

GDC MEMORIAL COLLEGE BAHAL

No. GDCMC/PO/2025/15699

29.01.2025

OFFICE ORDER

As per the directions given by Directorate, Higher Education, Haryana, Chandigarh vide its letter No. 8/5-2025 IT(1) dated 28.01.2025, Regarding Swachh Haryana Mission, Sh. Man Singh, A.P. of Economics is hereby deputed as Nodal Officer to oversee the implementation of activities under this programme and will be responsible for submitting periodic reports to DHE via email at itbranch@highereduhry.ac.in. He will be responsible for conducting the following activities in the College from time to time :-

- 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 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.



Dr. S.K. Sinha
Principal



29/01/2025

Cc to:-

- Registrar office
- All Staff Members- for circulation and information

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 11(1)

Dated, Panchkula: - 28/01/2025

Sub: Regarding Swacchh Haryana Mission.

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 **Swachh 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

