

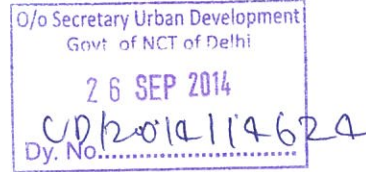
No.F.4(5)/Fin.(T&E)/2005-06/Pt.file-2/ *dsV/446*
GOVERNMENT OF NCT OF DELHI
FINANCE (Exp-V) DEPARTMENT
ROOM NO.410-411, A WING, DELHI SACHIVALAYA,
NEW DELHI – 110 002

F.No.

Dated: *26/9/14*

To

The Secretary
Urban Development Department
9th Level, Delhi Secretariat,
I.P. Estate,
New Delhi – 110 002



Sub: Plan for Campaign of Swachh Bharat Abhiyan – Reg.

Sir,

With reference to Circular No.6652-6653 dated 24.09.2014 received from Chief Secretary, Delhi on the subject cited above, I am hereby directed to inform you that the Finance Department is located at 4th Level, A Wing of Delhi Secretariat Building and is under administrative control of General Administration Department.

I am to forward herewith the plan as mentioned hereunder for Swachh Bharat Abhiyan to be started from 2nd October 2014.

S.N.	Date	Campaign
1.	02.10.2014 onwards	Cleanliness of office premises, almirahs / storage unit etc.
2.	02.10.2014 to 15.10.2014	Weeding out of old records / files.
3.	Every Friday (2 hours)	Campaign will continue for cleanliness of office premises and surroundings.

During the campaign following activities will be carried out :

1. Weeding out of records
2. Condemnation of obsolete / unserviceable store items
3. Cleaning of Toilets.
4. Cleaning of floor area both inside / outside.
5. Proper records keeping – shifting of files from working area to record room
6. Dusting of records, furniture and office equipment daily.

Yours faithfully,

(Signature)
(MANOJ KUMAR)

Dy. Secy. Finance (Exp-V)