

PDP/HR/Admin./2025

18th September 2025

CIRCULAR

Sub: Swachhata Pakhwada 2025

Theme: "Swachhata is Everyone's Business"

We would like to inform all employees that Swachhata Pakhwada, a cleanliness drive, will be celebrated from 18th September 2025 to 3rd October 2025. During this period, we will be undertaking various cleanliness activities across company & township premises.

The schedule is mentioned for information of all:

Sl.No.	Date	Program
1	18.09.2025 - 4.00 p.m.	Inauguration of Swachhata Pakhwada and pledge taking ceremony at Gate No.2
2	19.09.2025- 10.00 a.m.	Awareness Programme for Estate Housekeeping at Choupal .
3	20.09.2025 & 22.09.2025 - 9.00 am to 5.00 pm	House keeping of Building surroundings and Roof Top.
4	23.09.2025 to 24.09.2025	Collection of Old Cloth from Township Residents, Housekeeping job at various places
5	25.09.2025 – 8.30 am	Swachhata Abijan – Ek Din - Ek Ghanta - At Township
6	26.09.2025 - 11.00 a.m.	Awareness Programme for housemaids at Choupal
7	27.09.202 - 10.00 a.m.	Swachhata Drive at Bagging Plant
8	29.09.2025 to 30.09.2025	Plant housekeeping committee visit to various areas for awareness and demonstration
9	01.10.2025	Slogan & Painting competition for employees & children
10	03.10.2025 - 4.00 p.m.	Closing ceremony and prize distribution at Main Guest House

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.


B.K. Parida
Act. DGM (P&A)

Distribution:

Unit Head - for kind information
SGM/GMs/JGMs/DGMs/Sec-Heads
President/Secretary IEU/IOA
Mgr (Coord.) to Unit Head
Notice Board