

F.No.H-11021/1/2014-Ad.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, New Delhi
Sansad Marg, New Delhi, Dated 14.06.2016

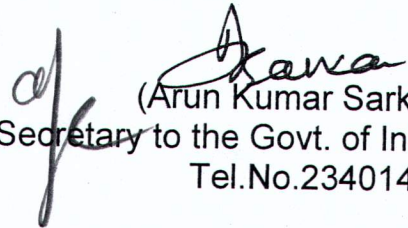
OFFICE MEMORANDUM

Subject:- Observance of 'Swachh Bharat Pakhwada' from 16th to 31st May, 2016 in the Department of Administrative Reforms & Public Grievances.

The undersigned is directed to inform that the Swachh Bharat Pakhwada was observed in the Department of Administrative Reforms & Public Grievances from 16th to 31st May, 2016. The following activities were undertaken in the Department during the Swachh Bharat Pakhwada:-

- (i) A circular was issued to all the officers/officials of the Department for observance of Swachh Bharat Pakhwada during 16th to 31st May, 2016 to ensure an improved work culture and work environment including hygiene and cleanliness of the workplace.
- (ii) A banner was displayed in the corridor of the Department regarding observance of Swachh Bharat Pakhwada.
- (iii) Pledge taking ceremony on cleanliness was administered by the Secretary (AR&PG) to all the employees of the Department.
- (iv) The Department carried out an exercise in coordination with CPWD for preparation of a Modernization proposal of this Department for refurbishing of Rooms and installation of LED lights .
- (v) A list of all unserviceable, obsolete and unused stationery and e-waste items were prepared and the process for disposal of these condemned items is being initiated.
- (vi) Wherever required, electrical items were repaired/replaced. Channelling of all the loose wires, wherever required, was carried out.
- (vii) Whitewashing of rooms, wherever required, was done.
- (viii) The sanitary items, wherever required, were also repaired/replaced to plug the leakages and wastage of water in the washbasins.
- (ix) Digitization of records/files is also underway in the Department.

- (x) The Housekeeping personnel in the Department carried out an intensive cleanliness drive in all the workstations including dusting of all electrical items, cleaning of all office equipments and removal of cobwebs.
- (xi) A Committee of Officers was constituted in the Department for inspection of the workstations and review the status of cleanliness in the Department. The Committee monitored the cleanliness of the workstations and impressed upon the advantages of having a clean office.
- (xii) Secretary (AR&PG) inspected the workstations of the Department and monitored the cleanliness.
- (xiii) There was an exchange of views and dissemination of various suggestions from the officers/officials for effective implementation of cleanliness in the Department to ensure improved work culture and cleanliness in the Department.
- (xiv) All the activities carried out in the Department along with the photographs were uploaded in the Department's website.
2. This issues with the approval of Secretary (AR&PG)


 (Arun Kumar Sarkar)
 Under Secretary to the Govt. of India
 Tel.No.23401441

To,

1. Shri Saraswati Prasad
 Additional Secretary
 Ministry of Drinking Water &
 Sanitation, 'C' Wing, 4th Floor, Paryavaran Bhavan,
 CGO Complex, Lodi Road, New Delhi-3
2. The Secretary
 Ministry of Urban Development
 Nirman Bhawan, C - Wing,
 Dr. Maulana Azad Road, New Delhi, 110011
3. Shri Rupesh Kumar
 Under Secretary
 Cabinet Secretariat
 Rashtrapati Bhavan, New Delhi

Copy to: The Technical Director, NIC, DARPG for uploading the Action Taken Note on the website of DARPG.

जारी किया गया
 ISSUED