

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam,
Delhi Cantt - 110010

No. AN/III/3012/Circular/Vol-VI

Dated 24.06.2015

(Through CGDA Website)

To,

All PCsDA / PCA (Fys) PIFAs
CsDA /CsFA (Fys) / IFAs/RTCs

Subject: Ensuring an improved work culture and work environment including
hygiene and cleanliness of work place.

A DO No. CS-8683/2015 dated 08.06.2015 from Cabinet Secretary received under MoD (Fin.) ID No. 10(3)/C/2015(1523) dated 22.06.2015 on the subject matter is forwarded herewith for information and necessary compliance.

2. The report in this regard may please be forwarded to HQrs office by 29.06.2015(12 Noon).

This may kindly be accorded "Top Priority".



(Sangeet)
DyCGDA(AN)

Copy to:

AN-V Section
EDP Section

For similar action in HQrs office.
For uploading on the website.

Sol-
SAO(AN)

Ministry of Defence (Finance)
DAD-Coord
Room No. 24-A, South Block, New Delhi

Sub: Ensuring an improved work culture and work environment including hygiene and cleanliness of work place.

A copy of DO letter bearing No. CS-8683/2015 dated 8.6.2015 addressed to all Secretaries, Govt of India by Shri Ajit Seth, Cabinet Secretary, New Delhi on the above mentioned subject is forwarded herewith for information and necessary action.

R. Kalia
(Rajesh Kalia)
SO (Coord)

DFA (DAD-Coord)-OL

✓ **Shri Sangeet, Dy. CGDA (AN)**

Office of the CGDA, Ulan Batar Road, Delhi Cantt

MoD (Fin) ID Note No. 10(3)/C/2015(1523) dated 22.6.2015

Copy to:-

Shri Amiya Haldar, AFA (E)

Ministry of Defence (Finance)

South Block, New Delhi



रक्षा लेखा उप महानियंत्रक (प्रशा.)
Dy. CGDA (AN)
डायरी सं./Dy. No. 1-2-65.....
दिनांक / Date... 24.6.15.....

A-12-111



D.O.No.CS-8683/2015
8th June 2015

Dear Secretary,

Please refer to my letter dated 5th June 2014 (copy enclosed) wherein I had stressed upon the need for ensuring an improved work culture and work environment including hygiene and cleanliness of the work place. I had also requested Ministries/ Departments to undertake, inter alia, weeding out of files and papers in accordance with the rules of management of records.

2. While each of the Ministries/ Departments and States have prepared their own Annual Action Plans, it is felt that a boost needs to be given to the Swachh Bharat Abhiyan, especially in the context of the Government offices, for the benefit of those working within as well as those who visit government offices. It is important that government offices are seen as well-maintained and clean at all times. You are, therefore, requested to give renewed attention to the following activities on priority:

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/ furniture/electronics & electrical equipment, etc.
- (iv) Weeding out of old files/ records, etc.

3. A week long cleanliness drive will be held from 22nd to 26th June 2015 at all Ministries/ Departments of the Govt as also the State Governments. The drive should cover not only the main Ministry/ Department but all its attached and subordinate offices as well. Public Sector Banks, Public Sector Undertakings, Research Organizations, and other Agencies/ Organizations under various Ministries/ Departments may also be asked to undertake this drive. I request you to kindly send a report by 29th June to the National Coordinator, Swachh Bharat Mission (i.e. the Secretary, Ministry of Drinking Water and Sanitation) on all the activities during the cleanliness week.

Contd./...

13/18/16

PBS 19/06/15
Copy to
DIR (FM) Navy
DFA (P)
DFA (Coord.)
K. C. W. G.

Office of SA (DS)
Dy. No. 303
Date: 10 JUN 2015

2372/Addl. Secy (P)
19/06/15
1583/C/15
22/6.

4. In order to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. Ministry of Drinking Water and Sanitation has been asked to devise a system for monitoring of regular inspections by Ministries/ Departments.

5. You would appreciate that cleanliness is an all-time activity to be conducted regularly and the week long drive is only to bring the matter into focus once again. I urge your cooperation in keeping government offices clean.

Warm regards,

Yours sincerely,


(Ajit Seth)

All Secretaries, Govt. of India

**IMMEDIATE**

मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

June 5, 2014

Dear Secretary,

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4th June, 2014 at 6.00 PM onwards.

2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis:-

- a) In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
- b) Every Department should identify and repeal at least 10 rules or processes, and even archaic Acts, that are redundant and would not lead to any loss of efficiency.
- c) Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged).
- d) Every Department should encourage use of ICT in submission of information and eventually universalize it.
- e) Decision making layers should be reduced, to a maximum of four layers.
- f) Files and papers should be weeded out in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3 – 4 weeks.
- g) Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
- h) Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned.
- i) Each Department should workout modalities of fulfilling promises made to the people.
- j) Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise.
- k) Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister].

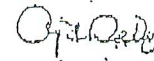
IMMEDIATE

- 2 -

3. I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9th June 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9th June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6th June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included in your monthly d.o. letter for the month of June 2014.

With regards,

Yours sincerely,



(Ajit Seth)

Shri Pankaj Jain
Secretary,
Deptt. of Drinking Water and Sanitation
New Delhi