

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग/ Administration Department)

परिपत्र/ CIRCULAR

Subject: Cleanliness drive and disposal of pending matters – reg.


This has reference to letter No. N-21/31/2021 – P&C dated 06.05.2022 of DoCA wherein directed that Cleanliness drive on 17.05.2022 / 23.05.2022 and provide the ATR with good quality photos to DoCA by 26.05.2022 (**copy enclosed**), for the period from the last drive date till 17 / 26/05/2022 as the case may be, in the format as attached, on the following points:

- (1) References from MPs
- (2) Parliamentary Assurances
- (3) IMC references/Cabinet proposals
- (4) State Govt. references
- (5) Public Grievances
- (6) PMO references
- (7) Record Management (Review, weeding/records, digitalization of files)
- (8) Cleanliness Campaigns
- (9) Easing of Rules/process
- (10) Public Grievances Appeals
- (11) Space freed
- (12) Revenue earned

2. Keeping in view of above, it is requested to Heads of all ROs/BOs/Labs/NITS including HQ to kindly peruse the above and ensure to conduct Cleanliness drive on 17.05.2022 / 23.05.2022 and also send the Action Taken Report (ATR) with good quality photos, to Administration Department through e-mail: administration@bis.gov.in, on the above points in the attached format, till 24 May 2022, positively. After compilation, the same may be sent to DoCA, accordingly.

3. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/01/40/2022

Circulated to:

- (i) Heads of all ROs/BOs/Labs/NITS including HQs through BIS Intranet for kind information and compliance, please.
- (ii) Head (PR Deptt.) - requested to kindly make an arrangement for a photographer for taking some high quality photographs.

Email

ADMINISTRATION Admn

Fwd: Cleanliness drive and disposal of pending matters-regarding.

From : Kumar Shantanu <ddga@bis.gov.in> Fri, May 06, 2022 02:58 PM
Subject : Fwd: Cleanliness drive and disposal of pending matters-regarding. 📎 1 attachment
To : ADMINISTRATION Admn <administration@bis.org.in>, Director Admin <dra@bis.gov.in>

From: "ADG BIS" <adg@bis.gov.in>
To: "Planning and Coordination" <pnc@bis.gov.in>, "Kumar Shantanu" <ddga@bis.gov.in>
Sent: Friday, May 6, 2022 2:52:09 PM
Subject: Fwd: Cleanliness drive and disposal of pending matters-regarding.

From: "BIS DG Secretariat" <dg@bis.gov.in>
To: "ADG BIS" <adg@bis.gov.in>
Sent: Friday, May 6, 2022 2:47:13 PM
Subject: Fwd: Cleanliness drive and disposal of pending matters-regarding.

From: "US(P&C)" <uspc-ca@gov.in>
To: "adlmrrsl ca" <adlmrrsl.ca@gmail.com>, "Ashutosh Agarwal" <ahd-rrsl@nic.in>, "bsl konar" <bsl_konar@rediffmail.com>, "ddrrsl frd" <ddrrsl.frd@gmail.com>, ddrrsl@gmail.com, "BIS DG Secretariat" <dg@bis.gov.in>, "DG,NTH, Kolkata" <dgntb-wb@nic.in>, "Rajeshwar Kumar" <dir-iilmr-jhr@nic.in>, mdnccf@nccf-india.com, "Dr Rakesh Joshi, Deputy Director" <rakesh.joshi74@gov.in>, "rrsl guwahati" <rrsl.guwahati@gmail.com>, "rrsl ahd" <rrsl_ahd@yahoo.co.in>, rrrslbhubaneswar@gmail.com, rrrslvar@gmail.com
Cc: "Shashi Bhushan" <shashibhushan.icoas@nic.in>, "Surendra Singh" <dirpg-ca@gov.in>
Sent: Friday, May 6, 2022 2:11:06 PM
Subject: Cleanliness drive and disposal of pending matters-regarding.

Respected Sir/Ma'am,

Please find enclosed an OM dated 6th May, 2022 on the subject mentioned above.

With Regards,
Under Secretary(P&C)
Department of Consumer Affairs
Tel. 23382525





 **OM Cleanliness Drive dated 6th May, 20220001.pdf**
53 KB

No. N-21/31/2021-P&C
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs
Krishi Bhawan, New Delhi-110001
Dated: 06.05.2022

OFFICE MEMORANDUM

Subject: Cleanliness drive and disposal of pending matters - regarding.

The undersigned is directed to inform that all attached and subordinate offices under this department will conduct cleanliness drive on 17.05.2022 / 23.05.2022 and provide the ATR with good quality photos to this Department by 26.05.2022, for the period from the last drive date till 17 / 26/05/2022 as the case may be, in the format as attached, on the following points:

1. References from MPs.
 2. Parliamentary Assurances
 3. IMC references/Cabinet proposals
 4. State Govt. references
 5. Public Grievances
 6. PMO references
 7. Record Management (Review, weeding/records, digitalization of files)
 8. Cleanliness Campaigns
 9. Easing of Rules/process
 10. Public Grievance Appeals
 11. Space freed
 12. Revenue earned
2. This has approval of the competent authority.



(Surendra Singh)
Director to the Government of India
Tele: 2338 43 90
email: dirpg-ca@nic.in

- To,
1. DG(BIS) and Regional Offices.
 2. Director(LM), RRSLs/
 3. Director(IILM)
 4. DG(NTH) and Regional Labs
 5. DG(NCCF).

Copy to: Adviser (Cost) / Director (LM) / Director (Coop.) are requested to follow up the matter.

Target Achievement Form for: Department of Consumer Affairs

Select Month and Year
(MM/YYYY Format)

Date:

A - Target Achievement Status Till Date

References Category	Last Month		
	Brought Forward	Target	Achievement
References from MPs			
Parliamentary Assurance			
IMC Reference (Cabinet Proposals)			
State Govt. References			
Public Grievances			
PMO References			

B - Record Management

Brought Forward	Number of File(s) due for Review	Number of File(s) Reviewed	Number of File(s) Identified for Weeding	Number of File(s) Weeded

C - Cleanliness & Office Scrap Disposal

Brought Forward	
Number of Campaign(s) to be conducted	
Number of Campaign(s) Conducted	
Revenue Generated (Rs.)	

D - Easing of Rules/Processes

Brought Forward	
Number of Rule(s) Identified for Simplification	
Number of Rule(s) Simplified	

E - Public Grievance Appeals

Brought Forward	
Number of Appeal(s) Pending	
Number of Appeal(s) Disposed Of	

F - Space Freed

Space Freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)