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भारतीय आयुर्विज्ञान अनुसंधान परिषद्
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/99/2021-Admn.II

Dated: 11/10/2021

To

The Director/Directors-in-Charge of
Permanent Institutes/Centers of ICMR

Subject:- Special Drive on Swachhta Abhiyan conducted w.e.f. 02nd October, 2021 to 31st October, 2021 regarding.

Sir/Madam,

I am directed to refer a copy of a Note of Hon'ble Minister, Office of Minister of Health & Family Welfare and Chemicals & Fertilizers, New Delhi forwarded by DHR on email dated 30.09.2021 along with its enclosure on the subject mentioned above for information and necessary action. Daily report with before and after photographs, in enclosed proforma, may be prepared and a Control Room may be set up to collect the report on day to day basis.

Yours faithfully

(Jagdish Rajesh)
Assistant Director General (Admn)

Encl: **As above**

Copy to :-

- (1) PS to DG/ Sr. DDG(A)/ Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)
- (4) ADG(A)/ADG(F)
- (5) TO-Eng.,
- (6) Dr. L.K.Sharma, Scientist "E" – soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.

Email

Secretary DHR

Swachhta Abhiyan - regarding.

From : mm healthminister <mm.healthminister@gmail.com> Thu, Sep 30, 2021 08:12 PM
Subject : Swachhta Abhiyan - regarding. 1 attachment

To : Secretary DHR <secy-dg@icmr.gov.in>, Secretary DoF <fertsec@nic.in>, Ms S. Aparna <secy-pharma@nic.in>, Office of Secretary (C&PC) <sec.cpc@nic.in>

D.G. ICMR OFFICE
 Diary No.: 609/42
 Date: 1/10/21

May please see Note of Hon'ble Minister on the subject mentioned above.

**Office of Minister of
 Health and Family Welfare; Chemicals and Fertilizers,
 Government of India**

3rd Floor, Nirman Bhavan, New Delhi, 110001
 Ph: 011-23063513/3024/1661
 Fax: 011-23062358

Director of all ICMR
 Instts./Centres

S.D.S. (S)

All Heads of Divisions



Raj. 06/10

BR
 1/10/21

Adm. II

Note 30092021.pdf
 508 KB

Ms. Sanjay

Amul
 1/10/21

**Office of Minister of Health & Family Welfare and
Chemicals & Fertilizers**

From 02nd October, 2021 to 31st October, 2021 special drive on Swachhta Abhiyan may be conducted by the Ministry / Department and all the attached offices/subordinated offices/Statutory bodies/ Autonomous Bodies/ PSUs etc under administrative control. The activities like - cleanliness of building/premises; disposal of wastes, garbage, condemned furniture, e-waste and cleaning/maintaining of sitting area etc may be undertaken.

2. In addition to this, there is need to dispose long pending files, representations etc. and weeding out of old records as per Record Retention Schedule should also be done during this period.

3. Daily report with before and after photographs, in enclosed proforma, may be prepared and a Control Room may be set up to collect the report on day to day basis.



(Mansukh Mandaviya)
Minister of Health & Family Welfare
and Chemicals & Fertilizers
29.09.2021

Secretary (Health)

Secretary (DHR)

Secretary (Pharma)

Secretary (C & PC)

Secretary (Fertilizers)

PROFORMA

Name of the Ministry / Department / Statutory/Autonomous Body / PSU etc

Sr. No.	Name of the activity	Brief	Before photograph	After photograph
1	Cleanliness of building/premises,			
2	Disposal of waste papers/materials,			
3	Disposal of condemned furniture,			
4	Disposal of e-waste			
6	cleaning / maintaining of sitting area			
7	Disposal of pending files / representations			
8	Weeding out of old records			
9	Other			