

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING**  
**I.P. ESTATE, NEW DELHI**  
*{<http://services.delhigovt.nic.in>}*

**Plan for the Swachhata Abhiyan for the period 02.10.2014 to 31.10.2014**

**Daily Working Plan**

1. Racks should be properly dusted.
2. All current records should be placed inside the cabinet/almirah etc.
3. All table tops, alimrah, cabinet tops and work stations etc. should be cleaned.
4. All computers, keyboards & mouse etc. should be got dusted & cleaned.
5. All kinds of window glasses should be got dusted & cleaned from inside.
6. All polythene films etc. generally covering newly purchased furniture etc. should be got removed.
7. All work station segments should be properly aligned and the panels etc. should be got dusted & cleaned.
8. All extension cords shared between number of work stations should be properly placed on the table tops instead of dividing panels of work stations.
9. All disposable plastic bottles, cups etc. after use should not be left on the table tops, cabinet tops, work stations etc. and should be thrown in dustbin.
10. All employees should ensure that while leaving office, all electrical equipment under use by them, lights/fans etc. at and near their workstation are switched off.
11. All employees need to undertake cleaning of their workstations/surroundings as a regular routine activity, to be undertaken each working day in office.
12. One has to be always alive and alert to need for cleanliness and give time for the same every day.

**Work to be done in a time bound manner i.e upto 31.10.2014 and to be repeated regularly as and when required.**

1. Agewise bundles should be made of old files/records, more than 5 years old record should be tied in red colour cloth, 3 to 5 years old records in yellow colour cloth, less than 3 years record in green colour cloth.
2. All discarded monitors, CPUs, Keyboards etc., cardboard containers etc. lying in the branch should be transferred to the store room in GAD.

**Work to be got done by other agencies like GAD, PWD etc. upto 31.10.2014**

1. 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 of GAD.

2. 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.
3. All kind of defective furniture/discarded furniture should be got removed from the branch to store room of the GAD.
4. All extension cords, plugs etc. should be got dusted & cleaned through electrician staff of GAD.
5. All defective tube lights, luminaries should be got replaced through electrical staff of the GAD.
6. 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.
7. All kinds of electrical switch boards gone dirty should be got cleared of dust/grime and should be properly fixed to the wall.
8. All kinds of table drawer gone defective in alignment etc. should be got repaired through GAD.