

Minutes of the meeting regarding observance of Swachh Bharat Pakhwada held on 19.05.2016 at 11:00 A.M. in the Board Room, under the Chairpersonship of AS(AR &PG).

A meeting was held on 19.05.2016 in the Board Room, Sardar Patel Bhawan, New Delhi under the Chairpersonship of AS(AR &PG). The following issues were discussed/decisions taken in the meeting:

- (i) All Offices to carry out inspection of their respective offices and dispose of their waste papers. They may also intimate the General Admn. Division about unused/old furniture items lying in their rooms.
- (ii) The existing wash basin near Canteen to be renovated. Ms. Nita Dharmani, US and Ms. Vibhuti Panjiyar, US to carry out inspection and intimate the requirements to General Admn. for doing the needful.
- (iii) TV should be installed in the Board Room immediately.
- (iv) Board Room should be spruced immediately.
- (v) E Waste and unserviceable items should be disposed of or handed over to CPWD as per directions of Ministry of Urban Development at the earliest.
- (vi) Non-functional ACs may be replaced in phases, preferably by purchase of Window ACs.
- (vii) To start work relating to modernisation of offices for which IFD has already concurred the proposal and submitted estimate.
- (viii) Contract for hiring of vehicles to be expedited.
- (ix) All Directors /DS to take necessary steps for implementation of Swachh Bharat Pakhwada and submit action taken report in the next meeting which is to be held on 20th May, 2016 at 11.00 AM in the Board Room.
- (x) Chairs for Conference Room to be purchased immediately.
- (xi) Window grill in Board Room to be removed.
- (xii) Shri Gya Prasad to be posted in AR Division as and when he returns from Training and Shri Khamchin Naulak to be posted in O&M Division for which approval of Secretary(AR & PG) may be taken on file. .
- (xiii) A big size exhausts fan and a glass shelf to be provided in Ladies Toilet.

The meeting ended with a vote of thanks to the Chair.

Minutes of the meeting regarding observance of Swachh Bharat Pakhwada held on 20.05.2016 at 3:00 P.M. in the Board Room, under the Chairpersonship of AS(AR &PG).

A meeting was held on 20.05.2016 in the Board Room, Sardar Patel Bhawan, New Delhi under the Chairpersonship of AS(AR &PG). The following issues were discussed/decisions taken in the meeting:

- (i) All Directors/DS have submitted action plan for implementation of observance of Swachh Bharat Pakhwada except Director (D &D) who will submit action plan on 23.05.2016.
- (ii) All Officials/Staff to get their respective workstations cleaned immediately and carry out exercise for recording, reviewing and weeding out of records in their Sections. AS(AR & PG) to inspect the office on 30th May, 2016 to review the status of implementation of Swachh Bharat Pakhwada.
- (iii) An Advisory Committee consisting of DS(AR), DS(PG), DS(ARC) may be constituted to review the observance of Swachh Bharat Pakhwada and advise for suitable measures to make Swachh Bharat Abhiyan., a success.
- (iv) The Committee has responsibility for seeing of work stations and to decide the best workstation by 30.05.2016.
- (v) Modernisation work in respect of Hall No. 505, 518 & 524 should be started immediately.
- (vi) DS(AR) to arrange display of a Film on best practice in the Conference Hall.

The meeting ended with a vote of thanks to the Chair.