

CIRCULAR

No.AN/III/1702/Estt./02

Dated: 20.09.2017

To

All Sections of Main Office, CDA Jabalpur

Sub: Campaign on "Swachhta Hi Sewa".

In pursuant to HQrs. Office Circular No.AN/III/3012/Circular Vol-VI dated 11.09.2017 and as per instruction of the competent authority, all the officers and staff of Main Office are hereby requested to attend Office on 24.09.2017 (Saturday) at 10 AM to undertake a campaign on "Swachhta Hi Sewa" in the office premises. The component of activities under the ibid campaign will be "Jagruta Abhiyan". All the officers and staff of this office are invited to contribute in the Shramdan activity to be organized between 10 AM to 1 PM to ensure a clean environment at the work place.

2. Under the above cleanliness activity focus has been identified as three rooms on the 2nd Floor of Main Office Building presently used for dumping the old records. The under mentioned officers have been nominated to supervise and monitor the activity.

- (i) Shri T Balraj, AAO (M Section)
- (ii) Shri O P Prajapati, AAO (Store Contract Section)
- (iii) Shri Sanjay Kumar, AAO (Fund Cell/NPS Cell)
- (iv) Shri Rajeev Ranjan, AAO (IA Cell)

3. Presence of all MTS of Main Office in the programme is mandatory till completion.

4. The above named officers are requested to ensure proper arrangement of up keeping the live documents. For this purpose staff of the concerned sections may be suitably deployed.

5. The above circular may kindly be got noted by all the officials. It is also requested to ensure their active participation in the spirit of a 'Jan Andolan'.

Sd/-
Sr. Accounts Officer (AN)

Copy to:

OA Cell

- For publicity on the Social Media/website.

Sd/-
20/9/17
Sr. Accounts Officer (AN)