



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

(An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya))

No. NITD/Estt./ Shachhata P/2023

Dated:- 22nd September, 2023

CIRCULAR

It is hereby notified to all Deans / Head of the Departments / Sections /Centers and Central facilities of the Institute that likewise every year, the Government of India is observing Shachhata Pakhwada : Swachhata Hi Seva- 2023 Campaign from 15th September, 2023 and will celebrate Swachhata Diwas from 1st -2nd October, 2023, in a befitting manner for focused participation resulting in cleanliness, sanitation and hygiene drive for institutionalising Shachhata and reduction of pendency as record management practices and weeding of old records that (i) number of records weeded out (ii) freeing of space- inform the area of space freed and (iii) disposal of scraps- all kinds of waste material like sanitation waste, used and disposed masks, broken furniture, unusable equipment defunct vehicles etc. should be completely removed from the Institute's premises.

In this context, all Deans / Head of the Departments / Sections /Centers and Central facilities of the Institute are requested to submit a report of broken furniture, unusable equipment and defunct items of their respective area with approximate value as per the enclosed format of the Ministry of Education, Government of India to Estate Section within seven days from the date of issuance of this circular.

This issues with the approval of the Competent Authority.

Shobha
25.9.23
Registrar(I/C)

Copy forwarded for information to:-

1. Director.
2. All Deans.
3. All Head of the Departments / Sections/Centers and Central facilities- for compliance please.
4. The Web Master- with a request to display in the Institute Web site for wide circulation.
5. Director's Secretariat.
6. Registrar's Secretariat- With a request to circulate all concerned.
7. Notice Board.
8. File copy.

del
22/9/2023
Joint Registrar (Estt.)



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DETAILS FOR SPECIAL CAMPAIGN 3.0 FOR DISPOSAL OF PENDING MATTERS

Name of Department/Section

No. of Cleanliness Site:

A. Record Management

Physical Files					E-Files	
Number of Physical Files due for Review	Number of Physical Files Reviewed	Number of Files to be transferred to NAI	Identified for Weeding	Weeded	Number of E-Files put up for review	Number of E-Files Closed

B. Cleanliness and Office Scrap Disposal

INDOOR

OFFICE SCRAP DISPOSAL

Date of Scrap Disposal	Revenue Generated (Rs.)

C. Space Freed

Space freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)

KOL
22/9/2023