

## SWACHHATA SPECIAL CAMPAIGN 2.0

ACTIVITIES UNDERTAKEN DURING SPECIAL CAMPAIGN 2.0 BY REGIONAL OFFICE, EMPLOYEES' STATE INSURANCE CORPORATION, CHENNAI, MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA FROM 2<sup>nd</sup> OCTOBER TO 31<sup>st</sup> OCTOBER, 2022

The Ministry of Labour and Employment, Government of India vide letter dated: 23.09.2022 had instructed all Government offices to carry out special cleanliness activities during the Swachhata Campaign period from 2<sup>nd</sup> Oct to 31<sup>st</sup> Oct 2022. As per the instructions received from MoL&E and ESIC Headquarters, New Delhi the following activities were carried out at ESIC, Regional Office Chennai.

- Record Management: All the branches in Regional Office, Chennai were advised to weed out the files / records/ registers as per the Record Retention Schedule. Old records were weeded out during the Campaign period by shredding method.
- Scrap Disposal: Scrap, redundant materials, obsolete items, building materials etc have been identified for scrap disposal for cleanliness and space management to enhance the work place experience.
- External and Internal Cleaning activity: During the Campaign period both indoor and outdoor cleaning activities were carried out for which special duties were assigned to office staffs during weekends. Thereby cleanliness and ambience in and around the Regional Office premises has been enhanced.
- Garbage Clearance: In connection with the Campaign, garbage clearance over a vast area was done at Regional Office Campus.
- Tree Plantation: Tree saplings have been planted to enhance the greenery in the premises.