

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF SECRETARY (SERVICES)**  
**7<sup>TH</sup> LEVEL, 'B' WING, DELHI SECRETARIAT,**  
**I.P. ESTATE, NEW DELHI**

No.F.10(54)/2012/Coord/ 2528 - 2537

Dated: 01/10/2014

**CIRCULAR**

With regard to the cleanliness drive undertaken in the office as part of Swachh Bharat Abhiyan, all the efforts are to be made to make the offices/ branches spick & span through concerted efforts. Requisite actions in the matter may be undertaken including the following:-

I.

1. All old file/ records on racks need to be properly dusted, made into bundles age-wise and put/ tied inside colour cloth sheets so that more than 5 years old record is tied in red colour cloth, 3 to 5 years old record in yellow colour cloth, less than 3 years record in green colour cloth.
2. In respect of all current records, arrangement be made to ensure storage of records inside the cabinet/ almirah etc.
3. All table tops, almirah, cabinet tops and work stations etc. to be cleaned.
4. All computers, keyboards & mouse etc. should be got dusted & cleaned.
5. Files not in a regular use should be transferred to the record room.
6. Wherever the channels for sliding doors in the cabinet & lower portions of cabinet in contact with floor have got rusted, these may be got spray-painted through assistance from GAD.
7. All vertical venetian blinds on the windows should be in orderly fashion without any dislocated stripes. All these blinds should be got dusted and any stripes with change in colour/ dirty etc. should be got replaced.
8. All kinds of window glasses should be got dusted & cleaned from inside.
9. All polythene films etc. generally covering newly purchased furniture etc. should be got removed.

10. All kind of defective furniture/ discarded furniture should be got removed from the branch to store room of the GAD.
  11. All work station segments should be properly aligned and the panels etc. should be got dusted & cleaned.
  12. All kind of old calendars, posters, stickers on the works stations panel, cabinets/ almirah/ walls etc. should be got removed. Such limited items having utility only for the current period should be there.
  13. All extension cords, plugs etc. should be got dusted & cleaned through electrician staff of GAD.
  14. All defective tube lights, luminaries should be got replaced through electrical staff of the GAD.
  15. All disposable plastic bottles, cups etc. after use should not be left on the table tops, cabinet tops, work stations etc. and should be consigned to the dustbins.
  16. All extension cords shared between number of work stations should be properly placed on the table tops instead of dividing panels of work stations.
  17. All kind of table fans/ wall fans should be got dusted through electrical wings of the GAD and any loose wires on the walls etc. should be properly fixed against wall.
  18. All kinds of electrical switch boards gone dirty should be got cleared of dust/ grime and should be properly fixed to the wall.
  19. All kinds of table drawer gone defective in alignment etc. should be got repaired through GAD.
  20. All discarded monitors, CPUs, Keyboards etc., cardboard containers etc. lying in the branch should be transferred to the store room in GAD.
  21. All land line telephone, intercom instruments with sticking dirt should be got cleaned.
  22. All the sofas should be got vacuums cleaned through GAD, periodically.
- II. All employees to ensure that while leaving office, all electrical equipment under use by them, lights/ fans etc. at and near their workstation are switched off.

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- III. All employees need to undertake cleaning of their workstations/ surroundings as a regular routine activity, to be undertaken each working day in office.
  - IV. One has to be always alive and alert to need for cleanliness and give time for the same every day.
  - V. All may take necessary action accordingly.

  
(KAILASH CHANDRA)  
SECRETARY (SERVICES)

**Copy to:**

1. PS to Pr. Secretary (Services)
2. PA to Secretary (Services)
3. PA to Joint Secretary (Services)
4. All Branch Superintendents, Services Department
5. Dy. Secretary (Caretaking), GAD

  
(KAILASH CHANDRA)  
SECRETARY (SERVICES)