



No. P-11019/1(SwachhtaHiSeva)/2023-L&B  
भारतसरकार/ Government of India  
गृहमंत्रालय / Ministry of Home Affairs  
समन्तगनिदेशालयपुलिसावेतार  
Directorate of Coordination Police Wireless

75  
आज़ादी  
अमृत महोत्सव

Block No. 9, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated: 23 Sep 2025.

### CIRCULAR

Subject: Special Campaign 5.0 from 2<sup>nd</sup> October 2025 to 31<sup>st</sup> October 2025-regarding

"Special Campaign-5.0" will be organized from 2<sup>nd</sup> October 2025 to 31<sup>st</sup> October 2025 in DCPW establishments in Delhi, CPRTI, Polnet Hub & all ISPW/RPWTI Stations as per the programme enclosed at "Annexure-A" with preparatory phase starting from 15 September to 30 September 2025. The Station In-Charges of all ISPW Stations shall undertake cleanliness drive under "Special Campaign-5.0".

All Officers and Staff are requested to participate and make the "Special Campaign-5.0" a grand success.

All Station In-charges are also requested to submit Action Taken Report (ATR) along with photograph of activities taken to the mail id of AD(L&B) i.e. inme.sunil@dcpw.gov.in latest by 30 Sep 2025 for onward submission of the same to MHA.

  
(Ram Prasad)  
Deputy Director (L&B)

Copy to:

1. PS to Director.
2. PA to Addl. Director (HQ)/ PA to Addl. Director (OPS)
3. All Officers at Hqrs.
4. All Sections at Hqrs.
5. CPRTI, Vande Mataram Marg, New Delhi.
6. Polnet Hub, Samnvay Sadan, Siri Fort Road, New Delhi.
7. AD(IT): For upload on DCPW website.
8. File.

## Annexure -A

S.No.	Programme
1	Extensive cleaning of lawns, polishing/ painting of flower pots lying in the office.
2	Systematic arrangement of files and other office equipment in offices, Weeding out drive for the old/obsolete records to be carried out.
3	Cleaning of fans, windows glasses, electronic items and cushions dry cleaning of furniture items etc.
4	Cleaning and servicing of all IT/electronic/Electrical machines.
5	Whitewashing of outdoor area, rooms & officer, wherever required.
6	Cleaning and servicing of water dispensers.
7	Deep cleaning of all staircases, corridors in officer premises.
8	Special cleaning drive for intensive cleaning in association with the employees of the respective sections/stations.
9	Removal of obsolete furniture items, waste/plastic etc. from the office premises.
10	Pesticide work in corridors and rooms by sprinkling of disinfectants/pest control.
11	Employees to be motivated to maintain the cleanliness at work place. Accordingly, room to room briefing to be done. To make the employees aware about SwachhtaPakhwada, banners and standies to be placed at different locations of office premises with Swachhta Slogans.

Apart from above mentioned tasks of cleanliness, all officials are requested to participate in cleanliness campaign and submit photographs clicked before and after of Swachhata Campaign.

