

	<p>भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष/Telephone: [044] 2257 8105 फैक्स/FAX: [044] 2257 0509</p>	
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No. F.Admn.II/G/B3/ 835

Date: 28-09-2022

CIRCULAR

Sub: Special Campaign for cleanliness drive from 2nd October to 31st October,2022.

- Ref: 1. Ministry of Personnel, Public Grievances and Pensions – O.M. No. 11011/2/2022-O&M DARPG dated 12.09.2022
2. Ministry of Education - Letter No F.No.M.11014/05/2022-CDN dated 16.09.2022
3. Ministry of Education D.O.No – M.11014/05/2022-CDN dated 21.09.2022

Ministry of Personnel, Public Grievances and Pensions and Ministry of Education vide reference cited has informed that each Ministry/Department and its attached/subordinate offices to undertake special campaign from 2nd October to 31st October 2022 to focus on cleanliness drive in office spaces and administrative buildings, weeding out of old and obsolete records, etc. which will help to create a clean and spacious working environment.

In the special campaign the following areas will be focussed :

- ***Comprehensive plan for cleanliness***
- ***Space management***
- ***Record Management***
- ***Disposal of scraps /obsolete items***
- ***Beautification of offices***
- ***Awareness generation of 3Rs (Reduce, Reuse and Recycle)***
- ***Set up 3Rs kiosks in the campus***
- ***Promoting Swachhata in Office Premises and Surroundings***
- ***Up-Cycling/re-use of discarded items***
- ***Incentivizing and triggering economic activity by productively reuse and recycle the materials collected***

The progress of the campaign would be documented in pre & post scenario through high resolution photograph. A report on the activities that have taken place during cleanliness drive in your Departments/ Centres/ Sections may be sent to Deputy Registrar (Administration) during the first week of November, 2022 for onward transmission to the Ministry of Education.

Sd/-

Deputy Registrar (Admn.)

To

The Deans

The Heads of Departments/Sections/Centres