

No.M.11014/3/2015-CDN
Government of India
Ministry of Human Resource Development
Department of Higher Education

Dated the 17th June, 2015

OFFICE MEMORANDUM

Subject : Swachh Bharat Mission - cleanliness drive from 22nd
26th June, 2015

Please find enclosed a copy of D.O. Letter No.CS-8683/2015 dated 8th June, 2015 of Cabinet Secretary regarding cleanliness drive from 22nd to 26th June, 2015 at all Ministries/Departments including PSUs, Research Organisations and other Agencies/organisations under various Ministries/Departments.

All Bureau Heads are requested to ensure the cleanliness drive in respect of the organisations under their administrative control and to submit a report on all the activities during the cleanliness week to CDN by 29th June, 2015 for onward transmission to National Coordinator, Swachh Bharat Mission.

The soft copy of the material may also be emailed at cdn.edu@nic.in



(N.C. Ragta)
Deputy Secretary(CDN)

All Bureau Heads in the Deptt. of Higher Education

DS (SS)

DS (G) ✓

DS (R)

DS (L) / JS (HE)

DS (S) / JS (CUEL)

JS (TEL)

JS (CICC/P/BPR/CR)

JS (Admin/Tech)

DDG (Stats)

19/6/15

JS (CUI)

JS (CUII)

अजित सेठ
A. T. SETH



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O.No.CS-8683/2015
8th June 2015

Dear Secretary,

Please refer to my letter dated 5th June 2014 (copy enclosed) wherein I had stressed upon the need for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place. I had also requested Ministries/ Departments to undertake, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. While each of the Ministries/ Departments and States have prepared their own Annual Action Plans, it is felt that a boost needs to be given to the Swachh Bharat Abhiyan, especially in the context of the Government offices, for the benefit of those working within as well as those who visit government offices. It is important that government offices are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority:

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/ furniture/electronics & electrical equipment, etc.
- (iv) Weeding out of old files/ records, etc.

3. A week long cleanliness drive will be held from 22nd to 26th June 2015 at all Ministries/ Departments of the GoI as also the State Governments. The drive should cover not only the main Ministry/ Department but all its attached and subordinate offices as well. Public Sector Banks, Public Sector Undertakings, Research Organizations, and other Agencies/ Organizations under various Ministries/ Departments may also be asked to undertake this drive. I request you to kindly send a report by 29th June to the National Coordinator, Swachh Bharat Mission (i.e. the Secretary, Ministry of Drinking Water and Sanitation) on all the activities during the cleanliness week.

cdm
17/6/15
enclosed
5 files
handled
over
in the meeting
seen by
S/M/DWS
today
17/6

4. In order to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. Ministry of Drinking Water and Sanitation has been asked to devise a system for monitoring of regular inspections by Ministries/ Departments.

5. You would appreciate that cleanliness is an all-time activity to be conducted regularly and the week long drive is only to bring the matter into focus once again. I urge your cooperation in keeping government offices clean.

Warm regards,

Yours sincerely,


(Ajit Seth)