

“हिन्दी राष्ट्र के निर्माण में सहायक है”



रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, लखनऊ छावनी -226002
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No. AN/1A/1004/Special cleanliness drive

Date:20/01/2022

To,

RTC Lucknow
IFA (CC) Lucknow
All Sub offices
All Section of the Main office

Sub: Special cleanliness drive.

Ref: HQrs office letter No. Estt.-Coord/3012/Misc/e-Samiksha dt. 12.01.2022

With reference to HQrs office letter cited under reference, it is intimated that a special cleanliness campaign for disposal of pending references and its monitoring, both indoor and outdoor campaigns are required to be carried out dedicatedly for 03 hrs, on every Wednesday at a suitable time, strictly following the COVID-19 protocols. The scope of indoor cleaning drive is broadly outlined as under:

- Cleanliness inside the office complex
- Weeding out of old files
- Review of obsolete/old items and its disposal
- Dusting of doors, windows, corner, Almirah, PCs and Stores etc.

The above list is indicative and other activities may be added by the respective office as deemed fit.

2. It is requested to take action accordingly and furnish action taken report to this office through email at pcdacan1a.dad@gov.in on every Thursday.

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JCDA

Copy to:
OA Cell
(Local)

: For uploading on website of PCDA (CC).

संजय श्रीवास्तव
SAO (AN)