

MOST IMMEDIATE
TIME BOUND


26.09.2023

SO/ADMN./NMPB/2023
Ministry of Ayush
National Medicinal Plants Board

Subject: Review of file during Swachhta Pakhwada (Campaign) from 19.09.2023 to 01.10.2023 – reg.

During the Swachhta Pakhwada (Campaign) review of files (physical & electronic) is done with a view to create space for a healthy work environment.

2. A format is enclosed with a request that the details of the review work done may kindly be filled in and furnished to Admn. Section by **03.10.2023**.
3. In this direction, Secretary (Ayush) too, emphasized its importance in the review meeting chaired by him on 25.09.2023.
4. It is requested that this may kindly be accorded on **"Top Priority"**.



(Arun Kumar Saigal)
Section Officer (Admn. & Gen.)
NMPB, Ministry of Ayush

Copy to:

1. CEO, NMPB, M/o Ayush
2. All Officers / Staff of NMPB.

Ministry of Ayush
National Medicinal Plants Board
Swachhata Pakhwada (Campaign)
from 19.09.2023 to 01.10.2023

Files Reviewed	Files Recorded	Files Weeded out	Space Created (Sq. Ft) approximate

(Name)

Designation/Section