

Principal Controller of Defence Accounts (Southern Command)
No.1 Finance Road, Pune 411 001
Phone No. 020-26123148,26127948, Fax No. 020-26125865

Circular

No : AN/V/Gen/Corr

Dated: 25/09/2018

Subject: Observance of Swachhta Campaign 2018

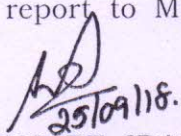
It has been intimated by HQrs Office vide letter No. AN/III/3012/Circular/Vol-VII/SHS dated 18/09/2018 to observe Swacchta Hi Seva (SHS) from **15th Sept to 2nd Oct 2018**.

In order to make the campaign successful, the in -charge of all offices should personally lead the campaign and organize swacchta related activities. The following suggested activities may be undertaken

- Spread cleanliness awareness through messages(Banners/Posters)
- Weed out of old and unwanted records in accordance with the prescribed retention schedule.
- Remove old and obsolete electronic items from the sections.
- Remove broken furniture
- Carry out dusting of racks and files and get cobwebs removed from the sections.
- Give curtains for washing and demand washed curtain from housekeeping Section.
- Demand dustbin if not already provided.
- Get defective electric points and installations repaired new.
- Dispose off waste and garbage generated in the section/office.
- Cleaning of office surroundings /common area like garden, lawn by organizing '**Shram Daan**' by all officers and staff
- To take / administer oath '**Swachta Shapath**'.
- To honour the most clean/swachh Section with '**Swacchta Award**'

All Officers-in Charge/Group Officers/ SAOs/AOs are requested to ensure that the above activities are carried out with full dedication.

All the sub-offices are directed to render compliance report to Main Office.


25/09/18.
(S M SONKUSARE, IDAS)
DCDA (AN)

Copy to:

All Group Officers/SAOs/AOs.in the Main Office

All Sections in the Main office

All Sub Offices

EDP Sn- With the request to upload on PCDA (SC) website