

F. No. 36001-5/2017-OMRAC
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture Cooperation & Farmers Welfare
DIRECTORATE OF PLANT PROTECTION QUARANTINE AND STORAGE
NH-IV, Faridabad.

Dated: 16.5. 2017

CIRCULAR

Subject: Activities to be carried out during "Swachhta Pakhwara" to be observed from 16th - 31st May, 2017 – regarding.

It is to bring the notice of all concerned that this office is celebrating 'Swachhta Pakhwara'. This office has decided to organize 'Swachhta Pakhwara' from 16.5.2017 to 31.5.2017. Therefore, all Officers/officials are advised to take utmost care for cleanliness of the office. All are further advised to weed out the records as per provisions.

2. All the officers and the staff are hereby requested to attend the 'Swachhta Pakhwara' to be carried out on 16.5.2017 to 31.5.2017 in the office of Directorate of Plant Protection, Quarantine & Storage, NH IV, Faridabad to carry out the cleanliness drive in their room, office, corridors and outside neighbourhood areas.

3 All Officers are requested to ensure and monitor punctuality by staff for making 'Swachhta Pakhwara' successful. They are also requested to promote the hygiene and cleanliness to their family members, neighbours and participate in cleanliness drive at their residential areas to create a behavioural change among people to achieve the cleanliness all over India.

4. Caretaker is directly to ensure the cleanliness of office and rest room, arrangement of clean and safe drinking water, cleanliness of parking and lawns.

5. All Officers/Officials are requested to ensure switching off electrical equipment when not in use, establish ownership and monitor the cleanliness of drawers, almirahs and racks.


(Mohan Lal Meena)
Under Secretary (Hqrs)

To

- (i) All Officers/officials(Hqrs), CIL, OLG, Accounts Section, IPM, PQD,CIB&RC,Vigilance, P&C, Library, IT Cell, Machinery Store.
- (ii) Caretaker.

Copy to:

- (1) PS to PPA
- (2) PA to CAO
- (3) US(Hqrs)
- (4) Notice Board
- (5) Guard File.


(Mohan Lal Meena)
Under Secretary (Hqrs)