



भाकृअनुप-राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics

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Swachhta Pakhwada - 2020

17th December 2020 (Day 2) report

As part of **Swachhta Pakhwada** from 16th – 31st December 2020, following activities were carried out on 17.12.2020.

As a part of **Swachhta Pakhwada and Digital India theme**, ICAR-NIVEDI, Bengaluru today (17.12.2020) convened a meeting with all the administrative and finance section staff and discussed in detail about the functioning of e-office and also PFMS. The benefits of digitization of office records and 100% implementation of e-office was presented to the staff.

The administrative and finance staff were sensitized that the e-office will not only enable ICAR-NIVEDI efficient in retrieving the information in no time but also avoid dust gathering in the physical records along with keeping the office clean and also free from wear and tear of the papers. The problems faced by the staff while implementing the e-office scheme were expressed and discussed in detail. After discussion some working modalities with available staff and solutions were finalized. Further, digitization of service records of all the employees has been set as immediate target.

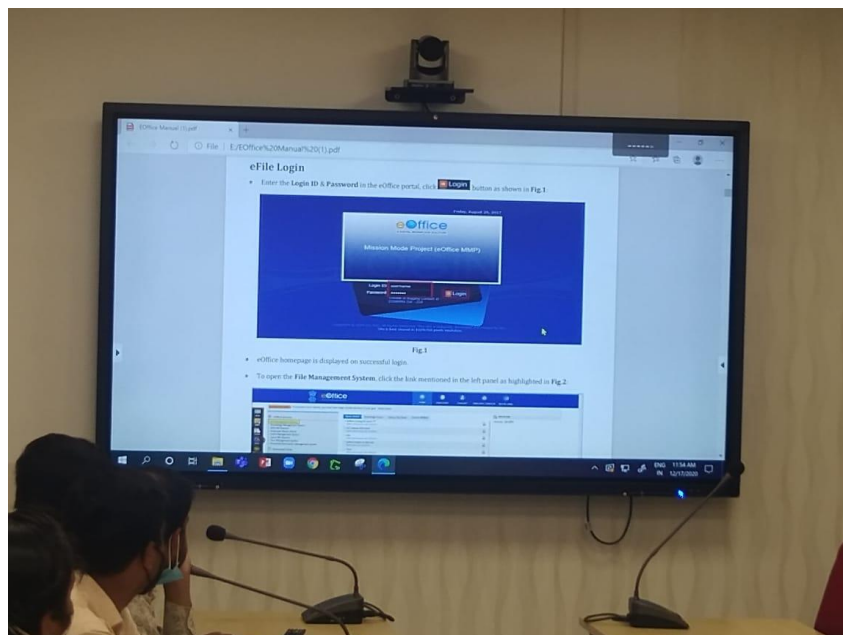
After meeting the following activities were carried out:

1. Digitization of office records, e-office

As part of e-office goal, all purchase (196 orders) made through GeM and ICAR-NIVEDI were flagged as a red buyer. It was decided to increase the e-office use instead of manual procedures. Weeding out of old records was carried out. Cleaning of office record premises and corridors was also carried out.

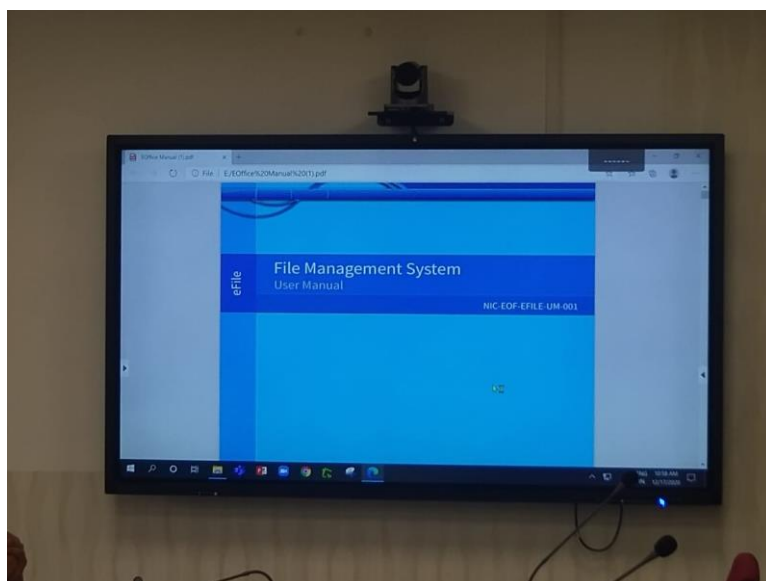
2. Cleanliness activities

Cleanliness activities within and outside the administrative office, disposing of obsolete items, painting/white washing of the ICAR-NIVEDI also carried out as part of the activities under Swachhta Pakhwada 2020.



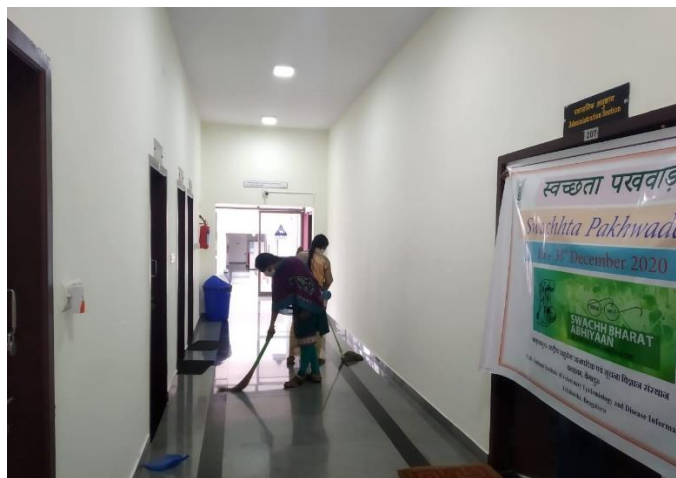
**Presentation on Digitization of office records, e-office at ICAR-NIVEDI under
*Swachhta Pakhwada***





Orientation to the staff towards e-office implementation

Cleanliness drive including cleaning of offices, corridors and premises ICAR-NIVEDI under *Swachhta Pakhwada*



Weeding out old records, disposing of old and obsolete furniture's, junk materials

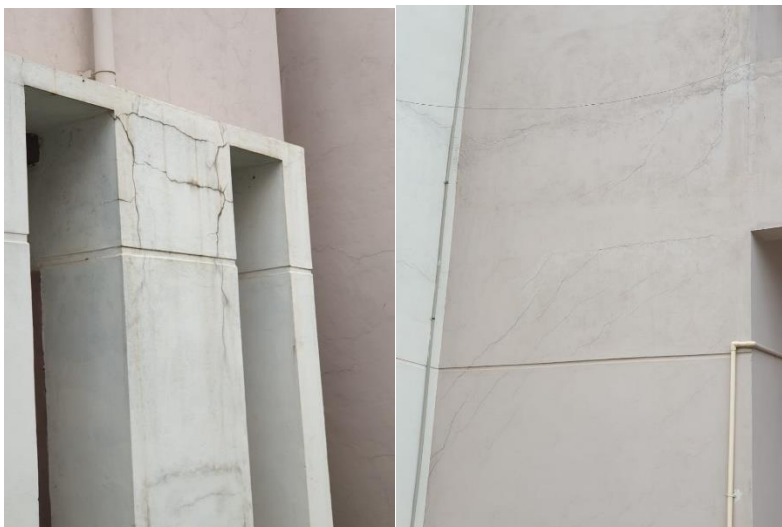


Cleanliness drive within the offices



As part of Swachhta drive white washing/painting of ICAR-NIVEDI

Before painting:



After painting:

