



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 1st 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 1st 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 1st November 2016 to 15th 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 1st 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)