

**MOST URGENT**  
**DA&FW MATTER**

मिसिल सं. 1-1/US(Hqrs.)/Swachchhta-2022-PPQS

भारत सरकार / GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग / Deptt. of Agriculture and Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine and Storage

एन.एच. 4, फ़रीदाबाद (हरियाणा) 121001 / NH-4, Faridabad – 121001

Date : 22.09.2022

**OFFICE MEMORANDUM**


Subject : **Action Plan for Special Campaign for disposal of pending matters during the period from 2<sup>nd</sup> October to 31<sup>st</sup> October 2022 – reg.**

Please refer to the DA&FW letter No. 44014/13/2022-PP-Estt. dated 09<sup>th</sup> September, 2022 on the subject cited above. As per direction of DA&FW, a special campaign for disposal of pending matters named as “**Swachhata Campaign**” is to be organized during the period from 02<sup>nd</sup> October to 31<sup>st</sup> October, 2022. Under this campaign, the following tasks may be covered: -

- i) A comprehensive planning for cleanliness, space management and beautification of office may be done.
- ii) Reductant scarp material and obsolete items shall be identified for disposal as per laid down rule/procedure.
- iii) Higher resolution pictures of the campaign sites may be captured before starting of Campaign and after the Campaign for documentation purpose.

2. All Divisional In-charges/Section Officers concerned shall ensure execution of Swachhata Campaign, weeding out of old files/documents to make event successful and in letter and spirit resulting in a tangible change.

3. The event of Swachhata Campaign and weeding out of files must be photographed (before execution and after execution) and sent to the undersigned on daily basis for compilation and further submission to DA&FW.

  
22/9/2022

(Davinder Kumar)  
Under Secretary (Hqrs.)  
& Nodal Officer  
Tel. 0129-2476363  
Email:- [usppqs-agri@nic.in](mailto:usppqs-agri@nic.in)

To

1. All Officer of the Directorate (HQ, CIL& CIB&RC)
2. CAO/ Sr. AO/ DD (OL)/ PPS to PPA
3. In-charges (PQ Division/IPM Division/Locust Division/TLC).
4. SO (Adm.-I, II,III & IV)/SO(Vigilance)/ SO(CIL)/SO(CIB&RC)/SO(P&C)/ SO (GA) Account Officer
5. Caretaker – To ensure successful execution of Swachhata Campaign and photography of the campaign on daily basis.