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No.62/23/2015-GSI
Government of Haryana,
General Administration Department

Dated Chandigarh, the 6th July, 2015

To
DA
16-7-15

1. All the Administrative Secretaries to Government of Haryana.
2. All the Head of Departments.
3. The Divisional Commissioner, Ambala/ Hisar/ Rohtak/ Gurgaon Division.
4. All the Registrars of Universities in Haryana State.
5. All the Deputy Commissioners in Haryana State.

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DA
DS-E-II

Subject: A cleanliness drive to be conducted upto 15th August, 2015 in all offices of Haryana Government.

Sir/Madam,

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I am directed to invite your attention to Government letter of even number, dated 23.6.2015 (over-leaf) vide which you were requested to ensure an improved work culture and work environment including hygiene and cleanliness of the work place and further to carry out a week long cleanliness drive from 24th June to 1st July, 2015 in all the offices of the State of Haryana and State Public Undertakings.

AA II

2. The matter has been re-considered by the State Government and it has now been decided to continue this **Cleanliness Drive upto 15th August, 2015** in all offices of the State Government and State Public Undertakings. Therefore, you are requested to give renewed attention to the following activities on priority:-

- (i) Upkeep and Cleaning of offices including common area premises, toilets, stairs, lifts, etc.
- (ii) Upkeep and Cleaning of the areas outside the office including parking lots, pathways, etc.
- (iii) Disposal of unusable vehicles/furniture/electronics & electrical equipment, etc.
- (iv) Weeding out of old files/records, etc. after adopting the due procedure.

3. You are, therefore, again requested to ensure full compliance of these instructions in letter and spirit and steps are carried out to continue this Cleanliness Campaign upto 15.8.2015.

4. These instructions may be brought to the notice of all concerned for its strict compliance.

Under Secretary, General Administration,
for Chief Secretary to Government Haryana