

GOVERNMENT OF NCT OF DELHI

O/o Secretary Urban Development
Govt. of NCT of Delhi
26 SEP 2014
FIN/2014/14684
Dy. No.....

DIRECTORATE OF AUDIT
(Administration Branch)

4th Level, C-Wing
Delhi Sectt.
New Delhi

No. F.9(8)/DOA/Estt./2014/dcaaudit/ 5912-5923

Dated: 26.09.2014

ORDER

Sub.: Cleanliness Campaign for First phase of "Swachh Bharat Abhiyan" from October 2, 2014 to October 31, 2014.

In compliance of the Chief Secretary, Delhi instructions circulated vide letter No. F. 13(80)/"SB"/MB/UD/14/6652-6653 dated 24.09.2014, all the Officers/officials are hereby directed to report to the office **on October 2, 2014 at 9.00 AM sharp** to take pledge alongwith Hon'ble Prime Minister at 9.30 A.M. After this pledge, they shall participate in a Cleanliness Campaign in the Office Premises and surroundings to mark the beginning of the first phase of "Swachh Bharat Abhiyan" from October 2, 2014 to October 31,2014 in which the following initiative shall be taken to clean the office premises: -

1. Preparation of lists for Weeding out of old records.
2. Identification/removal of unserviceable goods for condemnation.
3. Proper cleaning/dusting of Almirahs, racks lying in office premises.
4. Removal of old calendars hanged/pasted on walls.
5. Dusting/Rearranging/Setting up of records lying in the Record Room by the concerned Dealing Clerks.
6. No spitting/garbage in corridor and surroundings- Sign Board to be displayed accordingly.
7. Every Officer/official to ensure that their Chamber/Work-station must be cleaned with no dust/webs in surroundings.
8. In addition to above, Special Cleanliness Drive to be initiated from 9.30 AM to 11. 00 AM on every Tuesday and Friday.

The above Cleanliness Campaign shall be supervised by the following Officers: -

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|-------------------------------------|-----------------------------------|
| 1. Admn./Accounts Branch | : Sh. Ram Kumar Sharma, AAO(Admn) |
| 2. Internal Audit Branch/LFA Branch | : Sh. S. Natarajan, AAO(Audit) |
| 3. Corridor and Officers' chambers | : Sh. Chander Mohan, AAO(Audit) |

These officers shall submit weekly report to Sh. Ved Parkash, AO(Audit), who is being declared as the Nodal Officer (Cleanliness Drive) in r/o Directorate of Audit and he shall apprise the Competent Authority accordingly.

-sd/-

(D.S. BHAKUNI)
CONTROLLER OF ACCOUNTS (AUDIT)
TEL. NO. 23392427

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