

# Swachhta Pakhwada- 16<sup>th</sup> December, 2020 to 31<sup>st</sup> December, 2020

Swachhta Pakhwada Daily Report :

Dated : 17.12.2020

Name of Institute	Activities	No. of officials/ officer Participated	Number of person participated (Public)
ICAR- NRC For Grapes, Pune	E-office implementation, cleanliness of corridors, administrative offices, store and weeding out of old records, disposal of furniture	25	-

The following activities were carried out during the programme.

- 1) Stock taking on digitization of office records / e-office implementation was done.
- 2) Corridors, administration offices, store room, fans were cleaned and decorated with plants.
- 3) Old records were separated for weeding out and unserviceable furniture was identified and separated for disposal.





