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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT- DELHI  
(GENERAL ADMINISTRATION BRANCH  
5, SHAM NATH MARG, DELHI**

**No. F. 10/8/GA/Estt./DC/HQ/2014/746**

**Dated 16/12/14**

To

The SDM -I/II/III/IV & V,  
Revenue Department  
Govt. of NCT of Delhi.

**Sub: Regarding Swachh Bharat Mission.**

Sir/Madam,

Please find enclosed herewith the letter of Deputy Secretary (GAD), GNCT of Delhi bearing No. F.2/1208/ CTB/ GAD/ 2014/9942 dated 24/11/2014 regarding **Swachh Bharat Mission**, for further necessary action at your end.

Yours faithfully,

  
(PREM KUMAR SINGH)  
OFFICE SUPERINTENDENT (HQ)

**Encl: As above.**

**No. F. 10/8/GA/Estt/Dc/HQ/2014/**

**Dated**

**Copy to :-**

1. System Analyst, Revenue Department (HQ), for uploading the circular No. F. 2/1208/CTB/GAD/2014/9942 (copy enclosed) on website of this Department.
2. PA to Pr. Secretary (Revenue)/Divisional Commissioner, Delhi.
3. PA to Addl. Secretary (Revenue), Revenue Deptt.

  
(PREM KUMAR SINGH)  
OFFICE SUPERINTENDENT (HQ)

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(2)

28756

CD No.062298744  
GENERAL ADMINISTRATION DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
CARETAKING BRANCH  
2<sup>ND</sup> LEVEL, A-WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002

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for a - A

No.F.2/1208/CTB/GAD/2014/ 9942

Dated: 24/11/14

CIRCULAR

As (Rev)  
All DCs

During the course of inspection of various Offices and Field Offices carried out by the HODs and Senior Officers of the Government under Swachh Bharat Mission, it has been observed that old files, records and obsolete office appliances are piled up either under or on the tables, almirahs, cabinets, racks and workstations and sometimes even on the floor itself giving a shabby and ramshackle look to the entire room/area.

all SDMs  
SA  
DCA

It has been directed by the Chief Secretary that the concerned Branch Incharges/Officers of all the departments **must** ensure that the working area should be completely devoid of any unusable records or equipments making it fully uncluttered. In the process, if some weeding out of old records and office equipments/appliances is required the same should be ensured forthwith. As a matter of fact, in all the Government Offices, the weeding out and condemnation of those items which have outlived its life should be a continuous process.

26/11

24/11/14

(SUKRAM PAL)  
DEPUTY SECRETARY(GAD)

To  
All the Principal Secretaries/Secretaries/HODs  
Delhi Secretariat Building.

Copy also for information to O.S.D. to C.S.

1959/SDM III  
27-11-14

9/15/60  
28/11/15

Ms. Sumit  
Circulate ALL DC's

OS(GA) Pd  
1 line circular - P1

OS(LA)  
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