



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन:784001

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)  
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No. LGB/OSD/MISC/2055/23/5169

Date:.....12/09/24.....

**OFFICE ORDER**

In view of Govt. of India directives regarding celebration of Swachhata Hi-Seva from 17.09.2024 to 02.10.2024, all HODs/In charges/Section Heads are requested to entrust an officer each to organize and co-ordinate an activity in relation to the theme of Swachhata, as per the schedule mentioned below:


**Program Plan:**

Sl. No.	DATE	ACTIVITIES	TO BE ORAGANISED BY
01.	17 <sup>th</sup> Sept., 2024	Disposal of old and obsolete files	Deptt. of Psychiatry
02.	18 <sup>th</sup> Sept., 2024	Disposal of old and obsolete files	Deptt. of Psychiatric Social Work
03.	19 <sup>th</sup> Sept., 2024	Disposal of old and obsolete files	Deptt. of Clinical Psychology
04.	20 <sup>th</sup> Sept., 2024	Disposal of old and obsolete files	Dcptt. of Psychiatric Nursing
05.	21 <sup>st</sup> Sept., 2024	Drawing competition on theme of Swachhata	Deptt. of Addiction Medicine
06.	23 <sup>rd</sup> Sept., 2024	Drawing competition on theme of Swachhata	Deptt. of Child & Adolescent Psychiatry
07.	24 <sup>th</sup> Sept., 2024	Drawing competition on theme of Swachhata	Deptt. of Geriatric Mental Health
08.	25 <sup>th</sup> Sept., 2024	Space planning to increase working space	Establishment Branch, Hindi Cell, Media Cell
09.	26 <sup>th</sup> Sept., 2024	Plastic Waste Management, Solid Waste Management, Bio-Medical Waste Management	All Wards, Laboratory
10.	27 <sup>th</sup> Sept., 2024	Quiz competition Swachhata Rally	Rehab Centre Supervisor, I/c Home Guard, I/c Cleaner

11.	28 <sup>th</sup> Sept., 2024	Awareness about steps and importance of hand washing, Training and assessment of all cleaning staff	OPD, All Wards
12.	30 <sup>th</sup> Sept., 2024	Cleanliness Activities in the Store rooms	Store Office
13.	1 <sup>st</sup> Oct., 2024	Disposal of old and obsolete files	Engineering Cell, Accounts Branch
14.	2 <sup>nd</sup> Oct., 2024	Space planning to increase working space	Kitchen and Laundry

AMS I is to ensure compliance and send report of activities from all the departments/branches/sections to the institute's mail id [lgbrimh@yahoo.co.in](mailto:lgbrimh@yahoo.co.in) on the same day of completion of activities.

This is issued as per approval of the Director.

  
 (Dr. H. Dutta)  
 OSD, Deputy Director

Copy to:

1. MS/DMS/AMS I & II
2. All HODs
3. All In-Charges
4. All Officers/ Section Heads
5. Matron
6. All Notice Boards
7. File