

**IMMEDIATE**

**No. B-11011/1/2017-GA  
Government of India  
Ministry of Water Resources, River Development & Ganga  
Rejuvenation  
(General Administration)**

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**Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 06.10.2017**

**OFFICE MEMORANDUM**

**Subject:** Special Cleanliness Drive before Diwali – reg.

The undersigned is directed to forward herewith the Cabinet Secretary's D.O. letter No. 1/48/3/2017-Cab dated 06.10.2017 addressed to Secretary (WR, RD & GR) regarding special cleanliness drive to be organised before Diwali.

2. Cabinet Secretary has desired that a special drive before Diwali be launched wherein the old or unserviceable items, including files, which are of no use and keep lying around, may be identified and disposed of as per the extant rules and instructions.

3. In this regard, all Wings/ Divisions/ Sections/ SMDs of the Ministry are requested to:

- i. Identify and weed out old files as per extant rules and instructions.
- ii. Keep aside the files that need to be sent to the record room of the Ministry at CSMRS and inform the no. of such files to General Administration Section of this Ministry so that necessary arrangements to transfer these files may be made.
- iii. Furnish the details of old and unused electronic and electrical items to General Administration Section so that necessary arrangements may be made for utilisation and disposal (if reqd.).

- iv. Share "before" and "after" pictures of cleanliness drive to General Administration Section by e-mail to [manpreet.marwaha@gov.in](mailto:manpreet.marwaha@gov.in) or WhatsApp to Mob No. +91-9953334329.
4. This issues with the approval of competent authority.

**Encl:** As above

  
(Ashish Kumar)  
Director (GA/ Coord./e-Gov)  
Ph: 011-23716747

**To**

1. All Wing Heads/ SMDs in MoWR, RD & GR.
2. All Section Officers in MoWR, RD & GR.
3. Technical Director, NIC for uploading this on Intra-MoWR.

**Copy for information to:-**

1. PPS to Secretary (WR, RD & GR).
2. PPS to DG (NMCG)/ PPS to JS (A/GW)/ PPS to JS (RD & PP)/PPS to JS & FA/ PPS to MD (NWM)