

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

5<sup>th</sup> Floor, Sardar Patel Bhavan, Sansad Marg  
New Delhi-110001, Dated : 13<sup>th</sup> May, 2016

**OFFICE MEMORANDUM**

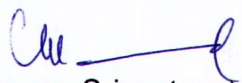
**Subject: Observance of 'Swachh Bharat Pakhwada' from 16<sup>th</sup> to 31<sup>st</sup> May, 2016 in the Department of Administrative Reforms & Public Grievances.**

The undersigned is directed to say that the Department of Administrative Reforms & Public Reforms during the fortnight w.e.f 16<sup>th</sup> May, 2016 to 31.05.2016 will be observing a "Swachh Bharat Pakhwada". Cooperation of all the officers/staff of the Department is solicited in this regard. All Officers are requested to take the following steps:-

- (i) That all the papers and publications lying on their Desks which have become redundant and no longer required be weeded out at the earliest.
- (ii) That the important publications brought out by the Department in the past and are very scarce in number should be given to the Library at the earliest for long term preservation.
- (iii) That all Branch/Section Officers under their supervision will carry out an exercise during the entire week for recording, reviewing and weeding out of files/papers in their Branches/Sections.
- (iv) That all files/papers which are required to be digitized will be identified, arranged in proper taxonomy and kept readied for an exercise of digitization to be conducted by the G.A. Section shortly.
- (v) All officers will also carry out an exercise to clean their tables, racks and almirahs.
- (vi) GA Section will carry out the following exercise:-
  - a. Get conducted a survey of all the rooms/halls of the office and identify places which needed to be white washed.
  - b. In cooperation with Ministry of Statistics & Programme Implementation will ensure proper cleaning of all the toilets on the 5<sup>th</sup> Floor, other places and the Canteen. Cobwebs at all places will also be removed.
  - c. Will carry out an exercise to identify all the electrical items & hardware scraps lying in the store room and are of no use for their proper



- disposal. Thereafter, make arrangement for disposal as per rules and in transparent manner.
- d. Will also undertake an exercise for disposal of unusable/broken furniture lying at all the places in office.
- e. Will also take action for repair of all electrical equipments and also all electrical points of the office.
- f. Will also undertake an exercise in coordination with CPWD for getting a modernisation proposal prepared in respect of the Administration Hall and also for relocating/refurbishing of the East & West Hall.
- (vii) A competition will be organised in the Department for declaring the best three workstations in the East & West Hall and Administration Hall. A committee comprising of Director (D&D) as Chairman with DS(AR) and DS(O&M) as Members will be given the responsibility for seeing the work stations and making their recommendations of the grant of awards. The inspection will be carried out on Friday the 27<sup>th</sup> May, 2016 and recommendations made available on 30<sup>th</sup> May, 2016.
- (viii) The Swachhta Awareness Week being adopted by DAR&PG will also be uploaded on the website of the Department.
- (ix) At any opportune time during the beginning of Swachhta Awareness Pakhwada, Director (Admn) will take a meeting with all the officers of the level of Under Secretary & below impressing upon them on the advantages of having a clean office.

  
(Anurag Srivastava)  
Deputy Secretary  
Tele.No.23362325

To

All the officers/Officials of the DAR&PG

Copy for information to:

- (i) Shri Saraswati Prasad, Additional Secretary, Ministry of Drinking Water & Sanitation, 'C' Wing, 4<sup>th</sup> Floor, Paryavaran bhavan, CGO Complex, Lodhi Road, New Delhi-110003
- (ii) Shri Rupesh Kumar, Under Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi with reference to their ID No.561/2/2014-CA-IV dated 15<sup>th</sup> march, 2016.
- (iii) PPS to Secretary (AR&PG)
- (iv) PS to AS(AR&PG)

(v) US (General Admin) m/o Statistics & Programme Implementation,  
S P Bhavan, Sansad Marg, New Delhi.