

No.A.44011/9/2016-Admn.I(Pt.)  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhawan, New Delhi,  
Dated the 12 October 2017

**OFFICE MEMORANDUM**

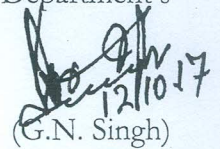
Subject:- **Swachh Bharat Mission** - Special Drive to be undertaken before 'Diwali' - reg.

The undersigned is directed to say that the Swachh Bharat Mission was launched on 02.10.2014, as a national flagship programme. The Prime Minister had also initiated in April, 2016, the concept of Swachhata Pakhwada with the objective of achieving goals of the Mission by 2019. The Cabinet Secretariat has, therefore, called upon all Ministries/Departments to launch a special drive before Diwali aimed at making the offices clean and tidy. During this period, the old or unserviceable items, including files, which are of no use and keep lying around, may also be identified and disposed of as per the extant rules and instructions. The results of the special drive including "before" and "after" pictures may be shared by uploading on Department's website, twitter handle, etc.

2. It may not be out of place to emphasize that cleanliness drives are measures designed to ensure that office premises and its surroundings remain neat, tidy and clean. Unnecessary accumulation of papers/files should not be allowed to occupy space which is not conducive to efficient and effective functioning. Such measures are to be sustained on perennial basis and not to be resorted to only when asked to or when such drives are asked to be undertaken.

3. Further, the Diwali greetings may be exchanged digitally being eco-friendly and economical.

4. It is, therefore, requested that review and weeding out of old records be undertaken in right earnest especially before "Diwali" and should be carried out as a regular feature with sustained initiative. A progress report on weeding out of old records may also be sent to Admn.I Section from time to time and results of drive including "before" and "after" pictures may be shared with AC (SR), Dr. Sulekha (sulekhas/@gmail.com), for onward transmission to GC/PC Division for uploading on Department's website, twitter handle, etc.

  
(G.N. Singh)

Joint Secretary to the Government of India

To,

- All officers in DADF at Krishi Bhawan and
- All Sections including AHS Division/DMS Complex
- US(Ad.I)/US(Admn.II)/US(Admn.III)/US(Admn.IV)/US(Admn.V)/US(Admn.VI) for coordination with field offices and arranging photographs.

Copy for kind information to:-

- PS to MOS(Agri & FW)(KR)
- Sr. PPS to Secretary (ADF)