

F.No.A-27024/03-Admn. ^{12 Oct 14}
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Tariff Commission

7th Floor, Loknaya Bhawan,
Khan Market, New Delhi-110003
Dated: 18th ~~November~~, 2016
October

To


Sh. Syed Ravish Ali
SEO(Cell)
Under Secretary to the Government of India
Department of Industrial Policy & Promotion,
Ministry of Commerce & Industry,
Udyog Bhawan,
New Delhi-110001

Subject: Report of Tariff commission regarding Observance of 'Swachta Phakwada from 1st to 15th October, 2016.

Sir,

Please refer to your O.M. No. D-32018/7/2014-SEO dated 10th October, 2016 and subsequent OM of even no dated 14th October, 2016 on the subject mentioned above. The report on the above said matter is enclosed. The Commission this year also followed the instructions of DIPP in true spirit during the period 1st October, 2016 to 15th October, 2016. The activities of cleanliness have been sustained in the Commission ever since they were initiated in 2014.

Yours faithfully,


(Yashpal Sharma)
Secretary, TC

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**Report on activities under taken as part of the
"Swachh Baharat Mission"
(during 1/10/16 to 15/10/2016)**

The instructions communicated by DIPP on observance of "Swachta Pakhwada" during the period 1st October, 2016 to 15th October, 2016 were followed in true spirit. The Commission this year also followed the instructions of DIPP in true spirit during the period 1st October, 2016 to 15th October, 2016. The activities of cleanliness have been sustained in the Commission ever since they were initiated in 2014.

The employees of Tariff Commission reflected on cleanliness and agreed that anything which is not at its proper place is "Garbage", and needs to be kept in its proper place, and if not required at all must be cleaned/removed. The objective of highlighting the importance and need of cleanliness daily is to ensure that it gets inculcated as a habit because only a habit can last throughout the span of life.

The cleanliness drive in the Commission revolved around cleanliness on three planes:- physical, mental and spiritual involving physical cleaning of the immediate environment and cleaning of body, mind and soul. The employees resolved and attempted self-introspection to remove at least one defect in their personality during the fortnight. They also participated in the following initiatives:-

(A) Cleaning of Body, Mind and soul:

In line with the concept of 'Cleanliness is Godliness', the employees of the Commission as a part of their endeavour to clean their body, mind and soul follow the routine following on a daily basis :

- Starting the office routine with prayers
- Practise of deep breathing
- Meditating for about 10 minutes
- Practice of affirmation : "Through our collective efforts we shall bring pride to our Organisation"
- Introspection for removal of negative thoughts
- Affirm positive thoughts through motivational readings

(B) Physical Cleaning of the immediate environment:

The physical cleanliness drive was inspired from the thinking that the next person to use or visit whichever place we live and work in, would be GOD. The physical cleanliness activities included:

- Cleaning the surroundings
- Cleaning the work place
- Organising information /files and reports for easy and prompt retrieval

