

**केन्द्रीय सूचना आयोग**  
**Central Information Commission**  
बाबागंगनाथमार्ग / Baba Gangnath Marg  
मुनिरका / Munirka, नईदिल्ली-110067/ New Delhi – 110067

Dated: 10.04.2024

**OFFICE ORDER**

**Subject: Swachhata Pakhwada activities planned during the period from 16-31 May, 2024 in the Central Information Commission.**

In pursuance of DoPT's letter No. I-28029/1/2024-Coord. Dated 26.03.2024, the following activities will be carried out in the Commission during Swachhata Pakhwada in the month of May, 2024.

S.No.	Date	Day	Name of activities	Venue
1	16.05.2024	Thursday	Swachhata Shapath	Seminar Hall at 11:00 AM
2	17.05.2024	Friday	Workshop on Importance of Swachhata	Seminar Hall
3	18.05.2024	Saturday	Pest control and fumigation to avoid breeding of mosquitoes & bacteria	CIC Building
4	19.05.2024	Sunday	Toilet Renovation	CIC Building
5	20.05.2024	Monday	Cleaning Office Premises/ Shramdaan	In and around CIC Building
6	21.05.2024	Tuesday	Dry Cleaning of Sofa sets and upholstery of Chairs in dining room, etc.	CIC Building
7	22.05.2024	Wednesday	Dusting, cleaning and polishing of all walls, window pane, window railing, lifts, electric boards etc	CIC Building
8	23.05.2024	Thursday	Holiday/Buddha Poornima	
9	24.05.2024	Friday	Identification of E-Waste/ obsolete Items & their disposal through auction	CIC Building
10	25.05.2024	Saturday	Deep cleaning of All Furniture, ACs, Fans, Lights and other store items/ equipments.	CIC Building
11	26.05.2024	Sunday	Special cleaning activities of furniture and fixtures including Wardrobe (अलमारी) etc.	CIC Building
12	27.05.2024	Monday	Special cleaning activities of Computers, Printers, its peripherals & other electronic items / equipment etc including disposal, shredding & weeding out of unused files/papers, or digitization of old records	All sections of CIC
13	28.05.2024	Tuesday	Deep cleaning of Court Rooms	CIC Building



14	29.05.2024	Wednesday	Cleaning of Rainwater Harvesting system	CIC Building
15	30.05.2024	Thursday	Creation of Green & Clean Belt in Office Premises	In and around CIC Building
16	31.05.2024	Friday	Plantation Drives	In and around CIC Building

2. This issues with approval of the Competent Authority.

*Rabbani*  
(S.K.Rabbani)

Deputy Secretary (Admn)

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PS to Additional Secretary
5. PPS to JS(Admn)/PS to JS(P&B)/JS(Law)/Consultant(Registrar)
6. All Deputy Secretaries/Consultant(DRs)/Designated Officers
7. DDO, Cash Section/ RTI Cell/ Legal Cell/ Dak Section/ Library/ CR
8. MR Section- for uploading on CIC's website
9. Guard File/Concerned dealing hand

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