

No. F. 22/1/2014-Admn
Government of India
Ministry of Parliamentary Affairs

94, Parliament House
New Delhi-110001
Dated: 29.01.2018

OFFICE MEMORANDUM

Subject: Action Plan for 'Swachh Bharat Pakhwada'.

The undersigned is directed to refer to Cabinet Secretary's DO No.561/2/1/2017-CA-V dated 21st November 2017 on the above cited subject and to state that following activities have been planned for implementation in the Ministry from 16th -30th April, 2018:-

- a) To upkeep and clean the office premises including the common areas like toilets, common corridors, and stair, lifts etc.
- b) To upkeep and clean the area around the office premises or the office complex, including the parking areas, pathways etc.
- c) To Dispose of old and not in use furniture/fixtures/stationary including electrical and electronics equipment.
- d) To undertake a special drive to weed out unwanted files and records as per rules/guidelines on the subject.
- e) To repair and maintain the office premises and outside common areas etc.



(Mukesh Kumar)

Under Secretary to the Govt. of India

Cabinet Secretariat
(Ms. Veena Dunga, Under Secretary)
Rashtrapati Bhawan,
New Delhi – 110003