

No. F-23012/3/2023-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
General Administration

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 27.09.2023

OFFICE MEMORANDUM

Subject : Ongoing Swachhta Hi Seva; Digital Clutter on 29th Sep 2023 reg.-

With reference to the subject cited above all the officers/official of this Department are aware of the ongoing Swachhta Hi Seva campaign from 15th to 30th Sep 2023 in which various cleaning activities are being taken up by this Department. Further, to show our commitment to sustainability and environmental responsibility, all Officer/Officials are requested to take proactive steps to reduce our carbon footprint and **dedicate 1 hour after office time on 29th Sep 2023** .

2. It is therefore, requested to delete extra emails and e-office data and also unwanted files/data in our computer/mobiles which would result in immense impact on carbon footprint.

Ashish

(Ashish Kumar Sao)
Under Secretary to the Govt. of India
011-23719816

To
All the officers/officials of DoWR RD & GR

Copy to :-

- (1) PPS to Secretary, DoWR RD & GR
- (2) PPS to JS (A, IC & GW), DoWR RD & GR
- (3) Intranet