

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
**National Institute of Electronics and Information Technology (NIELIT)**  
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India

No. NIELIT/HQ/ADMIN/C&M/31/2015

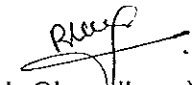
Dated: 11.02.2016

**Office Order**

The "Swachh Bharat Abhiyan" is being implemented across the country as a national campaign to achieve a clean India by 2019. In this connection a special Campaign for cleanliness during the second fortnight of February, 2016, is to be undertaken in NIELIT as per D.O. letter No. 1(1)/2016-BM dated 03.02.2016 received from DeitY (copy enclosed).

2. All the Centre Directors/Centre-in-charge are requested to implement the suggested points of Action Plan from 15-29 February, 2016 and thereafter also try to continue the same as far as possible. It is also requested that the Centre Directors/Director-in-charge may take regular rounds/visits to the Sections/Labs to encourage the employees to make the mission a success. A copy of the Action Taken/Compliance Report may be submitted by Speed Post/Courier or through email ([shishodiabs@nielit.gov.in](mailto:shishodiabs@nielit.gov.in)) to this office by 2<sup>nd</sup> March, 2016 positively for compilation and onwards submission to DeitY.

Encl: a/a

  
(B.N. Choudhury)  
Addl. Director (P&A)  
Tel: 011-24363936  
e-mail: [bnchoudhary@nielit.gov.in](mailto:bnchoudhary@nielit.gov.in)

To,

- 1- All Centre Directors/Centre-In-Charge
- 2- All HoWs & HoDs at Headquarters
- 3- IT Division, HQ for update of website.

जे.एस. दीपक  
सचिव

J.S. Deepak  
Secretary



सत्यमेव जयते

भारत सरकार  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग  
Government of India  
Ministry of Communications &  
Information Technology  
Department of Electronics &  
Information Technology (DeitY)

D.O. No. 1(1)/2016-BM  
Dated: 3 February, 2016

Dear Colleague,

As you are all aware, the "Swachh Bharat Abhiyan" is being implemented across the country as a national campaign to achieve a clean India by 2019. We have been undertaking cleanliness campaign from time to time to improve cleanliness in Government offices.

2. In order to upkeep and maintain the standards of cleanliness/sanitation and healthy work environment in DeitY and its Societies / autonomous / attached / subordinate / statutory offices and its all field formation units it has been decided to observe a special campaign for cleanliness during the second fortnight of February, 2016.

3. In this connection, please find suggested action points for Action Plan which may be implemented by all Societies / autonomous / attached / subordinate offices from 15 -29 February, 2016.

4. A copy of the Action Taken / Compliance Report may be submitted by the respective Heads for information in this regard by 7 March, 2016 positively.

Warm regards,

Yours sincerely,

*(Signature)* 3/2/16  
(J.S. Deepak)

Registrar  
8/2/16

On file  
with necessary action  
Addl Dir (F&S) 9/2/16  
DD (BSS) 10-02-16  
SA (F&S)

All Heads of Societies / autonomous / attached / subordinate / statutory offices

नहानिदेशक (रा.इ.सू.प्रौ.सं.) का कार्यालय  
O/o DG, NIELIT  
दिनांक नं./Dy. No. 10983  
आवक तिथि/DI IN 08/02/16  
आवक तिथि/DI OUT 08/02/16

NIELIT  
Registrar's Office  
Diary No. 264/16  
Date In 08/02/16  
Date Out 08/02/16

इलेक्ट्रॉनिक्स निकेतन, 6, सी.जी.ओ. कॉम्प्लेक्स, नई दिल्ली-110003 / Electronics Niketan, 6, C.G.O. Complex, New Delhi-110003

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MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY  
CGO COMPLEX, NEW DELHI

**ACTION POINTS FOR SANITATION/CLEANESS FORTNIGHT CAMPAIGN**  
**SANITATION/CLEANESS CAMPAIGN (15.02.2016 TO 29.02.2016)**

1. Upkeep and cleaning of the office premises including the common areas like toilets, common corridors, and stair case, lifts, store yard.
2. Upkeep and cleaning of the area around the office or the office complex, including the parking areas, pathways etc.
3. Lecture & presentation on the Swatch Bharat Abhiyan and maintaining healthy / clean way of life.
4. Disposal of the old and not in use furniture/fixtures/stationary including electrical and electronics equipment.
5. Weeding out of the old files/records etc.
6. Repair and maintenance of the office premises and outside common areas etc.
7. Proper maintenance of vehicles to reduce pollution.
8. Landscaping
9. Provision for energy efficiency Lights.
10. Provision for rainwater Harvesting system.
11. Provision for Solar Systems.
12. Provision for proper Garbage Management.
13. Provision for composting.
14. Take photographs before the action and on completion of the swatch campaign.
15. Nominate a Nodal Officer of each office by Head of concerned organization.
16. Provision of Reward/commendation for best cleanliness/maintenance to Sections / Divisions on ranking basis.
17. Action Taken Report to be sent after collecting of reports from all field units to the JS(Admn.), DeitY by the respective Head of office/organization.