



DO. No. SB / SBM / 52 / 2016

Date: 11th May 2016

Respected Sir / Madam,

Sub: Swachh Bharat Mission: Discarding old and unused files from office premises during thematic cleanliness drive of 16th- 31st May 2016

As you may recall, in June 2014, a major cleaning drive was carried out in all government offices, to discard old and unused files in the office premises, which are a major source of lack of cleanliness in offices.

As part of the planned thematic cleanliness drive in government offices and buildings during the fortnight 16th - 31st May 2016 under Swachh Bharat Mission, we request you to kindly take up a similar drive to weed out and clear your offices of all old and unused files that may have accumulated over the years.

The expected outcome is that by 31st May 2016, all government offices would have been cleared of all old and unused files.

Pictures of these cleaning activities may kindly be uploaded on the swachhbharat.mygov.in portal. We request you to please issue necessary instructions to the concerned officers in your offices, and we look forward to your cooperation in making this drive and the Mission a success.

With regards,

Yours sincerely,


(Praveen Prakash)

Secretaries of all Ministries