विषय : Special Campaign 3.0 for institutionalizing Swachhata and minimizing pendency in Government Offices.

सन्दर्भ: आपका पत्र संख्या: 2020/RCF/Policy/VIP's/95, दिनांक -19.10.2023

In reference to above, Special Campaign 3.0 for institutionalizing Swachhata and minimizing penency in Government Offices. The brief of activities done on 2nd October, 2023 to 31st October, 2023 are as under:-

(A) Area covered- Total 10nos. of sites indintified for cleaniness campaign. All offices of Civil Engg. Department - Admin. Building, Township and Workshop area were cleaned.

(B) Activities Carried out:-

1. Deep cleaning of offices and its surrounding such as removal of old debris laying in corners of buildings, deweeding of vegetation grown, cleaning of water tanks & water coolers, removal of unserviceable materials kept in the offices.

2. For record Management total 585 nos. of Physical files reviewed for weeding out, from which 121 nos. of files weeded out and 464 files are in process for weeding out.

3. 130 Sq. mt. Area freed out by scrap disposal and weeding out of record.

4. Since, the scrap yard (under store department) was not receiving any scrap from township area during this period of Special campaign 3.0. Therefore the identified scrap could not be disposed off. It will be disposed off once the scrap yard will start receiving scrap items.


BEFORE


AFTER


BEFORE


AFTER


BEFORE


AFTER


Before


After


BEFORE


AFTER


BEFORE
Files to be destroyed


AFTER
Files to be destroyed

BEFORE **AFTER**







