



BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
NAMRUP: PERSONNEL DEPARTMENT

No.002/Pers/1838

Date: 11.08.2017

CIRCULAR

Direction has been received from Under Secretary (Coordination) to the Govt. of India, Ministry of Chemicals & Fertilizers, Department of Fertilizers, for celebration of "Swachhta Pakhwada" from 16th August to 31st August, 2017. Accordingly it is planned to observe the Pakhwada starting with pledge taking in groups in the morning of 16th August, 2017 simultaneously at different locations of plant & township / public places. The detail action plan drawn to be taken up during the fortnight is enclosed as Annexure.

All are requested to co-operate and attend the programmes as scheduled so that the pakhwada could be celebrated smoothly and successfully.

(Pankaj Kr. Gogoi)
Senior Personnel Officer (Welfare)

Copy to:

1. All DGMs/ HODs- with a request to administer the pledge enclosed herewith on 16.08.2017 in the department under administrative control.
2. Secy. to Director (P)
3. Secy. to OSD
4. Secy. to GM(HR)
5. Secy. to GM (Operation & Maintenance)
6. Secy. to GM (Maintenance)
7. General Secretary of FWUN, NFSU & JCO
8. All Notice Boards.

A) Some innovative planning that BVFCL has not done earlier:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Campaigning against smoking and spitting in public areas.	Public Relations Section with the involvement of Hospital Doctors & Staff.
2	Field campaign to bring awareness on hazardous side of use of plastic bags and safe disposal.	Welfare section of Personnel department
3	Weeding out of old files / records as per guidelines of Public Records Act, 1993 and the Public Records Rules, 1997, issued by National Archives of India	Personnel department in association with Shri N.M. Das, Addl. CE (Mech).

B) Use of media:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Uploading of message to be received from Hon'ble Prime Minister in our BVFCL website.	Welfare Section of Personnel Department
2	The detail action plan and action taken during "Swachhta Pakhwada" will be uploaded in BVFCL website	Public Relation Section and Management Services Department
3	The news of celebration will be published in Local News Papers.	Public Relations Section

C) Campaigning towards Promotion and Maintenance of SWACHHATA:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Putting up Banners / signboard and Slogans on importance of swachhta in day to day activities in plants, offices & other public places.	Public Relations Section
2	Appeal to employees for upkeep of plants and cleaning of equipments / furniture / computers etc.	Welfare section of Personnel department
3	Workshop & seminar on 31.08.2017 (from 10.00 AM) for cleaning awareness to staff, worker & other nearby people.	Public Relations Section & Welfare section of Personnel department
4	Awareness programme on Bio -degradable	Public Relations Section & Welfare section of Personnel department

D) Cleaning / Cleanliness drive in the plants, offices and public places:

Sl No.	Plant/site	Period/Date	Activities to be carried out	Department Responsible for execution of jobs.
01	Administrative Building	16.08.2017 to 17.08.2017	Total Cleaning of Front and backside of Administrative building premises.	By Administration Department.

02	Bagging Plant and loading platform of N- II	18.08.2017 to 20.08.2017	Cleaning of platform and surroundings.	By Administration Department in association with concerned Department. However, separation / transfer of scrap materials shall be done through Material Management Department.
03	Bio- Fertilizer Plant inside factory premises	21.08.2017	Cleaning of approach to the plant & plant premises.	By Administration Department in association with concerned Department. However, separation / transfer of scrap materials shall be done through Material Management Department.
04	BVFCL Hospital	22.08.2017	Total Cleaning of Front and backside of Hospital	By Administration Department in association with concerned Department.
05	BVFCL HS School	23.08.2017	Total Cleaning of Front and backside of Hospital	By Administration Department in association with concerned Department.
06	Gandhi Maidan & Vermi-compost Department	24.08.2017 to 25.08.2017	Grass cutting and cleaning of field	By Administration Department.
07	BVFCL Daily Market	26.08.2017 to 27.08.2017	Total cleaning of Market including drains	By Administration Department.
08	Other areas of Factory premises (MM, CPP, B-III, U-II& III, Training Centre).	28.08.2017 to 31.08.2017	Grass Cutting and cleaning of rooms and toilets.	By Administration Department in association with concerned Departments.

E) Ensuring Safe and pure drinking water:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Attending all water filters / purifiers installed at Offices, Plants and public places during the pakhwada and renewal of AMC.	Administration & PR Department

F) Beautification / Face lifting of offices & public buildings:

Sl. No.	Activities to be carried out	Department Responsible for execution of jobs.
1	Providing flower pots at the office buildings where ever not available and redressing of the existing ones.	Horticulture Section