

Nirman Bhawan, New Delhi
Dated: 07/04/2016

OFFICE MEMORANDUM

Subject: Swachh Bharat Pakhwara (fortnight) to be observed by Ministry of MSME and all its Offices / PSE /Organisations from May 1 – 15, 2016- Action Plan reg.

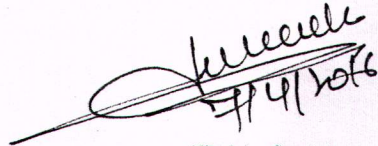
The undersigned is directed to refer to this Office letter of even number dated 9th March, 2016 on the subject mentioned above and to forward herewith a copy of the Action Plan on Swachh Bharat Pakhwara (Fortnight) for implementation during the period from May 1st – 15th, 2016. In this context, a copy of D.O. letter dated 28.03.2016 from Secretary (MSME) to Secretary, Ministry of Drinking Water and Sanitation is also enclosed herewith.

2. Swachh Bharat Pakhwara (fortnight) is to be observed by Ministry of MSME and all its attached / subordinate Offices /Organisations during the period from May 1st – 15th, 2016.

3. In view of the above, it is requested that all the Officers In-charge of the Section under their control in this Office will carry out a detailed cleaning exercise. All the almirahs will be cleaned and will be numbered. On the top of the almirah, the name of the Officials who is the in-charge of the almirah and the date when the almirah was last cleaned alongwith the name of the supervisory Officer(s) must be mentioned. It shall also be ensured that the environment inside and outside the Office is cleaned.

4. In certain cases some almirahs may not have been opened for years and some of the almirahs are locked for many years. No such almirah should be available in the Office which has not been cleaned during the Swachhta Pakhwada. The action may be initiated for weeding out old records as per rules and regulations. The Office premises should be made clear of all the waste material.

O/c


(D.N. Sah)
Deputy Director (GA)

To,

1. All Sections / Officers in the O/o DC (MSME) for strict compliance.

Copy to: PA to AS&DC(MSME) for information.