



The Asiatic Society

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

Patron : Hon'ble Governor of West Bengal

Ref. No. :

Date :

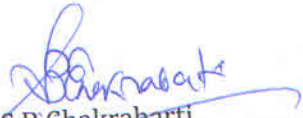
Office Order No 167 dated 01.12.2021

In compliance with Ministry of Culture's Office Order No . F. No. 17-8/2021-CDN dated 30th November, 2021, the officers and officials of the Asiatic Society, Kolkata will undertake on every Friday starting from 3rd December, 2021, between 05:00 p.m. to 08:00 p.m. a Special Campaign dealing with the following activities :

1. Pending VIP references and other petitions/references
2. Weeding of files and freeing of space
3. Disposal of scrap
4. Outdoor and Indoor cleanliness
5. Process simplification

Since the matter is of **Utmost Priority**, all the officers and officials of the Society have to abide by the above mentioned instructions with utmost care and full responsibility.

All Sectional Heads are to submit a report on the activities done in the format attached as per the schedule.


Dr. S B Chakrabarti
General Secretary

Distribution through Web Notification /email/WhatsApp:

1. Librarian
2. Controller of Finance
3. Administrative Officer
4. All Sectional Heads with a request to bring the content of the order to the notice of all staff members working in their section and also to comply with the same in a strict manner.
5. Office Order File
6. Website of the Society

F. No. 17-8/2021-CDN
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
30th November, 2021

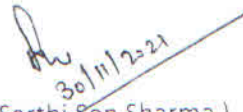
OFFICE ORDER

It has been decided by the competent authority that on every Friday, starting 03rd December, 2021, between 5.00 pm to 8.00 pm, the officers and officials in the Ministry of Culture and its attached, subordinate and autonomous organisations will undertake a Special Campaign dealing with the following activities:

- a. Pending VIP references & other petitions/references
- b. Weeding of files and freeing of space
- c. Disposal of scrap
- d. Outdoor and indoor cleanliness
- e. Process simplification

2. It is being informed that Hon'ble Ministers and senior officers of Ministry may make visits during this time to any of the Sections of the Ministry, subordinate offices, attached offices and autonomous organisations to review progress and to do physical inspection of the progress and effects of the above work.

3. This is being issued with the approval of Hon'ble Culture Minister.


30/11/2021
(Partha Sarthi Sen Sharma)
Additional Secretary

To

1. PS to HCM
2. PSO to Secretary-Culture
3. Additional Secretary (RKS), Ministry of Culture
4. All Joint Secretaries in the Ministry of Culture
5. Heads of all Attached, Subordinate and Autonomous organisations of Ministry of Culture

THE ASIATIC SOCIETY, KOLKATA

Report on the activities done as a part of the Special Campaign notified through Society's Office Order No. 167 dated 01.12.021 read with the Office Order No. F.No.17-8 / 2021-CDN dated 30.11.2021 of the Ministry of Culture.

Department / Section	Activity Date
Activities	
(a) Pending VIP references & other petitions / references	Report
(b) Weeding of files and freeing of space	
(c) Disposal of scrap	
(d) Outdoor and indoor cleanliness	
(e) Process simplification	

Date:

Signature of Sectional / Departmental Head