

Minutes of the meeting taken by Shri Arun Kumar Saigal, Section Officer (Admn. & Gen.),NMPB, M/o Ayush on 19.09.2023

A meeting was taken by Shri Arun Kumar Saigal, Section Officer (Admn. & Gen.),NMPB, on 19.09.2023 with Officers and Personnel of National Medicinal Plants Board (NMPB), Ministry of Ayush to dwell on various issues leading to a leaner, cleaner & efficient office with an ultimate aim to enhancing productivity and output.

2. Welcoming the participants the Chairperson, emphasized on the following aspects and requested for their strict compliance:

(A) SWACHHATA CAMPAIGN:

Under this campaign the following measures were brought to the notice for immediate compliance:

- a) Housekeeping and cleanliness staff was directed to ensure that the wet cleaning of the floors and stairs is to be done at least twice, daily. The instructions in Hindi would be provided to these staff.
- b) The neatness, cleanliness and dryness of the toilets was emphasized upon. It was conveyed that spitting and washing of utensils should be done only in the washbasins situated in the washrooms while also ensuring that drains do not get blocked.
- c) Creation of more space for office use: Everyone was requested to initiate routine review of the files / records so that the same could be recorded and ultimately weeded out. This weeding would not only create ultimately additional space but also ensure a dust free, clean environment to work in. This case gains pre eminence, since reports in this direction are required to be sent regularly to the Ministry of Ayush for onward transmission to DARPG / PMO.
- d) To ensure cleanliness, four personnel, volunteered for inclusion in the two Committees to be set up as under for monitoring of cleanliness in the both 1st and 2nd floors:

(i) Shri Govind Paul, Consultant (Information Technology)	This Committee will also routinely check the gents washrooms.
(ii) Dr. Haseeb, Consultant (Facilitation Centre)	
(i) Ms. Himanshi Kohli, Consultant (Marketing)	This Committee will also routinely check the ladies washrooms.
(ii) Ms. Swati Tomar, Consultant (Ex-situ Conservation)	

- e) Efforts will be made for installation for Hands Free Taps Napkin (of both types) dispensers and Sanitizer dispensers.
- f) In the direction of cleanliness, Committees would be constituted (with the approval of the Competent Authority) to review the Office Equipment, Furniture & Fixtures, Computers & Peripherals , Fans / ACs/ Coolers, Air purifier, Hot cases etc. Proper documentation of these indicating dates of purchase, location, AMC/ service etc, would be made.

(B) FUNCTIONING IN E-OFFICE

- a) The cent per cent functioning in E-Office was emphasized upon.
- b) For this purpose, the digitization of files / records, has to be ensured initially.
- c) Shri Govind Paul, Consultant (IT) was requested to ensure that E-Office ACs / NIC E-mail A/cs / Internet connection / VPN / LAN / Antivirus Software are allotted to all the eligible personnel.
- d) The provision of a Hard Disk to every section for keeping the records, will be looked into. This may remain in the safe custody of the concerned officer.

1/2

[Signature]

e) **For diligent compliance of Cyber Security Guidelines:**

The Chairperson clarified that NIC E-mail IDs are not to be used for personal communication etc. Further, the receipt of E-mails from unknown / Non Government / Unsolicited sources are not to be entertained. Neither, is any such link to be opened. Any suspected Malware is to be immediately brought to the kind notice of Superior Officers/ NIC, M/o Ayush.

(C) MAINTENANCE/REPAIR OF BUILDING

The participants were informed that the Red Cross (owner of this office premises), would be requested to carry out repairs (to remove seepage), as well as to carry out Distemper/Paint/Polishing.

(D) INCUMBENCY POSITION IN OFFICE

The Chairperson stated that, requests/reminders have been sent today, to the concerned, viz. SSC/M/o Ayush/Agency for expediting filling up the vacant posts.

(E) ENERGY CONSERVATION IN OFFICE

The participants were requested to switch off Lights, Fans, Acs, Coolers, while leaving room for a considerable time period.

(F) PUNCTUALITY IN OFFICE

The maintenance of punctuality was requested. A Bio-Metric Machine would shortly be installed for recording attendance by the Contractual Staff.

(G) USEFUL DELIBERATIONS

The participants were encouraged to freely consult the Divisions / ABs/ Councils/Institutes/Boards of M/o Ayush for any help/advice in functioning.

(H) OTHERS

a) It was requested that the Store Room be maintained properly in terms of proper records for entry and dispatch of the items.

b) Suggestions were invited by the Chairperson. It was suggested that Tea and Snacks as well as Over Time Allowance may be given to those personnel who sit late after office hours. It was assured to look into the same.


The meeting ended with thanks and gratitude by the Chair to all the officers and personnel for attending the meeting at a short notice.

To:

1. Officers/Consultants/Staff of NMPB, M/o Ayush.
2. IT Desk for kindly uploading on the NMPB Website as a Circular.

Copy to:

PS to CEO/ PA to Dy. CEO, NMPB


(Arun Kumar Saigal)

SO(Admn. & Gen.), M/o NMPB, M/o Ayush

