

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
नवाचार प्रबंधन निदेशालय
अनुसन्धान भवन, 2 रफी मार्ग, नई दिल्ली - 110 001

No.17/1/Swachhta Pakhwada-2022/IMD

March 21, 2022

कार्यालय ज्ञापन

Subject: Special Drive for weeding out old/obsolete records and cleanliness campaign in office premises under Swachhta Abhiyan-2022 - reg.

1. Reference is invited to the letter No.5-1(17)/2008-PD dated 19.01.2022 issued by JS(Admn), CSIR to all laboratories/Hqrs regarding observing Swachhata Pakhwada-2022 across CSIR conforming to the consolidated guidelines/information for compliance.
2. It is requested that weeding out of old records may be taken up in each of the Division/Directorate/Unit/Cell across CSIR constituents as a part of special drive under Swachhta Abhiyan-2022. Disposal of waste material/E-waste, written off books may be considered for pruning. Digitization of records may be undertaken to keep the back-up of records, if required. The special drive may also include the office premises cleanliness activities.
3. Further, it is required to prepare a brief report on the activities undertaken along with photographs of performing the cleanliness activities and submit the same to the undersigned every month. A nodal officer may be appointed in each of the laboratory/ Divisions of Hqrs. for undertaking the responsibility and ensuring the implementation of Swachhta Abhiyan.
4. It may be noted that the Drive is to be conducted at regular intervals by all CSIR personnels to maintain cleanliness and enough space in office premises. All Heads of the respective Division/Directorate/Unit/Cell across CSIR constituents may monitor the same for compliance please.



(आर पी सिंह)
प्रमुख, नवाचार प्रबंधन निदेशालय एवं
नोडल अधिकारी, स्वच्छता अभियान

Copy to:

- (i) All Directors, CSIR Labs
- (ii) All Heads of CSIR Hqrs Division/Directorate/Unit/Cell
- (iii) All Officers in CSIR Hqrs Administration
- (iv) Head, IT Division – with the request to upload the OM on CSIR website
- (v) Office copy