

GOVERNMENT OF INDIA STATIONERY OFFICE  
3, CHURCH LANE, KOLKATA-700001

M-20016/17/2018/Estt/ 3008



To  
Shri Ram Singh,  
Under Secretary to the Govt. of India,  
MoHUA,  
Nirman Bhawan,  
New Delhi-110011

Sub: Action Taken Report on Swacchata Action Plan 2018-19

Actually cleanliness is not just a one-time activity. A sustained efforts need to be maintained to keep the surroundings clean and beautification. "SAP" taken by this office is as follows:

- 1) Swacchata Pledge by Officers/Staffs was taken in office campus.
- 2) Display of banners regarding Swacchata is pasted in walls of office campus.
- 3) Resolution is taken by all Officers/staff members to keep office premises clean, manage old newspapers/Magazines/Office records properly.
- 4) Swacchata Workshops on cleanliness and awareness campaign was carried out in office premises.
- 5) Mass anti-plastic drive is taken.
- 6) Tree -plantation or beautification is carried out in the office garden premises for green-energy.
- 7) Digitization of office records is planning to success and disposal of obsolete files and folders was taken.

*Jalil Ahmed* 26/10/18  
(JALIS AHMED)

Dy. Controller, Sty(Admn)/Insp

*Mail on*  
*13/11/18*  
*at 3.25 P.M.*

*rc*  
*26/10*  
*25.10.18*