

No.62/23/ 2015-6691
Government of Haryana,
General Administration Department
(General Services-I Branch)

Chandigarh June 23, 2015

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Head of Departments.
3. The Divisional Commissioner, Ambala/ Hisar/ Rohtak/ Gurgaon Division.
4. All the Registrars of Universities in Haryana State.
5. All the Deputy Commissioners in Haryana State.

Subject: A week long cleanliness drive to be conducted from 24th June to 1st July, 2015 in all offices of Haryana Government.

Mr A.S Naneel Sir/Madam,

may take note accordingly,
 He is appointed as No. of- officer of the UNIK for the project under reference,

Please refer to the subject noted above. A D.O. letter

dated 8th June, 2015 received from Sh. Ajit Seth, Cabinet Secretary,

Government of India wherein he informed that to ensure an improved

work culture and work environment including hygiene and cleanliness

of the work place, the Government of India is going to carry out a

week long cleanliness drive from 22nd to 26 June, 2015 in all the

Ministries/Departments of the Government of India.

He further informed 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. He urged the cooperation of State

Governments in keeping Government offices clean.

In this regard the State Government has decided that a

week long cleanliness drive will be carried out from 24th June to

1st July, 2015 in all offices of the State Government and State Public

Urgent

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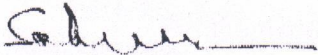
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Undertakings. You are, therefore, requested to give renewed attention to the following activities on priority:-

- (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. after adopting the due procedure.

It is further requested that to keep up the tempo of the cleanliness drive, you may ensure that inspections are carried out regularly. A Nodal Officer in your Department/Office may be appointed for monitoring of regular inspections.

These instructions may be followed meticulously.


Under Secretary, General Administration,
for Chief Secretary to Government Haryana

MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION BRANCH

Endorsement number: Gen Admin/2015/Special 1 to 144 Dated: June 24, 2015

Copy of the above is forwarded to all the Heads of University Teaching Departments, Directors of Directorates, Officers of all Branches, Provosts of Girls and Boys Hostels, Executive Engineers and all other functionaries of the University for taking further necessary action over the communication.


Assistant Registrar