



भारतीय प्रौद्योगिकी संस्थान मद्रास  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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No.F.Admn.II/G/B3/

Date: 11.10.2022

CIRCULAR

**Sub: Special Campaign for cleanliness drive from 2<sup>nd</sup> October to 31<sup>st</sup> 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**

**4. Circular No. F.Admn.II/G/B3/ 835 dated 28.09.2022**

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Kind attention is invited to the Circular No. F.Admn.II/G/B3/835 dated.28.09.2022 regarding special campaign for cleanliness drive.

The cleanliness drive in academic/administrative building is being implemented with full vigour and focus. It is pertinent to mention that weeding out of old and obsolete records assumes greater importance in our drive to create a clean and spacious working environment in our campus.

As a part of implementation, it is planned to collect all the materials/documents (including obsolete answer scripts of students) from the department and the same will be shredded at a centralised yard near Alakananda Hostel through the engineering unit staff in presence of designated staff member of the department concerned as per the schedule drawn below :

Date	Time slots				
	8:30-10:00	10:30-12:00	12:00-1:00	1-2:30	3-4:30
14-10-2022	AE	AM	Lunch Break	BT	CH
17-10-2022	CY	CE		CSE	EE
18-10-2022	ED	HSS		MS	MA
19-10-2022	ME	MME		OE	Ph

In view of the above it is kindly requested that the Heads of the Department may take earnest steps for the collection of obsolete answer scripts/documents from all the faculty members and handover it to the Engineering unit staff through designated staff member, in whose presence the answer scripts/records collected from the Department would be shredded.

The progress of the campaign would be documented in pre and post scenario through high resolution photograph before handing over of materials, from the Department concerned. In this regard, the assistance of team members of Shri Kannan Krishnamoorthy, may be availed through Shri.Ajay Krishnan (Ph No: 9444395493).

  
Deputy Registrar (Admn.)