

File No.5/72/SBA/1480  
Government of India  
Central Water Commission  
PCP Directorate

Room No. 211 (S), Sewa Bhawan,  
R. K.Puram, New Delhi-110066  
Phone: 011-29583219  
Dated the October 16<sup>th</sup> 2017.

**Office Memorandum**

Please find enclosed a copy of MoWR, RD&GR OM dated 06.10.2017 on the above mentioned subject along with a copy of DO letter dated 06.10.2017 of Cabinet Secretary, Government of India.

Cabinet Secretary has desired that a cleanliness drive before Diwali be launched wherein the old or unserviceable items, including files, which are of no use and keep lying around may be identified and disposed of as per extant rules and instructions.

Vide MoWR, RD&GR OM dated 06.10.2017, all the Attached Offices/Subordinate Organizations/PSUs & Autonomous Bodies have been requested to organize the cleanliness drive before Diwali. In compliance with the above ministry order, each Directorate/ Section/ Office at CWC shall identify at least 10 files and T&P items which are of no use and may be disposed off. Action taken in this regard may be sent on email: ddpcp-cwc@nic.in.

Yours Faithfully

*Gaurav Sharma*  
(Gaurav Sharma)  
Deputy Director

To,

1. All the Chief Engineers at CWC, HQ
2. All the Field Chief Engineers, CWC
3. All the Directors and SEs at HQ and at Circle Offices.
4. US/SO Estt. I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, O&M, CM&V, APAR section, CWC
5. Account Officer, CWC
6. Pay and account Office, CWC

**Copy for kind information to:**

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (WP&P, D&R, RM), CWC, New Delhi.
3. Chief Engineer (HRM), CWC, New Delhi.

Dy. No. 358

Date 13.10.17

IMMEDIATE

No. B-11011/1/2017-GA  
Government of India  
Ministry of Water Resources, River Development & Ganga  
Rejuvenation  
(General Administration)  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 06.10.2017

OFFICE MEMORANDUM

**Subject:** Special Cleanliness Drive before Diwali – reg.

The undersigned is directed to forward herewith the Cabinet Secretary's D.O. letter No. 1/48/3/2017-Cab dated 06.10.2017 addressed to Secretary (WR, RD & GR) regarding special cleanliness drive to be organised before Diwali.

2. Cabinet Secretary has desired that a special drive before Diwali be launched wherein the old or unserviceable items, including files, which are of no use and keep lying around, may be identified and disposed of as per the extant rules and instructions.
3. In this regard, all attached offices, subordinate organisations, PSUs and autonomous bodies under the Ministry are requested to:
  - i. Nominate a nodal officer for their respective organisation for seamless coordination with the Ministry and furnish the **Name, Mobile No. and e-mail id** of the nodal officer to this Ministry by e-mail to [manpreet.marwaha@gov.in](mailto:manpreet.marwaha@gov.in) and copy to [yp.yadav48@nic.in](mailto:yp.yadav48@nic.in) **positively by 10.10.2017.**
  - ii. Share the pictures "**before**" the drive to this Ministry by **e-mail** to [manpreet.marwaha@gov.in](mailto:manpreet.marwaha@gov.in) and copy to [yp.yadav48@nic.in](mailto:yp.yadav48@nic.in) or **WhatsApp** to Mobile No.+91-9953334329 **positively by 10.10.2017.**
  - iii. Organize the cleanliness drive before Diwali with special focus on identifying and disposing the old or unserviceable items including files, as per extant rules and instructions.



Chk  
CRG/HRM


13/10

Dr/PCP  
Dr. C. W. D. 13/10

DN

- iv. Share the “before” and “after” pictures of the cleanliness drive on social platforms like website, twitter handle, Facebook page etc. and also with this Ministry by e-mail to manpreet.marwaha@gov.in and copy to yp.yadav48@nic.in or **WhatsApp** to Mobile No. +91-9953334329 **positively by 23.10.2017.**
- v. Digitally exchange the Diwali greetings to save the environment as well as cut down on avoidable expenditure.
4. This issues with the approval of competent authority.

Encl: As above

  
(Ashish Kumar)  
Director (GA/ Coord./e-Gov)  
Ph: 011-23716747

To

Heads of all attached offices, subordinate organisations, PSUs and autonomous bodies under MoWR, RD & GR (as per list attached).

Copy to:

1. PPS to Joint Secretary (Admn./GW), MoWR, RD & GR.
2. PPS to Joint Secretary (PP/~~PR~~), MoWR, RD & GR.  
RD

D.O. No. 1/48/3/2017-Cab

Dated: 6<sup>th</sup> October, 2017

Dear Secretary,

As you are aware, the Swachh Bharat Mission was launched on 02.10.2014, as a national flagship programme. The Prime Minister had also initiated in April, 2016, the concept of Swachhata Pakhwada. Ministries/Departments have responded positively to this initiative for making a difference in their respective areas and towards achieving the goals of the Mission by 2019.

2. In this context, I would request you to launch a special drive before Diwali aimed at making the offices clean and tidy. During this period, the old or unserviceable items, including files, which are of no use and keep lying around, may also be identified and disposed of as per the extant rules and instructions. The results of the special drive including "before" & "after" pictures may be shared by uploading on your Ministry/ Department website, twitter handle, etc. We look forward to your proactive intervention not only in your Ministry/ Department but also in the Attached/Subordinate/ Field offices and other organizations within your administrative jurisdiction.
3. It is also suggested that the Diwali greetings be exchanged digitally, which are eco-friendly and will cut down avoidable expenditure.

With regards,

Yours sincerely,

(P.K. Sinha)