

No. D-26011/01/2022-Genl.
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services

Nirman Bhawan, New Delhi
Dated, 27th September, 2022

Office Memorandum


Subject: Special Drive for cleanliness from 2nd October to 31st October, 2022.

The undersigned is directed to say that a special campaign 2.0 is scheduled to be initiated from 2nd October, 2022 to 31st October, 2022 viz-a-viz to weed out all records and also to focus on cleanliness. Therefore, all officers/officials are requested to:

- (i) Review of all physical files for weeding/recording in terms of the retention schedule.
- (ii) Details of files to be digitalized may be referred to the General Section, Dte.GHS for further action on the format given below:

Name of the Section	Number of physical files to be digitalized	Number of pages of these files.

- (iii) All Sections are advised to avail facilities put in place by the General Section for shifting of files from Section to Record Room (Pushpa Bhawan).
- (iv) All officers/officials are requested to ensure adequate cleanliness in around their office premises and any assistance is required may contact the General Section.


27/9/2022
(Sanjay Katiyar)
Dy. Director
23061978

To
All the Officers/Sections of Dte.GHS

Copy to:
PSO to DGHS
PS to JS(HS)
PA to Director (CSP).