

No. 16--73/O&M/2014
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001

Dated: 30/09/2014.

CIRCULAR

**Subject: Swachh Bharat Mission – Administering the “Swachhata Shapath”
in Sanchar Bhawan (Ground Floor) on 2nd October, 2014 at 09:45 AM**

With reference to the DoT's earlier circular of even number dated 29.9.2014, the detailed programme for **Thursday, the 2nd October, 2014** in Sanchar Bhawan premises is as follows:

<u>Date</u>	<u>Time</u>	<u>Activity</u>
02.10.2014	09.30 AM	Officers and staff of DoT to assemble at the Ground Floor of Sanchar Bhawan.
02.10.2014	09.45 AM	Secretary (T) to administer “Swachhata Shapath” to officials of DoT.
02.10.2014	09.50 AM	Secretary(T) and other Senior Officers of DoT to Plant Saplings.
02.10.2014	10.00 to 11.00 AM	Wings heads to undertake Recording/Reviewing Exercise (Recording/Indexing/Classification and Weeding out of files/records) in their respective wings.
02.10.2014	11.00 AM	Light Refreshments at Ground Floor, Sanchar Bhawan.


(Vimal)

Under Secretary (C&A)
Ph No. 2303-6073

To

All Officers and staff of DoT

Copy to:

- (i) PPS to Secretary(T)
- (ii) PPS to Member(F)/Member(S)/Member(T)/Advisor(F)/Advisor(O)/Advisor(T)/
Administrator USOF/AS(T)/Wireless Advisor/Advisor(Eco)

Copy also for necessary action to:

- (i) US(T), DoT
- (ii) Deputy Commandant, CISF, Sanchar Bhawan – for necessary action