

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



Block No. 9, CGO Complex,  
Lodhi Road, New Delhi-03  
Dated: 26<sup>th</sup> Sep, 2024

## CIRCULAR

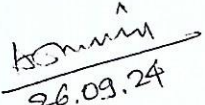
Subject: **Cleanliness Report under Swachhta Hi Seva-2024 and Special Campaign 4.0**

Further to Circular No. A.11019/1(SwachhtaHiSeva)/2023-L&B dated 18.09.2024 and Signal No.P-11019/2(SpecialCampaign4.0)/2023 dated 19.09.2024 "Swachhta Hi Seva-2024" and Special Campaign-4.0 will be organized from 27 September 2024 to 01 October 2024 in DCPW HQrs including POLNET Hub and CPRTI as per the programme enclosed at "Annexure-A".

All Officers and Staff are requested to participate and make the event a grand success.

All sections are also requested to submit report along with photographs in this regard latest by 01.10.2024 compulsorily for onward submission to MHA.

This issues with the approval of competent authority.

  
26.09.24  
(Ashim Sen)  
Deputy Director (L&B)

Copy to:

1. PPS to Director.
2. PS to Addl. Director (HQ)/ PS 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	Date
1	Tree plantations under “Ek Ped Ma KeNaam” at POLNET Hub	27.09.2024 (11 am to 1 pm)
2	Shram Daan at POLNET Hub	
3	Pledge to be administered under Swachhta Hi Seva-2024 at POLNET Hub	
4	Space Management by all Sections of DCPW HQrs, CPRTI and POLNET Hub	30.09.2024 (11 am to 1 pm)
6	Record management – review of files/ records and weeding of files/closing of e-files by all Sections of DCPW HQrs, CPRTI and POLNET Hub	
7	Assess the volume of redundant materials to be disposed and finalize the procedure for disposal by all Sections of DCPW HQrs, CPRTI and POLNET Hub	01.10.2024 (11 am to 1 pm)
8	Systematic arrangement of files and other office equipment by all Sections of DCPW HQrs, CPRTI and POLNET Hub	
9	Cleaning of fans, window glasses, electronic items by all Sections of DCPW HQrs, CPRTI and POLNET Hub	
10	Removal of waste/ plastic etc. from office by all Sections of DCPW HQrs, CPRTI and POLNET Hub	