

F.No. A-MISC/3/2024-ESTT-I

Dated: 31st October, 2025

CIRCULAR

As part of the Swachhata Pakhwada celebrations 2025, this office is going to organise a series of scientific workshops and popular scientific lectures focusing on the themes related to environmental concerns, waste management and sustainable development practices in collaboration with Birla Industrial & Technological Museum (BITM), Kolkata located at 19A, Gurusaday Dutta Road, Beck Bagan, Ballygunge Kolkata- 700019.

Although participation by each stakeholder in all the events of the Swachhata Pakhwada celebration 2025 is encouraged, however to ensure smooth functioning of daily official activities, a dynamic participation approach by officers and officials of DGCI&S is required.

In view of the above you are requested to attend the specific event(s) as per the following details:

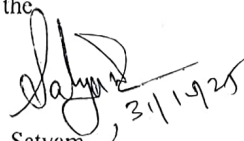
Date	Time	Details of Activities	Venue	Participants
01-11-2025	10:00 A.M.	Putting up Posters and Banners regarding observance of Swachhata Pakhwada at office premises.	DGCI&S Kolkata	• Officials of Establishment-III section
	10:00 A.M.	Uploading of electronic banners on the departmental website	DGCI&S Kolkata	• Officials of EDP Division
03-11-2025	11:00 AM to 3:00 PM	Workshop to help transform the perception of waste into a resource of innovation and design	BITM, Kolkata	• Group A officers (<i>as per availability</i>) • Superintendents • Statistical Officers • Stenographers • Senior Translation Officer • Volunteers <i>as per Annexure-A</i>
	4 PM	Swachhata Pledge to be administered by DG, DGCI&S to all employees of DGCI&S	DGCIS, Kolkata	All Officers and officials of DGCIS
04-11-2025	11:00 A.M	workshop on innovation and design with household e-waste/scrap	BITM Kolkata	• Volunteers <i>as per Annexure-A</i>
06-11-2025	11:00 AM to 3:00 PM	1. Popular scientific lecture on the growing environmental concerns with the advancement of Artificial Intelligence 2. Exhibition of the products of the workshops	BITM, Kolkata	• Group A officers (<i>as per availability</i>) • Upper Division Clerks • Data Processing Assistants of batch 2014 & 2015 • Lower Division Clerks • Volunteers <i>as per Annexure-A</i>
07-11-2025	2:00 PM to 4:00 PM	A comprehensive inspection and review of cleanliness across the office premise	DGCIS, Kolkata	Group A officers (<i>as per availability</i>)
10-11-2025	9:30 AM to 10:30 AM	Special Cleanliness drive of DGCIS Canteen	DGCIS, Kolkata	• Canteen Staff • housekeeping staff of DGCIS, Kolkata

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	10:30 AM to 12 Noon	Special Cleanliness drive of DGCIS Parking and common utility area		• Officials of E-III • housekeeping staff of DGCIS, Kolkata
	2:00 PM to 5:00 PM	Special Cleanliness drive of DGCIS across all divisions and proper disposal of scrap/waste items, broken and unusable equipment, paper waste.		All officers and officials of DGCIS, Kolkata
11-11-2025	11:00 AM to 3:00 P.M	Seminar on 'Adaptive Re-use and importance of preservation of heritage Buildings for sustainable urban development across India'	DGCIS, Kolkata	All officers and officials of DGCIS, Kolkata
12-11-2025	11:00 AM to 3:00 P.M	1. Popular scientific lecture on environmental concerns of e-waste 2. workshop on effective, efficient and sustainable e-waste management	BITM, Kolkata	• Group A officers (as per availability) • Data Processing Assistants of batch 2018 • Volunteers <i>as per Annexure-A</i>
13-11-2025	11:00 AM to 3:00 PM	Popular Scientific Lecture on the health and environmental concerns of Micro-Plastic	BITM, Kolkata	• Group A officers (as per availability) • Senior Investigators • Junior Translation Officers • Assistants • Staff Car Driver • Multi-Tasking Staffs • Gestetner Operator • Canteen Bearer, Safaiwala, Tea-Maker, Washboy • Volunteers <i>as per Annexure-A</i>
14-11-2025	2:00 PM to 3:00 PM	Swachhata Rally to further encourage community participation and promote awareness around sanitation, hygiene and waste management	DGCIS, Kolkata	All officers and officials of DGCIS, Kolkata
	3:00 P.M. to 4:00 P.M.	'Shramdaan': A clean up Drive in the surrounding areas of the office premise promoting the message of Swachhata	DGCIS, Kolkata	All officers and officials of DGCIS, Kolkata

Your enthusiastic participation will make this event a grand success and promote the ideals of the Swachhata.

This issues with the approval of the competent authority.


(C. Satyam) 31/11/25

Assistant Director/Nodal Officer Swachhata

Copy To:

- All concerned officers and officials of DGCIS, Kolkata.
- Notice Boards
- EDP Division with a request to upload the official circular on the departmental website
- Hindi Unit with the direction to bring out a bilingual version of the circular.