

No.DGE-D-31011/01/2022-Adm.III
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, New Delhi
Dated : 02.10.2022

OFFICE MEMORANDUM

Subject:-Special Campaign 2.0 (02.10.2022 to 31.10.2022) for improving overall cleanliness of DGE, MoLE offices at Shram Shakti Bhawan-regarding

The undersigned is directed to say that on the direction issued by DARPG for improving the overall cleanliness at office premises by organizing special campaign, following teams have been constituted to inspect the cleanliness in the premises of Shram Shakti Bhawan such as Section/Corridors/inside & outside of Wash Rooms etc. of Shram Shakti Bhawan under the administrative control of Directorate General of Employment, Ministry of Labour & Employment everyday upto 31.10.2022.

SI. No.	Date (s) assigned to the Team	Team Member (Shri/Smt.)	Area assigned for Inspection
1.	03.10.2022 to 07.10.2022	Sh. M.K. Singh, S.O. Sh. B. Mohanty, ADE	Room No.05, 06, 06A including corridor and surrounding area
2.	10.10.2022 to 14.10.2022	Ms. Monica Kumawat, DDE Sh. Radhey Shyam Sharma, SSO	
3.	17.10.2022 to 21.10.2022	Ms. Mitu Malhotra, SSO Sh. Sandeep Yadav, JSO	
4.	25.10.31.2022 to 31.10.2022	Sh. Anil Gujjar, ASO Ms. Jyoti, SSO	
5.	03.10.2022 to 07.10.2022	Sh. Raj Muni, DDE Sh. Jitender Kumar, ADE	Room No.335 C, 228 C including corridor and surrounding area
6.	10.10.2022 to 14.10.2022	Sh. Parveen Thakran, SSO Sh. Siddarth Nagar, SSO	
7.	17.10.2022 to 21.10.2022	Sh. Chander Mohan, AD (OL) Ms. Sulaxana, SHD	
8.	25.10.31.2022 to 31.10.2022	Sh. Lalit Kumar, SSO Sh. Parikaj Kumar, SSO	
9.	03.10.2022 to 07.10.2022	Sh. A.K. Biswas, US Sh. Sunil Kumar Sagar, ASO	Room No.511, 321, 323, 324, 327,330, 332 including corridor and surrounding area
10.	10.10.2022 to 14.10.2022	Sh. Ram Rattan, PPS Sh. Ashish, ASO	
11.	17.10.2022 to 21.10.2022	Sh. Amit Jenwal, ASO Sh. Upender Prasad, SSA	
12.	25.10.31.2022 to 31.10.2022	Sh. Amit Kumar, JSO Sh. Atul Sonu, JSO	

2. Floor-wise In-charge for review of cleanliness during the special campaign 2.0 as per details given below:-

SI. No.	Description of Floor/Room No.	Officer In-charge to monitor/review (Shri/Smt.)
1.	Ground Floor Room No.05, 06, 06A including corridor and surrounding area	Sh. Aswani Kumar, JDE
2.	2nd & 3rd Floor ('C' Wing) Room No.335 C, 228 C including corridor and surrounding area	Dr. Aquib Javed, JDE
3.	5th & 3rd Floor Room No.511, 321, 323, 324, 327,330, 332 including corridor and surrounding area	Sh. Satpal Sharma, DS

Contd....2/-

3. Adm.III Staff will also inspect all floors and outside area of the premises in Shram Shakti Bhawan.
4. All concerned officers are requested to visit above mentioned areas of Shram Shakti Bhawan and inspect the designated areas by using Swachhata Assessment form (Copy enclosed) and to ensure proper cleanliness in the above areas. It is also requested that information about any discrepancy may be brought to the notice of Adm.III Section/Caretaker (Sh. Mohit Sharma) immediately for taking necessary action. It is also informed that housekeeping staff and Caretaker unit are available in DGE, MoLE since 8.00 AM.
5. The report/filled Swachhata Assessment form may be submitted to DS (SPS) after inspecting the designated area on specific date.
6. AS far as the field offices of DGE are concerned, they may also similarly appoint team member from amongst their staff and officers for review of cleanliness in their office premises during the Swachhata campaign 2.0 under intimation to this office.
7. This may please be treated as Immediate.

Gyraneshi Kalra
2/7/20

(G.K. Kalra)
Under Secretary to the Govt. of India

To

All concerned Officers/Officials.

Copy to:

- (i) PPS to DDG (E)
- (ii) PSP to Director (Employment)
- (iii) PA to DS (SPS)
- (iv) US (GKK), US (AKB), US (VSN)
- (v) EE-II & EE-III

SPECIAL CAMPAIGN 2.0
SWACHHATA ASSESSMENT FORM

Sl. No.	Question	Answer
1.	Is there any litter (plastic bags, straws, coffee stirrers, plates, cups, glasses, spoons, newspaper, food packets, cigarette buds etc.) in the office space?	No Yes, some litter Yes, lot of litter
2.	Is the space (section/corridor) well-lit?	Yes No
3.	Are the chairs/tables clean? (No dust/stains etc.)	Yes, all are clean No, none are clean Partially, some are clean
4.	Are there any pests /rodents /birds /insects /flies /mosquitoes present inside the room?	Yes No
5.	Are the walls, pillars and ceiling, clean and properly maintained?	Yes No
6.	Is the floor clean and properly maintained?	Yes No
7.	Are electric fittings (cables, wires, ACs, electric boards) installed properly?	Yes No
8.	Is there any visible dump/storage in the sections? (Improper storage of files, chairs, boxes etc.)	Yes No
9.	Is there a dustbin present in the office space? Is there a lid on the dustbin(s)? Are the dustbin(s) overflowing?	Yes No Partially
10.	Is there Hand Sanitizer facility available in sections?	Yes No
11.	Is the drinking waster facility available in the space?	Yes No
12.	Is the drinking water station sanitary? (no dust/stains/dripping water/stagnant water)	Yes No
13.	Are there separate dustbins for different types of waste in Washroom? (Segregation of waste)	Yes No
14.	Is there an full-time assigned attendant/cleaning staff available for the washroom?	Yes No
15.	Is there a log of washroom cleaning maintained?	Yes No
16.	Is there hand washing facility available in the washroom?	Yes No
17.	Is the washroom facility clean? (Urinals, WC, toilet seat, wash basic etc.)	Yes No Partially