

No. D.32011/4/2013-GA
Government of India
Ministry of Water Resources
(General Administration)

Shram Shakti Bhawan
Rafi Marg, New Delhi - 110001
Tel. 2338 2111, 2338 2112, 2338 2113

Shram Shakti Bhawan
Rafi Marg, New Delhi - 110001
Dated the 14th October, 2013

CIRCULAR

In order to ensure a clean and hygienic environment of the office building of this Ministry it has been decided that the following Floor Officers would monitor the cleanliness of the concerned floors :-

- | | | |
|----|--------------------------------------|-------------------------|
| 1. | Shri S.K. Kataria, Under Secy (E-II) | -6 th Floor. |
| 2. | Shri L.P. Sharma, Under Secy (Admn) | -4 th Floor. |
| 3. | Shri Narendra Singh, Under Secy(E-I) | -2nd Floor. |

2. It has also been decided that to ensure the cleanliness, on each working day the staff engaged in cleaning would get a Register signed from the above mentioned Floor Officer to the effect that the cleaning of the toilets/rooms/corridors of the concerned floor has been done satisfactorily. The register will be further put up to Head of Department for information.

5. Each Floor Officer would be at liberty to depute any of his sub-ordinate officer/official for his assistance for above mentioned purpose. In absence of any Floor Officer, the work would be assigned to the Link Officer.

6. This issues with the approval of competent authority.



(R.K. Ojha)
Under Secretary (GA)

Copy to :-

1. PPS to Secretary (WR).
2. PS to JS(A).
3. PS to JS&FA.
4. PS to JS(PP).
5. All Directors/Deputy Secretaries, MoWR at SS Bhawan.
6. All Under Secretaries of MoWR at SS Bhawan.
7. All Section Officers of MoWR at SS Bhawan.