



**No.BSNL/Admn.I/23-1/2016**

**2.11.2016**

**To**

**Chief General Manager  
All Telecom circle/Metro Districts**

**Subject: Observing Swachh Bharat Pakhwada in BSNL from 1<sup>st</sup> November 2016 to 15 November, 2016- regarding.**

Kindly refer this office letter of even no dated 28/10/2016 regarding observing Swachh Bharat Pakhwada from **1<sup>st</sup> November 2016 to 15 November, 2016**, to execute cleanliness related activities as mentioned in the letters. Further all the circles will strictly, observe the Swachh Bharat Pakhwada from 1<sup>st</sup> November 2016 to 15<sup>th</sup> November, 2016 with respect to the following activities.

- i. All the offices/exchanges and Inspection Quarters (IQs) shall be kept neat and clean at all times.
- ii. Cleaning of 27000 BSNL Exchanges.
- iii. Cleaning of painting, if required, distribution Boxes/Panel.
- iv. Disposal of unserviceable office equipment/furniture/other material including E-waste.
- v. Cleaning of office premises/Inspection Quarters.
- vi. Administering Swachhta pledge by the Head of Offices.
- vii. Drive to review and weed out records in accordance with the Record Retention Schedule.

All CGMs are requested to furnish compliance report and photographs related activities undertaken during **Swachh Bharat Pakhwada on day to day basis from 1<sup>st</sup> November 2016 to 15 November, 2016** on priority basis to BSNL CO / DOT on following e-mails as these reports are monitor by DOT on day to day basis.

1. kdsreg@gmail.com
2. swachhsanchar@gmail.com
3. ss\_rawat66@rediffmail.com

This has the approval of competent authority.

  
(S.S.Rawat)  
AGM(Admn-I)