

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 10

No. AN/III/3012/Circular Vol-VI

Dated: 18.01.2018

To,

All PCsDA/PCA (Fys)/CsDA

Subject: **Swachhta Action Plan for 2017-18 & 2018-19 in respect of Ministry of Defence under Swachh Bharat Mission-regarding.**

Please refer to HQrs office letter of even No. dated 24.03.2017 followed by reminder dated 25.05.2017 vide which it was requested to forward the Swachhta Action Plan(SAP) for 2017-18 & 2018-19 of your organization including sub-offices in the prescribed proforma to this HQrs office for consolidation and submission to Ministry.

Information is still awaited from controller offices except PCDA, G Block, New Delhi, CDA(R &D) Bangalore and few CFA offices and consolidation of the report is held up for submission to the Ministry. The common Plan/Scheme/Activity on SAP is enclosed for ready reference.

It is therefore, again requested to furnish SAP for 2017-18 and 2018-19 in prescribed proforma (**copy enclosed**) in mail id anIII.cgda@nic.in by 22.01.2018 positively otherwise the report will be treated as 'Nil'. PCA(Fys) Kolkata is also requested to furnish a consolidate SAP of the CFAs under their jurisdiction.


(Kavita Garg)
Sr.Dy CGDA(AN)

Copy to:

- 1.AN-V Section (Local)
2. IT & S Wing (Local) website.

For information and necessary action as mentioned above.
With a request to upload on CGDA


(Kavita Garg)
Sr.Dy CGDA(AN)

Swachhta Action Plan (SAP)

Name of Ministry:

Name of Department:

2017-18

List of Programmes/Schemes/Activities

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous institutes:

| S. No | | Source of Funding | |
|-------|--|--|--|
| | | From within the Ministry's allocated resources | Additional Budget Requirement to be projected to MoF |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| | | | |
| Total | | | |

2018-19

List of Programmes/Schemes/Activities

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous institutes:

| S. No | Programmes/Schemes/Activities | Source of Funding | |
|-------|-------------------------------|--|--|
| | | From within the Ministry's allocated resources | Additional Budget Requirement to be projected to MoF |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

Name and mobile number of nodal officer:

X

Nodal Officer of Ministry

**Common Plan/Scheme/Activity on Swachhta Action Plan in
respect of Defence Accounts Department**

| Sl. No. | Programmes/Scheme/ Activities | Source of Funding | |
|---------|---|--|--|
| | | From within the Ministry's allocated resources | Additional budget requirement to be projected to MoF |
| i. | To ensure absolute cleanliness of the workplace, all the times, and optimum record maintenance. | | |
| ii. | Recording, reviewing and weeding out of old records including e-waste. | | |
| iii | Greater awareness generation for wider participation by encouraging preparation of individual cleanliness plans, sharm daan activities, incentivizing best section and talks on the subject by the dignitaries during swachhta activity week, would be organized. | | |
| iv. | Programme to hold a small marathon race of office employees in support of Swachh Bharat Mission. | | |
| v. | Plantation in open office premises and maintenance thereafter. | | |
| vi. | <i>Any other activity. Please specify.</i> | | |