



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर), रायबरेली

(औषध विभाग, रसायन और उर्वरक मंत्रालय, भारत सरकार के तहत एक स्वायत्त संस्थान)

**NIPER**  
RAEBARELI

**National Institute of Pharmaceutical Education and Research (NIPER), Raebareli**

(An Autonomous Institute under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)

पत्रांक फा० नाईपर-रायबरेली/2023-24/स्वच्छता पखवाड़ा 2023/

दिनांक :- 22-08-2023

## कार्यालय आदेश

स्वच्छता पखवाड़ा (दिनांक 01 से 15 सितम्बर, 2023) के सफल आयोजन हेतु कार्य योजना

क्रमांक	तिथि	आयोजित होने वाली गतिविधियों के नाम	गतिविधियों के सफल आयोजन हेतु नामित सदस्यगणों के नाम
1.	01-09-2023 (शुक्रवार) अपराह्न 03:00 बजे	Mass Pledge to be Administered by the Director, NIPER-R to the Officers / Officials of the Institute.	1. Dr. Ashok Datusalia, Assistant Professor 2. Mr. Ankit Pandey, Technical Assistant 3. Mr. Alok Kumar Shukla, Junior Technical Assistant
2.	04-09-2023 (सोमवार)	Display of Banners	1. Dr. Gopal Khatik, Assistant Professor 2. Mr. Ankit Pandey, Technical Assistant 3. Mr. Alok Kumar Shukla, Junior Technical Assistant
3.	05-09-2023 (मंगलवार)	Scanning of Old Records and removing / weeding out of old files / records, cleanliness drive, Removal of Old and unused items from all sections.	1. All HoD's NIPER-R 2. Dr. Sunil Kumar Yadav, Finance and Accounts Officer 3. Mr. Prabina Kumar Pradhan, Assistant Registrar 4. Mr. Abhishek Singh, Accountant 5. Mr. Ankit Pandey, Technical Assistant 6. Mr. Anand Kumar Mehra, Assistant Grade-II 7. Mr. Sandeep Tiwari, Data Entry Operator 8. Mr. Manish Kesari, Data Entry Operator
4.	06-09-2023 (बुधवार)	Cleanliness drive in the market adopted in the nearby areas.	1. Dr. Rakesh Kumar Singh, Associate Professor 2. Dr. Ravinder Kumar Kaundal, Assistant Professor 3. Mr. Saurabh Tiwari, Guest House and Hostel Supervisor 4. Mr. Ankit Pandey, Technical Assistant 5. Mr. Rahul Joshi, Storekeeper 6. Mr. Anand Kumar Mehra, Assistant Grade – II 7. Mr. Alok Kumar Shukla, Junior Technical Assistant
5.	08-09-2023 (शुक्रवार)	Planting of Sapling	1. Dr. Abha Sharma, Associate Professor 2. Dr. Nidhi Srivastava, Associate Professor 3. Dr. Keerti Jain, Assistant Professor 4. Dr. Ankita Sharma, Scientist / Technical Supervisor Grade – II 5. Ms. Surabhi Gupta, Scientist / Technical Supervisor Grade – II 6. Mr. Ankit Pandey, Technical Assistant 7. Mr. Alok Kumar Shukla, Junior Technical Assistant

ट्रांजिट कैंपस : बिजनौर – सिसेन्डी रोड

सरोजनी नगर, लखनऊ – 226002 (उ०प्र०), भारत

टेलीफोन / फैक्स : 0522 - 2497903

Web / OSC : Web: www.niperraebareli.edu.in

**Transit Campus : Bijnor - Sisendi Road,  
Sarojini Nagar, Lucknow - 226 002 (U.P.), India**

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6.	11-09-2023 (सोमवार)	Pest Control in working area.	<ol style="list-style-type: none"> <li>1. Dr. Sanjay Tiwari, Associate Professor</li> <li>2. Dr. Nihar Ranjan, Assistant Professor</li> <li>3. Mr. Saurabh Dev Tiwari, Guest House &amp; Hostel Supervisor</li> <li>4. Mr. Ankit Pandey, Technical Assistant</li> <li>5. Mr. Alok Kumar Shukla, Junior Technical Assistant</li> <li>6. Mr. Kamal Singh, Administrative Assistant</li> </ol>
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क्रमांक	तिथि	आयोजित होने वाली गतिविधियों के नाम	सदस्यों के नाम
7.	12-09-2023 (मंगलवार)	Disposal of expired medicine.	<ol style="list-style-type: none"> <li>1. Dr. Sapana Kushwaha, Assistant Professor</li> <li>2. Dr. Satyam Tiwari, Medical Officer</li> <li>3. Dr. Lakshay Mahajan, Veterinary Officer</li> <li>4. Dr. Nabanita Das, Scientist / Technical Supervisor Grade – I</li> <li>5. Ms. Surabhi Gupta, Scientist / Technical Supervisor Grade - II</li> <li>6. Dr. Ankita Sharma, Scientist / Technical Supervisor Grade – II</li> </ol>
8.	13-09-2023 (बुधवार)	Adoption of One Government School to create awareness and carry cleanliness drive / Competitions / Play on self – hygiene in the school premises.	<ol style="list-style-type: none"> <li>1. Dr. Ashok Kumar Datusalia, Assistant Professor</li> <li>2. Dr. Keerti Jain, Assistant Professor</li> <li>3. Dr. Ravinder Kumar Kaundal, Assistant Professor</li> <li>4. Dr. Gopal Lal Khatik, Assistant Professor</li> <li>5. Dr. Sapana Kushwaha, Assistant Professor</li> <li>6. Mr. Anand Kumar Mehra, Assistant Grade-II</li> <li>7. Mr. Alok Kumar Shukla, Junior Technical Assistant</li> </ol>
9.	14-09-2023 (गुरुवार)	Swachhata Audit and submission of film clippings of the activities during Pakhwada to the department of pharmaceuticals by NIPER-R	<ol style="list-style-type: none"> <li>1. Mr. Anand Vardhan Tripathi, System Engineer</li> <li>2. Mr. Dibakar Sen, Library and Information Officer</li> <li>3. Mr. Anurag Singh, Public Relation Officer</li> <li>4. Mr. Ankit Pandey, Technical Assistant (Computer)</li> </ol>
10.	15-09-2023 (शुक्रवार)	Uploading of Swacchata Pakhwada photos, report film and activity.	<ol style="list-style-type: none"> <li>1. Dr. Ashok Kumar Datusalia, Assistant Professor</li> <li>2. Mr. Anand Vardhan Tripathi, System Engineer</li> <li>3. Mr. Ankit Pandey, Technical Assistant (Computer)</li> <li>4. Mr. Alok Kumar Shukla, Junior Technical Assistant</li> </ol>

## Daily Task & Duty :-

The mentioned action plan for Swachhata Pakhwada (01<sup>st</sup> to 15<sup>th</sup> September, 2023) should followed by the following task and duties :

1. **Each Day Photography :-** Mr. Sandeep Tiwari, Data Entry Operator
2. **Report Preparation:** Mr. Dibaker Sen, Library and Information Officer & Mr. Anurag Singh, Public Relation Officer
3. **Social Media & Institute Website Upload :-** Mr. Anurag Singh, Public Relation Officer & Mr. Ankit Pandey, Technical Assistant (Computer)



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(Registrar)  
NIPER-R

पत्रांक फा० नाईपर-रायबरेली/2022-23/स्वच्छता पखवाड़ा 2022/

दिनांक :- 31-08-2022

## कार्यालय आदेश

स्वच्छता पखवाड़ा (दिनांक 01 से 15 सितम्बर, 2022) के सफल आयोजन हेतु कार्य योजना

क्रमांक	तिथि	आयोजित होने वाली गतिविधियों के नाम	गतिविधियों के सफल आयोजन हेतु नामित सदस्यगणों के नाम
1.	01-09-2022 (गुरुवार) अपराह्न 03:00 बजे	Mass Pledge to be Administered by the Director, NIPER-R to the Officers / Officials of the Institute.	4. Registrar, NIPER-R 5. Dr. Sandeep Chaudhary, Associate Professor & Dean 6. Dr. Sunil Kumar Yadav, Finance & Accounts Officer 7. Mr. Prabina Kumar Pradhan, Assistant Registrar 8. Mr. Anand Vardhan Tripathi, System Engineer 9. Mr. Ashish Jaggal, Administrative Officer
2.	02-09-2022 (शुक्रवार)	Display of Banners	4. Dr. Abha Sharma, Associate Professor 5. Dr. Saba Naqvi, Assistant Professor 6. Mr. Ashish Jaggal, Administrative Officer 7. Mr. Shivashish Tripathi, Secretary to Director 8. Mr. Ankit Pandey, Technical Assistant (Computer) 9. Mr. Prince Kumar Singh, Assistant Grade - II 10. Mr. Alok Kumar Shukla, Junior Technical Assistant
3.	05-09-2022 (सोमवार)	Scanning of Old Records and removing / weeding out of old files / records, cleanliness drive, Removal of Old and unused items from all sections.	9. All HoD's NIPER-R 10. Dr. Sunil Kumar Yadav, Finance and Accounts Officer 11. Mr. Prabina Kumar Pradhan, Assistant Registrar 12. Mr. Abhishek Singh, Accountant 13. Mr. Devgan Ashish, Data Entry Operator 14. Mr. Sandeep Tiwari, Data Entry Operator

ट्रांजिट कैंपस : बिजनौर – सिसेंड़ी रोड

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4.	06-09-2022 (मंगलवार)	Cleanliness drive in the market adopted in the nearby areas.	8. Dr. Rakesh Kumar Singh, Associate Professor 9. Dr. Ravinder Kumar Kaundal, Assistant Professor 10. Mr. Prabina Kumar Pradhan, Assistant Registrar 11. Mr. Ashish Jaggal, Administrative Officer 12. Ms. Surabhi Gupta, Scientist / Technical Supervisor Grade – II 13. Mr. Rahul Joshi, Storekeeper 14. Mr. Abhishek Singh, Accountant 15. Mr. Anand Kumar Mehra, Assistant Grade – II 16. Mr. Alok Kumar Shukla, Junior Technical Assistant
5.	07-09-2022 (बुधवार)	Planting of Sapling	8. Dr. Abha Sharma, Associate Professor 9. Dr. Keerti Jain, Assistant Professor 10. Dr. Saba Naqvi, Assistant Professor 11. Dr. Ravinder Kumar Kaundal, Assistant Professor 12. Dr. Ankita Sharma, Scientist / Technical Supervisor Grade – II 13. Mr. Shivashish Tripathi, Secretary to Director 14. Mr. Vikky Pandey, Junior Technical Assistant
6.	08-09-2022 (गुरुवार)	Pest Control in working area.	7. Dr. Nidhi Srivastava, Associate Professor 8. Dr. Rakesh Kumar Singh, Associate Professor 9. Dr. Sunil Kumar Yadav, Finance & Accounts Officer 10. Mr. Rahul Joshi, Storekeeper 11. Mr. Kamal Singh, Administrative Assistant 12. Ms. Nivedita Rathode, Library Assistant

क्रमशः पृष्ठ संख्या ..... 02

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क्रमांक	तिथि	आयोजित होने वाली गतिविधियों के नाम	सदस्यों के नाम
7.	12-09-2022 (सोमवार)	Disposal of expired medicine.	7. Dr. Sanjay Tiwari, Associate Professor 8. Dr. Nihar Ranjan, Assistant Professor 9. Dr. Gopal Lal Khatik, Assistant Professor 10. Dr. Sapana Kushwaha, Assistant Professor 11. Dr. Nabanita Das, Scientist / Technical Supervisor Grade – I 12. Ms. Surabhi Gupta, Scientist / Technical Supervisor Grade – II 13. Dr. Ankita Sharma, Scientist / Technical Supervisor Grade – II
8.	13-09-2022 (मंगलवार)	Adoption of One Government School to create awareness and carry cleanliness drive / Competitions / Play on self – hygiene in the school premises.	8. Dr. Ashok Kumar Datusalia, Assistant Professor 9. Dr. Ravinder Kumar Kaundal, Assistant Professor 10. Dr. Sandeep Chandrashekarappa, Assistant Professor 11. Dr. Sapana Kushwaha, Assistant Professor 12. Mr. Prabina Kumar Pradhan, Assistant Registrar 13. Mr. Ashish Jaggal, Administrative Officer 14. Ms. Sheetal Mishra, Secretary to Registrar 15. Mr. Rahul Joshi, Storekeeper 16. Mr. Anand Kumar Mehra, Assistant Grade - II 17. Mr. Alok Kumar Shukla, Junior Technical Assistant

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9.	14-09-2022 (बुधवार)	Swachhata Audit and submission of film clippings of the activities during Pakhwada to the department of pharmaceuticals by NIPER-R	<ol style="list-style-type: none"> <li>Dr. Sandeep Chaudhary, Associate Professor</li> <li>Mr. Anand Vardhan Tripathi, System Enigneer</li> <li>Mr. Ashish Jaggal, Administrative Officer</li> <li>Mr. Ankit Pandey, Technical Assistant (Computer)</li> </ol>
10.	15-09-2022 (गुरुवार)	Uploading of Swacchata Pakhwada photos, report film and activity.	<ol style="list-style-type: none"> <li>Dr. Ashok Kumar Datusalia, Assistant Professor</li> <li>Dr. Ravinder Kumar Kaundal, Assistant Professor</li> <li>Mr. Prabina Kumar Pradhan, Assistant Registrar</li> <li>Mr. Anand Vardhan Tripathi, System Engineer</li> <li>Ms. Seema Gupta, Office Assistant</li> </ol>

## Note :-

Each day activity report should be submitted by the respective duty holders at Administrative Officer email-id, [adm-officer@niperraebareli.edu.in](mailto:adm-officer@niperraebareli.edu.in)

## Daily Task & Duty :-

The mentioned action plan for Swachhata Pakhwada (01<sup>st</sup> to 15<sup>th</sup> September, 2022) should followed by the following task and duties :

- Each Day Photography :-** Mr. Sandeep Tiwari, Data Entry Operator
- Social Media & Institute Website Upload :-** Mr. Ankit Pandey, Technical Assistant (Computer)

(Registrar)  
NIPER-R

पत्रांक फा० नाईपर-रायबरेली/2022-23/Special Campaign (Swacchata) 2.0/

दिनांक :- 03-10-2022

## कार्यालय आदेश

**लंबित मामलों के निस्तारण के लिए विशेष अभियान 2.0 के सफल आयोजन हेतु कार्य योजना (02 अक्टूबर से 31 अक्टूबर 2022)**  
**Special Campaign (Swacchata) 2.0 for disposal of Pending Matters from 02<sup>nd</sup> Oct. 2022 to 31<sup>st</sup> Oct. 2022**

कार्मिक, लोक शिकायत और पेंशन मंत्रालय, भारत सरकार के पत्रांक No. 30011/02/2009-O&M (e.No. 5866) दिनांक :- 25-08-2022 के अनुपालन में नाईपर-रायबरेली के विभिन्न विभागों में निम्न लंबित मामलों के निस्तारण के लिए दिनांक 02 अक्टूबर 2022 से 31 अक्टूबर 2022 तक स्वच्छता हेतु विशेष अभियान 2.0 का आयोजन किया जाना निर्धारित हुआ है।

उक्त आयोजन को सफलतापूर्वक कार्यान्वित करने हेतु विभागीय समिति इस प्रकार है :-

क्रमांक	तिथि	आयोजित होने वाली गतिविधियों के नाम	गतिविधियों के सफल आयोजन हेतु नामित सदस्यगणों के नाम
1.	03-10-2022 से 07-10-2022	<ol style="list-style-type: none"> <li>Number of Pending References from MPs</li> <li>Pending references from the State Government.</li> <li>Pending Inter-Ministerial References (Cabinet Note)</li> <li>Parliamentary Assurances pending more than 03 Months.</li> <li>Pending PMO references</li> </ol>	<ol style="list-style-type: none"> <li>Dr. Sandeep Chaudhary, Associate Professor &amp; Dean</li> <li>All Faculty / HoDs of NIPER-R</li> <li>Dr. Sunil Kumar Yadav, Finance &amp; Accounts Officer</li> <li>Mr. Prabina Kumar Pradhan, Assistant Registrar</li> <li>Mr. Ashish Jaggal, Administrative Officer</li> <li>Mr. Shivashish Tripathi, Secretary to Director</li> <li>Ms. Sheetal Mishra, Secretary to Registrar</li> </ol>

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2.	10-10-2022 से 14-10-2022	<ol style="list-style-type: none"><li>1. Number of Rules / Processes identified for simplification</li><li>2. Pending public grievances and Appeals (CPGRAMS) as well as grievances received from other sources.</li></ol>	<ol style="list-style-type: none"><li>1. Registrar, NIPER-R</li><li>2. Dr. Sunil Kumar Yadav, Finance &amp; Accounts Officer</li><li>3. Mr. Prabina Kumar Pradhan, Assistant Registrar</li><li>4. Mr. Ashish Jaggal, Administrative Officer</li><li>5. Mr. Prince Kumar Singh, Assistant Grade - II</li></ol>
3.	17-10-2022 से 21-10-2022	<ol style="list-style-type: none"><li>1. Record Management</li><li>2. Identification of Cleanliness Campaign sites</li></ol>	<ol style="list-style-type: none"><li>1. Dr. Sandeep Chaudhary, Associate Professor &amp; Dean</li><li>2. All Faculty / HoDs of NIPER-R</li><li>3. Dr. Sunil Kumar Yadav, Finance &amp; Accounts Officer</li><li>4. Mr. Prabina Kumar Pradhan, Assistant Registrar</li><li>5. Mr. Anand Vardhan Tripathi, System Engineer</li><li>6. Mr. Ashish Jaggal, Administrative Officer</li><li>7. Mr. Abhishek Singh, Accountant</li><li>8. Mr. Rahul Joshi, Storekeeper</li></ol>
4.	24-10-2022 से 31-10-2022	<ol style="list-style-type: none"><li>1. Space management planning</li><li>2. Scrap Disposal</li></ol>	<ol style="list-style-type: none"><li>1. Dr. Sandeep Chaudhary, Associate Professor &amp; Dean</li><li>2. All Faculty / HoDs of NIPER-R</li><li>3. Dr. Sunil Kumar Yadav, Finance &amp; Accounts Officer</li><li>4. Mr. Prabina Kumar Pradhan, Assistant Registrar</li><li>5. Mr. Anand Vardhan Tripathi, System Engineer</li><li>6. Mr. Ashish Jaggal, Administrative Officer</li><li>7. Mr. Shivashish Tripathi, Secretary to Director</li><li>8. Mr. Rahul Joshi, Storekeeper</li></ol>

**Nodal Officer:-** Mr. Ashish Jaggal, Administrative Officer

**Photography :-** Mr. Sandeep Tiwari, Data Entry Operator

**Social Media & Institute Website Upload :-** Mr. Ankit Pandey, Technical Assistant (Computer)

(डॉ० जय नारायण)  
कुलसचिव