

PDP/HR/Admin./2024

August 30, 2024

## CIRCULAR

Sub: Swachhata Pakhwada 2024

## Theme: Waste Segregation &amp; Implementation of Plastic Ban

| Sl.No. | Date                              | Program  |
|--------|-----------------------------------|--|
| 1      | 02.09.2024,<br>10.00 a.m.         | Inauguration of Swachhata Pakhwada and pledge taking ceremony at Gate No.2 -by HODs, Sec.Heads,IOA & IEU   |
| 2      | 03.09.2024,<br>10.00 a.m.         | Awareness Programme for estate housekeeping personnel at Choupal- By Estate Department   |
| 3      | 04.09.2024                        | Awareness Programme for DAV School Children -By Principal DAV School   |
| 4      | 05.09.2024, 9.00<br>am – 11.30 am | Various Housekeeping activities at Township, Security Barack - By Estate and CSO.  |
| 5      | 06.09.2024,<br>10.00 a.m.         | Awareness Programme for housemaids at Choupal : By Jyoti Ladies Club.  |
| 6      | 08.09.2024, 9.30<br>a.m.          | Swachhata Abhiyan in Township,: By HODs, Sec.Heads,IOA & IEU, Jyoti Ladies Club : Assembly Point : Market Complex , Rout : Market Complex- Sports Ground- Return through Medical Square- -C type Fountain Road- Township Gate ( Mandir Back side)- Mandir- Market ( Only Picking up of Plastic / Non-Biodegradable materials from road side) |
| 7      | 09.09.2024,<br>10.00 a.m.         | Swachhata Drive at Bagging Plant by JGM ( Tpt)   |
| 8      | 11.09.2024                        | Plant housekeeping committee visit to various areas for awareness and demonstration by JGM ( Tpt)  |
| 9      | 12.09.2024                        | Slogan & Essay competition for employees & children by P&A (Smt Rajni Wadhvani).   |
| 10     | 13.09.2024                        | Township waste segregation implementation by Estate Department.  |
| 11     | 14.09.2024, 11.00<br>a.m.         | Closing ceremony and prize distribution at Guest House   |

We would like to inform all employees that Swachhata Pakhwada, a cleanliness drive, will be celebrated from 01 September 2024 to 15 September 2024. During this period, we will be undertaking various cleanliness activities across company & township premises.

The schedule is mentioned for information of all:

It is requested that all employees participate in these activities and help us make our company a cleaner and healthier place to work.

Cooperation of all is highly solicited.

*K. Mohan Rao*  
30/08/2024  
K. Mohan Rao  
JGM(P&A)

Distribution:

Director (Paradeep)- for kind information  
GMs/JGMs/DGMs/Sec-Heads  
President/Secretary IEU/IOA  
DM (Coord.) to Director  
Notice Board