

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K.S. KRISHNAN MARG, NEW DELHI-110012
14, SATSANG VIHAR MARG-1100 67.**

8/76/g/swachhta Sapath /14

1st October, 2014

OFFICE MEMORANDUM

In continuation of Office Memorandum of even no. dated 30th September, 2014, and 1st October, 2014, Acting Director, NISCAIR has approved the following:

1. Head, Infrastructure at both the locations to make arrangements for cleaning of corridors and staircase, removal of junk from various places within the periphery of the office premises .
2. All the HoDs to inspect the respective Divisions/Sections under their control on weekly basis, to ensure the cleanliness becomes an integral part of the work culture. They will ensure the cleaning of the Sections/Divisions under their direct supervision .


Section Officer

Copy:

1. Head, Infrastructure - Both the locations
2. All HODs of NISCAIR
3. Head, IT for posting on NISCAIR Website
4. Rajbhasha Unit for Hindi Translation