

New Delhi, the 31st March 2017
26, Jaisalmer House, Man Singh Road

Office Memorandum


Sub: Swachhta Pakhwara in DoJ from 01.04.2017 to 15.04.2017- regarding

In pursuance of Cabinet Secretary's D.O. letter no. 561/2/2014-CA.IV, dated 15.11.2016, the Swachhta Pakhwara in the Department of Justice is to be observed from 1st April 2017 to 15th April 2017. Besides the regular upkeep of the office, the following special activities are proposed during the above Pakhwara:

- (i) Special cleanliness drive in sections, corridors etc. to ensure that the sections are cleaned meticulously including sweeping, swabbing, dusting, removal of cobwebs etc.
- (ii) Special Drive in Sections to ensure that the current files are dusted and placed in orderly manner. Urgent steps to be taken for record/review and weeding out of the files.
- (iii) All junk/obsolete items should be disposed of. Special action in this regard needs to be taken by CPWD (Electrical)/ National Archives of India.
- (iv) Special drive to clean fittings, appliances in Jaisalmer House
- (v) Special drive to clean the outer areas, lawn, backyard of DoJ
- (vi) Voluntary Shramdaan by officers/officials of DoJ.
- (ix) A Co-ordination Committee, comprising of senior officers of other Departments housed in Jaisalmer House, has also been set up separately in December 2016 under the chairmanship of JS (Admn) *inter alia* to ensure that cleanliness and swachhta is taken due care of in the Department. The other sister Departments, housed in Jaisalmer House, are also to ensure that cleanliness is maintained in areas under their control and in the common areas.

2. All the officials/officers of DoJ are requested to undertake special cleanliness drive in their rooms, corridors in their vicinity, open areas in their vicinity, to make the above drive a success.

3. This has the approval of competent authority.


(Prem Lata Kaushik)
Under Secretary (Admn)
Tel: 23072549

All the officials/officers of Department of Justice

NIC for uploading on e-office/website of DoJ

Copy also for information and necessary action to:

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- ii. DS(PM-III) (Sh.Sunil Pant), (Tel: 23384961) (sunilpant07@gmail.com) Ministry of Home Affairs, Jaisalmer House, (R.No.30 Annexe building) New Delhi
- iii. Sh.T.Hussain, Deputy Director, (T: 33389027 M: 9810630075) (email:thussain2011@gmail.com) (for Lahore Shed), 3rd Floor, National Archives of India, Behind Shastri Bhawan, N.Delhi
- iv. Sh.A.K.Roy, Under Secretary (Admn), Ministry of Labour and Employment, Jaisalmer House, New Delhi (Tel: 23386620 Email: ashim.roy@nic.in)
- v. CPWD (Civil), Sh. Ravinder Kumar Gupta, Executive Engineer, R.No.204, 2nd Floor, C Wing,IP Bhawan New Delhi-2,New Delhi, Mobile: 8178531080
- vi. CPWD(Electrical)