

From

Director Higher Education Haryana  
Shiksha Sadan, Sector-5, Panchkula

To

Principal of Govt. / Govt. Aided / Self Finance Colleges  
Registrar of State & Private Universities

Memo No. 8/5-2025 IT(1)

Dated, Panchkula: - 28/01/2025

**Sub: Regarding Swacchh Haryana Mission.**

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Kindly refer to the subject above.

This is with reference to the Chief Secretary's office letter No. 01/22/2024-3DCI dated 24.12.2024 (copy enclosed). You are requested to appoint a Nodal Officer in your institution for the **Swacchh Haryana Mission**. The appointed officer will oversee the implementation of activities under this program and will be responsible for submitting periodic reports to this office via email at **itbranch@highereduhry.ac.in**

The Nodal Officer will be tasked with carrying out the following activities as outlined in the Chief Secretary's office letter and reiterated below:

- I. Mobilizing staff and ground-level functionaries to actively participate in the campaign.
- II. Identifying sites within the institution for the cleanliness drive.
- III. Assessing the volume of redundant materials for disposal and finalizing disposal methods, such as e-auctions.
- IV. Planning and managing office space effectively.
- V. Ensuring proper disposal of scrap materials.
- VI. Managing records in accordance with the Record Retention Schedule issued by the Administrative Reforms Section of GAD.

Please ensure compliance with the above directives at the earliest and confirm the appointment of the Nodal Officer.



Nodal Officer – Swacchh Haryana Mission  
For Director Higher Education  
Haryana, Panchkula



**MOST URGENT**  
**TIME BOUND**

**E-mail**

**No. 01/22/2024-3DCU**  
**GOVERNMENT OF HARYANA**  
**CHIEF SECRETARY'S ORGANISATION**  
**GENERAL ADMINISTRATION DEPARTMENT**

Dated, Chandigarh the 24<sup>th</sup> December, 2024

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Department in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners & Deputy Commissioners in the State of Haryana.
5. All the Registrar of Universities in Haryana.

**Subject: Special Campaign for institutionalizing Swachhata and minimizing pendency in Government offices under "Swachh Haryana Mission".**

R/Sir/Madam

I am directed to invite your kind attention to this office letter of even no. dated 20.12.2024 on the subject cited above, vide which instructions/guidelines regarding the special campaign for "Swachh Haryana Mission" were issued in which all Departments are directed to do the following activities as preparatory phase upto 31<sup>st</sup> December, 2024:-

- (i) Nomination of nodal officers in each of their campaign offices in Directorates/District/Field offices/PSUs/autonomous organizations etc.
- (ii) Mobilize the officials and ground functionaries for the campaign.
- (iii) Identify campaign sites for cleanliness drive.
- (iv) Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal through e-auction etc.
- (v) Office space management planning
- (vi) Scrap disposal
- (vii) Record management as per 'Record Retention Schedule issued by 'Administrative Reforms' section of GAD.

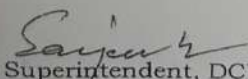
2. In view of above, you are, therefore, requested to nominate two Nodal Officers (not below the rank of Group A officer) for the Special Campaign, one at the Administrative Department level and the other at Directorates/District/Field offices/PSUs/autonomous organizations/etc., level at the earliest and send the report to the Government in the prescribed format by 27.12.2024 upto 05:00 PM:-

Sr. No.	Department Name	Username (for login into portal)	Officer Name	Officer Designation	Mobile/ Contact No.	Email	Office Address.

3. The Administrative Secretaries are requested to get the details of Nodal Officers compiled at AD level and shared the complete details with CS office (Delay Checking Unit, GAD). The requisite details may be share through email at [undersecy.ar@hry.gov.in](mailto:undersecy.ar@hry.gov.in).

4. The HoDs/CAs/MDs are requested to send the details through their respective Administrative Secretaries.

5. This may be treated as "Most Urgent".

  
Superintendent, DCU  
for Chief Secretary to Government Haryana

