

No.11-ITPO(1)/E.I./2014
India Trade Promotion Organisation
(Administration Division)

Pragati Maidan, New Delhi
8th October, 2014

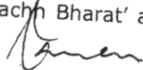
Circular No. Admn./86/2014

In continuation of Office Order No. Admn/1051/2014 dated 30th September, 2014, the first intense phase of 'Swachh Bharat Mission' will continue in ITPO from 2nd October, 2014 to 31st October, 2014.

While cleanliness drive is an on-going process in Pragati Maidan, which is a happening place for trade related events round the year, special drive for maintaining cleanliness in Pragati Maidan including ITPO premises will be undertaken during this phase. The following areas have been identified for the purpose. On every Wednesday/Friday during the month, one hour from 4.45 pm to 5.45 pm has been earmarked for the special cleaning drive:

1 st Week	Gate 1 and surrounding areas (Already done)
2 nd Week - first two days Remaining days of the week	-Peripheral Road & areas; Canteen Premises
3 rd Week	Gate 4 and parking/surrounding areas
4 th Week	Gate 8A and surrounding areas Gate 11 inside and outside areas

All the officers and staff are requested to participate in the Cleaning Campaign and also engage themselves actively in spreading the message of 'Swachh Bharat' and help in achieving the objective of this noble Mission.


(P. P. Yohannan)

Dy. General Manager (Admn.)

To:

All Officers and Staff

Copy to:

1. PS to CMD
2. PA to ED
3. All HoDs
4. All Divisions/Sections of ITPO
5. Regional Offices at Bangalore, Chennai, Kolkara and Mumbai
6. Caretaking Unit & Conservancy Unit
7. Notice Board