

A-60011/08/2023-Genl.
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(General Section)

Nirman Bhawan, New Delhi
Dated the 26th September, 2024.

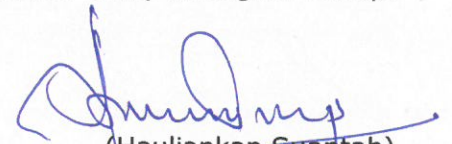
OFFICE MEMORANDUM

Subject: Special Campaign 4.0 for institutionalizing Swachhta and minimizing pendency in Government offices from 2nd October, 2024 to 31st October, 2024-regarding Preparatory Phase (16th -30th September, 2024) and Implementation Phase (2nd - 31st October 2024)-reg.

The undersigned is directed to refer to the subject mentioned above and OM no. Z-28011/12/2024-Genl-I dated 25.09.2024 (copy attached) seeking information in respect of the following actions to be taken by all the Officers/Sections/Divisions of Dte.GHS (HQ) during the preparatory phase (16th -30th September, 2024) of Special Campaign 4.0: -

Sl. No.	Parameter	Number (to be given by Officers/Sections/Divisions)
1.	Number of physical files for review in campaign phase.	
2.	Number of e-files for review in campaign phase.	
3.	Closing of e-files in campaign phase.	
4.	Recording and Weeding out of physical.	

2. Further, all sections were also requested to take measures to improve space management in their area and identify scrap and redundant items to dispose them as per relevant rules of GFR.
3. It is reiterated that the requisite information is required to be furnished to D/o AR&PG in a time bound manner.
4. The matter is being monitored by the Senior officers and any delay in furnishing the requisite information may invite their displeasure.
5. In view of the above, All Sections/Divisions are again requested to send the above-mentioned information immediately (by 5:00 pm, today) without further delay through e-receipt in the e-office account of Section Officer (Genl.), Dte.GHS (HQ).


(Hauliankap Suantah)
Dy. Director (Genl.)
23061950

To

All (Officers/Sections/Divisions) of Dte.GHS (HQ) via email.

Copy to: -

- 1.) PSO to DGHS.
- 2.) PS to JS (GM).