For Web Circulation

No.HRM-VIII/SwachhataActionPlan/2019

Dated: 09 MAY 2019

To,

All Addl. CPFC (Zones) including Addl. CPFC (ASD),
Director (PDNASS),
Officers-in-charge, RO/Dos/ZTIs.

Subject: - Thematic Cleanliness drives in EPFO from 1st May-15th May, 2019-Regarding.

Sir/Madam,

Please find enclosed herewith Office Memorandum No. D-31016/3/2014-Admn-II dated 29th April, 2019 regarding Thematic Cleanliness drives in EPFO to be observed from 01.05.2019 to 15.05.2019 in continuation to this office letter no. HRM-VIII/Swachhata Action Plan/2019/1196 dated 26.04.2019 and 29.04.2019 for further necessary action at your end.

2. Special attention may kindly be paid to paragraph (4) and accordingly reports and photographs may be forwarded to rc.hrm8@epfindia.gov.in.

Encl: As above

Yours faithfully

(Dr. Shiv Kumar)
Regional P.F.Commissioner-I (HRM)

Copy to:

1. PPS to CPFC w.r.t. CPFC Dy. No. 133257 dated 02.05.2019 for information.
2. PA to Add. Central P.F.Commissioner-HQ (HR).
3. Shri Deepak Dan Barnwal, Under Secretary to the Govt. of India, Ministry of Labour & Employment. w.r.t e.mail dated 29/04/2019 for information.

The undersigned is directed to invite a reference to Ministry of Drinking Water and Sanitation's D.O. letter No.2/2/S(DWS)/18 dated 14th December, 2018 (copy enclosed) and this Ministry's O.M. of even no. dated 14.01.2019 and 18.04.2019 regarding proposed 2019 calendar of Swachhta Pakhwada.

2. To this end, it has been decided to observe a Special Campaign in this Ministry from 1st May to 15th May, 2019 with emphasis on cleanliness and weeding out of records etc. in general and cleaning and maintenance of common areas like corridors and stairs which tend to attract stacking of surplus office almirahs/furniture in particular and digitization of records and documents which need to be preserved to ensure tidy workplaces.

3. In view of above, the floorwise arrangement for implementation/monitoring of the cleanliness activities during the special campaign has been made which is given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Floor</th>
<th>Officer Incharge to monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ground Floor</td>
<td>Sh. M.S. Nayar, DS</td>
</tr>
<tr>
<td>2</td>
<td>1st Floor</td>
<td>Sh. Bijayananda Pattnaik, DS</td>
</tr>
<tr>
<td>3</td>
<td>3rd Floor</td>
<td>Ms Vayaila Rungsung, DS</td>
</tr>
<tr>
<td>4</td>
<td>5th Floor</td>
<td>Ms Anita Tripathi, DS</td>
</tr>
<tr>
<td>5</td>
<td>All floors and outside space</td>
<td>DS(Adm) and US(Adm-II) as nodal officers</td>
</tr>
</tbody>
</table>

4. The event would also be organized in the autonomous/attached and subordinate offices under this Ministry in the same manner and enthusiasm. Apart from daily report along with photographs report of the activities undertaken during the drive be furnished to this Section by 20.05.2018 for inclusion in the report of the Ministry after the drive is complete.

5. Personal attention of all Bureau Heads on the matter for observance of cleanliness drive with regard to organization under their control is solicited. An action taken report in the matter on the activities with regard to special campaign may be furnished to Deputy Secretary (Adm) on daily basis for perusal by the Secretary (L&E).

6. It is reiterated that Swachhta Pakhwada may be observed in such a manner so that it does not violate Model Code of Conduct (MCC).
7. Adm-I Section is requested to launch a special campaign for weeding out of old files/records and digitization of records and documents which need to be preserved to ensure tidy workplaces. A report in this regard may be furnished to this Section for inclusion of the action taken report to be furnished to Ministry of Drinking Water and Sanitation after the special campaign is complete.

8. This issue with the approval of the Competent Authority.

Encl: As Above.

(Deepak Dan Barnwal)
Under Secretary to the Govt. of India

To

1. All officers/Sections/Desks/Unit in the Ministry of Labour & Employment at Shram Shakti Bhawan and Jaisalmer House, New Delhi.
2. All Bureau Heads: {DG (Stat)/ AS (L&E)/ AS & FA/ PLEA/ JS & DGLW/JS (VB)/ JS (RKG)/ JS (KR)/ EA (DS)/ DDG (NKS)/ DDG (SN)}
3. All Directors/Deputy Secretaries in the Ministry of Labour & Employment. {Dir (SS)/ Dir (MKG)/ DS (S.K.K)/ DS (MSN)/ DS (VR)/ DS (R.K)/ DS (I.K.S)/ DS (B.P)/ DS (S.P)/ DS (S.S)}

Copy for necessary action to:

1. CPFC, EPFO, Bhikaji Cama Place, New Delhi – 110066.
2. DG (ESIC), 14, Panchdeep Bhawan, C.L.G Road, New Delhi – 110002.
3. DG, Mines Safety, Dhanbad, Jharkhand - 826016
4. DGFASLI, Central Labour Institute Building, N.S. Mankikar Marg, Sion, Mumbai – 400022.
5. DG, VVNLI, Sector-24, Noida, Gautam Budh Nagar – 201301.
7. Director (CBWE), North Ambazari Road, Nagpur.
8. CLC(C), S.S. Bhawan, Rafi Marg, New Delhi.
9. DG(E), S.S. Bhawan, Rafi Marg, New Delhi.

Copy for information to:

Sr. PPS to Secretary (L&E)