

**OFFICE OF JOINT COMMISSIONER (FM)
DEPARTMENT OF TRADE & TAXES DEPARTMENT
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI – 110002**

ACTION TAKEN REPORT OF DEPARTMENT OF TRADE & TAXES

With reference to circular No. F.13(80)/SB/MB/UD/14/6652-6653 dated 24.09.14 of Chief Secretary, Delhi regarding "**Swachh Bharat Mission**" w.e.f. 02.10.14 to 31.10.14. Hence, the Department of Trade & Taxes has done following day to day drive for cleanliness of this department which is as under:-

SL.No.	Date	Action Taken
1	02/10/14	The department of Trade & Taxes organized pledge ceremony on 2 nd October, 2014 at 09.45. A.M. All officers/officials of this department were present in this ceremony and take pledge for Swachh Bharat Mission After oath taking ceremony, Staffs of this department cleaned the office surroundings and office places A Nukkad Natak was performed by Paras India, NGO to make aware about the cleanliness in the presence of Commissioner (VAT) and other officers/officials.
2	03/10/14	Holiday
3	04/10/14	Holiday
4	05/10/14	Holiday
5	06/10/14	Holiday
6	07/10/14	The department has cleaned the surrounding of the building and removed the Malba which was lying near the building.
7	08/10/14	The department has disposed off un-usable inventories. About 1327 gunnies bags were weeded out from the wards and branches. All staffs were educated and learnt regarding sanitation and Hygiene.
8	09/10/14	Repair and maintenance of road and footpath of the surrounding of building of this department were done and some work is in progress.
9	10/10/14	Special drive for repair and maintenance for staircase and toilets were done. Staircase of this was repaired. Renovation of toilets are being done by DSIIIDC and work is in progress.
10	11/10/14	Holiday
11	12/10/14	Holiday
12	13.10.14	Whitewashing and dusting work were done upto 2 nd Floor.
13	14.10.14	Whitewashing and dusting work were done/completed upto 5 th Floor of this building.
14	15.10.14	<ul style="list-style-type: none"> ☑ Whitewashing and dusting work were done/completed upto 5th Floor of this building. ☑ The Department of Trade & Taxes celebrated/organized Hand Washing Day on 15.10.2014. All officers/officials of this department took oath regarding cleanliness on Hand Washing Day. A pumplet regarding basic learning in our habit for cleanliness was distributed amongst them. ☑ The Department of Trade & Taxes organized two workshops on the occasion of Hand Washing Day on 15.10.2014. All ladies staffs, Drivers and Class IV officials of this department, sanitation and securities staffs were present in the ceremony. The Joint Commissioner (FM) and Dr. H. K. Mittal, Surgeon, ESI Hospital, Okhla Ph-II, New Delhi have shown a presentation and taught about sanitation. Hygiene in day to day cleanliness to adopt in their habits. The main themes of Hand Washing Day was as under:- <p>1. Personal Responsibility for cleanliness/sanitation.</p> <ul style="list-style-type: none"> ☑ Clean your Hand:- <ul style="list-style-type: none"> * After Toilet. * Before Meals * After Dusting. * After Nail Cutting. ☑ Brush Your Teeth Regularly ☑ Cut your nails properly. ☑ Take Bath Regularly. ☑ Regular Dusting of Table, Computer, Door, Window and Fan etc at your House

SL.N o.	Date	Action Taken
		<p>as well as at office.</p> <p>2. Social /official responsibility for cleanliness.</p> <p>1.</p> <ul style="list-style-type: none"> ⓐ Keep Neat and Clean your surrounding. ⓑ Do not spit here and there on road or public place. ⓒ Do not Through wastage things in sewage (Nalis) or road etc. ⓓ Always take care of cleanliness for main hole. ⓔ Always use dustbin or kudedan. ⓕ Water Tank should be cleaned on regular interval. <p>3. Proper Sanitation/Cleanliness can help to Prevent following Diseases.</p> <ul style="list-style-type: none"> ⓐ Diarrhea ⓑ Cholera ⓒ Malaria ⓓ Typhoid ⓔ Asthama ⓕ Dengue ⓖ Arsenicosis ⓗ Flurosis ⓓ Guinea worm Diseases ⓔ Trachoma ⓕ Jaundice ⓖ Tuberculosis ⓗ Skin diseases ⓓ Hair Loss Problem ⓔ etc.

Note:- The officers and officials of this department at every floor are taking pledge/oath on daily basis for Swachh Bharat Mission

(S. S. PARIHAR)
JOINT COMMISSIONER (FM)

Copy to:-

1. P. S. to Secy. Urban Development. GNNCT, Delhihi , 9th Floor, C Wing, Delhi Sachivalya,
2. P.A to Commissioner, Trade & Taxes, New Delhi.
3. PA to Spl. Commissioner (FM), Trade & Taxes, New Delhi.