

Tele: 23014159

A/00312/93/DGQA(Coord)

18 Sep 2018

**MINISTRY OF DEFENCE**  
**DGQA (COORD)**


**Observance of Swachhta Hi Seva (SHA)-2018 from**  
**15<sup>th</sup> Sep 2018 followed by two week long campaign**  
**ending on 2<sup>nd</sup> Oct 2018-reg.**

Further to this office note of even number dated 17 Sep 2018.

2. Concrete plan of the observance of SHS-2018 to be undertaken is attached herewith for your information and compliance, please.

3. It is also requested that an ATR may please be forwarded to this office by 03 Oct 2018 for onward submission to MoD.

Encl: as stated

  
(Amit Kumar)  
Director  
Offg. ADG(Adm)  
DGQA

All Tech Coord Sections

Copy to:-

TS to DGQA

PPS to Spl DGQA

PS to ADG(Adm)

SDCC : It is requested to upload the same on DGQA website.

**Appendix-“A” to note No.A/00312/93/DGQA(Coord)**  
**dated 18 Sep 2018**

<b><u>Date</u></b>	<b><u>Activities</u></b>
18.09.2018	Display of posters and Banners in the complex of all the offices of DGQA HQ and its establishments, for spreading the awareness about cleanliness among the employees, their families and common public.
19.09.2018	Oath Taking Ceremony and March-Past in the DGQA complexes (HQ DGQA/Estts) for spreading the awareness about cleanliness.
20.09.2018	Cleanliness drive in the public places like shopping complex, children parks etc in surrounding areas of DGQA complexes.
24.09.2018	Cleanliness drive in the townships of all the offices of HQ DGQA and its establishments. Awareness about segregation of organic and recyclable wastes.
25.09.2018	Cleanliness Drive in administrative offices and surrounding areas.
26.09.2018	Tree plantation in office complexes.
27.09.2018	Painting competition on the subject of importance of cleanliness for the children of the DGQA employees.
28.09.2018	Seminar on importance of cleanliness in daily life at various establishments under DGQA.
01.10.2018	Essay competition on the subject of importance of cleanliness for the children of the DGQA employees.
02.10.2018	Concluding ceremony and distribution of prizes for best performance in cleanliness drive.