through the public auction, all the cordial formalities has been completed disposal of the same will be done in next 10 days. For the digitalization of office records, e-office and e-hrms are completely functional at the institute. In order to maintain High cleanliness standards at office, Cleaning of office premises is done on regular basis and the corridors are cleaned twice a day, the progress of the housekeeping services is monitored on regular basis and through the cleanliness drive conducted on 18th December 2025, the house keeping staff were guided on cleanliness in-order to maintain high cleanliness standards.

ICAR- National Institute of Seed Science & Technology, Mau

The review of old records was conducted in administrative office, store and purchase and account section on 18.12.2025 under Swachhata Programme 2025. The details of reviewed files are given as follows. Total 35 physical files were reviewed.

ICAR-National Bureau of Agricultural Insect Resources, Bengaluru

On 18.12.2025, the staff of **ICAR-NBAIR, Bengaluru** collectively participated in an institute-wide activity to review and weed out old records and dispose of scrap items and obsolete equipment. All old official records, including physical files, vouchers, documents, and registers, were systematically reviewed and weeded out as per the prescribed procedures for further processing and disposal. This exercise resulted in the release of a substantial amount of office space. In addition to record weeding, the institute undertook the disposal of old furniture, junk materials, and obsolete items through the process of condemnation. Recycling and authorized disposal methods should be encouraged to minimize waste and promote sustainability.



ICAR- National Bureau of Agriculturally Important Microorganisms, Mau

Cleanliness drive including cleaning of office premises, weeding out of old records, furniture/ junk materials. Consequently, free space made available and ensured faster retrieval of updated records of relevant files.



ICAR- National Institute of Biotic Stress Management, Raipur

All physical records were systematically reviewed as per prescribed rules. Documents were properly arranged, labelled, and stored securely by designated staff. Unnecessary and obsolete records were identified for weeding out in accordance with record retention schedules. Cataloguing of files was undertaken to enhance easy retrieval and support future digitization. Preliminary steps for digitization were initiated. Important and frequently referred files were identified for scanning. Assessment of scanning and digitization requirements was carried out to facilitate smooth implementation of the e-Office system. Comprehensive cleaning was conducted in all Schools, Administration & Finance Section, Canteen, Auditorium, VIP Lounge, and surrounding premises. Record rooms and document storage areas were thoroughly cleaned to maintain hygiene. Routine cleaning schedules were reinforced to ensure sustained cleanliness. Scrap materials, including iron items generated during building construction and other unusable materials, were collected, segregated and safely placed in the old building area for further disposal as per norms. Housekeeping services were reviewed through online mode by Mr Yuvraj. The overall performance of housekeeping services was found to be satisfactory, maintaining high standards of cleanliness across the institute. Old furniture, junk materials, and unusable items were identified and disposed of following prescribed procedures. The activities conducted under **Swachhata Pakhwada** at ICAR–NIBSM, Raipur significantly contributed

to improving office efficiency, cleanliness, digital preparedness, and systematic record management. The coordinated efforts of officers and staff ensured successful implementation of the campaign objectives.



ICAR-Vivekanand Parvatiya Krishi Anusandhaan Sansthan, Almora

Under Swachhata Pakhwada (December 16–31, 2025), office of Farm Superintendent and its corridors were cleaned on 18 December 2025. The articles not under use like waste papers, files, empty cartons and abandoned material etc. were removed. Fans were cleaned and dust was removed. Total 40 physical files have been identified by the Admin-I section for disposal. Already an auction has been done by the store section for obsolete items in the previous Swachhata Campaign. Maximum employees on the role are using e-office and for other, the request has already been sent to Council for role assigning in e office. Total 20 physical files and 5 e-office files have been identified by the Admin-III section for disposal. Already an auction has been done for the scrap items by the store section for obsolete items in the previous Swachhata Campaign.



ICAR- Indian Institute of Agricultural Biotechnology, Ranchi

Swachhata Pakhwada event carried out successfully today in the office premise. In the activities conducted the participants enthusiastically performed the cleaning activity in office premise, disposal of the scrap and old records were taken out successfully.



ICAR-Indian Agricultural Research Institute, Jharkhand

Hostels generate significant amounts of food waste daily due to varied eating habits and plate leftovers. In order to ensure cleanliness and hygiene in hostel mess/cooking area, the mess staffs were demonstrated with segregation of degradable and non-degradable materials and diverting the food waste into piggery units, as a sustainable solution. This will lead to reduction in daily food waste, as 70-80% of the waste will be diverted to piggery units through systematic waste management. It will create awareness among the mess staffs and students. It will support the piggery units and piggery feed cost will be reduced. This initiative will help in transforming hostel food waste from a hygiene challenge into a valuable resource for piggery units, ensuring cleanliness, sustainability, and economic benefits.



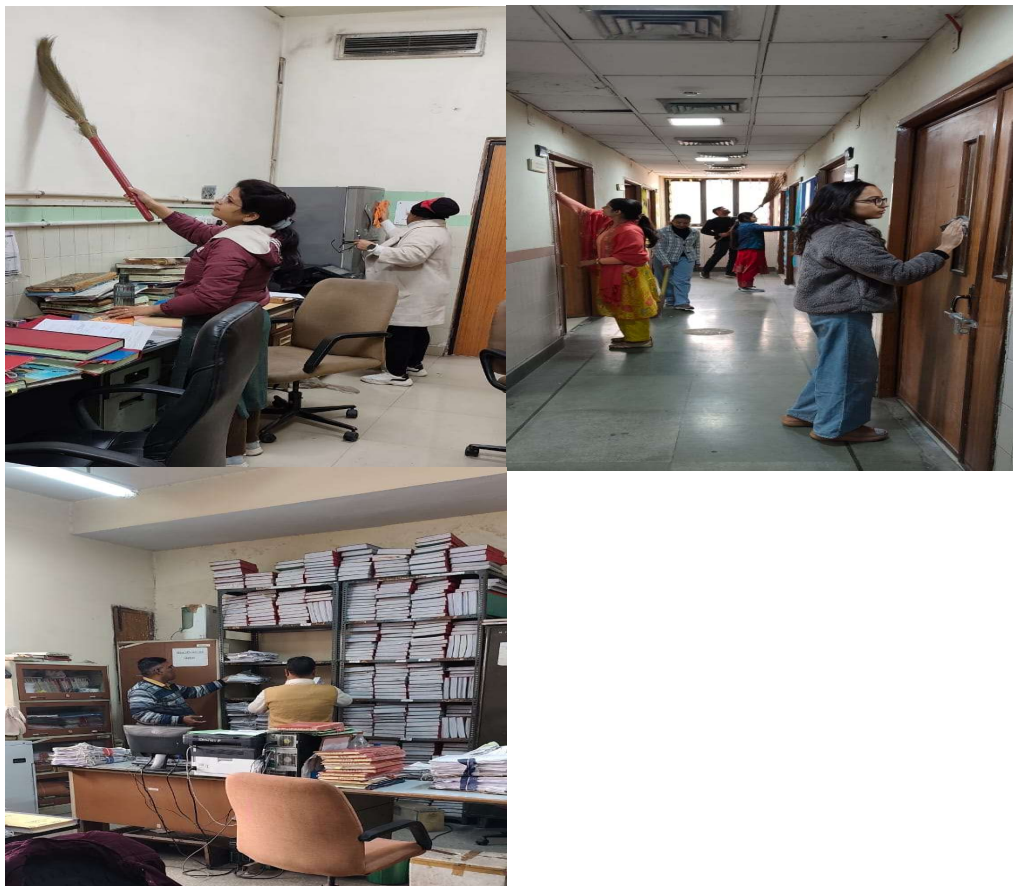
ICAR- National Institute of Plant Biotechnology, New Delhi

The ICAR–NIPB, New Delhi conducted the *Swachhata Pakhwada* programme on 18th December 2025. The team leader, Vishal Goel, along with Mrs. Rekha Chauhan and Sandeep Rana did a comprehensive review covering cleanliness, record management, and asset disposal activities. The cleanliness drive included thorough cleaning of offices, corridors, and the overall premises, with progress of housekeeping services reviewed to ensure adherence to high cleanliness standards. The status of weeding out old records was examined in accordance with prescribed rules, along with the disposal of obsolete records, and furniture. In addition, progress on e-office implementation and digitization of office records was reviewed to strengthen systematic record management and enhance administrative efficiency. The key outcomes were improved hygiene in offices, corridors, and the overall premises. Systematic review of weeding out old records completed in accordance with prescribed rules and procedures. The progress on e-office implementation and digitization of office records assessed.



ICAR- National Bureau of Plant Genetic Resources, New Delhi

The administrative staff working in various sections of the institute got together to clean their own rooms and corridors. The cleanliness drive depicted dignity of labour and team spirit.



ICAR- Indian Agricultural Research Institute, Assam

Review and weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/ furniture/junk materials. Participants came to know the Importance of record maintenance and timely weeding out as per record retention schedule. Implementation of e-office, e-hrms 2.0 and other e-tools were also discussed. Cleaning drive at the ATIC Building was successfully carried out



