

# **Delhi Tourism and Transportation Development Corporation**

18-A, DDA SCO Complex, Defence Colony, New Delhi – 110 024

## **Action Plan on Swachh Bharat Abhiyan**

**Involvement of** - All officers and staff of the Company including Managing Director & CEO, General Manager, Chief Engineer, Financial Controller, Sr. Chief Managers, Chief Managers, Managers and Other Staff. They shall act as “Swachh Doot” (Ambassador) of the corporation for this campaign.

### **Areas of operation**

- (i) DTTDC Head Quarter, Defence Colony
- (ii) Tourism Central Reservation Office, Connaught Place
- (iii) Diili Haat (INA)
- (iv) Dilli Haat (PitamPura)
- (v) Dilli Haat (Janakpuri)
- (vi) Garden of Five Senses
- (vii) Guru Teg Bahadur Memorial
- (viii) Coffee Home (Connaught Place)
- (ix) Liquor division, Laxmi Nagar
- (x) Azad Hind Gram – Tikri Kalan
- (xi) Engineering division – Projects and Offices (list enclosed)
- (xii) Liquor Vends – 158 (list enclosed)

### **Activities**

The Abhiyan will be from 2<sup>nd</sup> October 2014 to 31<sup>st</sup> October 2014. Extensive & Intensive sanitation shall be undertaken by all the Divisions / Tourist Information counters/ Liquor Vends on daily basis and it will be monitored by the team of officers under the supervision of head of the Divisions. The major activities in all the units of the Company will include the following:-

<b>Schedule</b>	<b>Action Plan</b>
2 <sup>nd</sup> October, 2014 (Mon)	<ol style="list-style-type: none"><li>(i) Assemble at 9.00 am for taking pledge.</li><li>(ii) To Educate the officials for sanitation and hygiene &amp;</li><li>(iii) To Motivate all officials for 100 hours per year volunteer service to the cause.</li><li>(iv) Change of old file covers and weeding out of all records and unserviceable inventories items to the store.</li><li>(v) The general cleanliness of the surroundings and removal of debris if any.</li></ol>
3 <sup>rd</sup> October, 2014 (Tue)	<ol style="list-style-type: none"><li>(i) All the plants and trees will be cleaned by the units.</li><li>(ii) Disposal of unusable inventories/ damaged / condemned furniture will be undertaken</li></ol>
4 <sup>th</sup> October, 2014 (Wed)	<ol style="list-style-type: none"><li>(i) Cleanliness of the water tanks/ water storages,</li><li>(ii) Shafts and drainage</li></ol>

5 <sup>th</sup> October, 2014 (Thu)	(i) Maintaining the wash rooms, (ii) Dustbins and (iii) staircases on regular basis
6 <sup>th</sup> October, 2014 (Fri)	(i) Cleaning of Notice Board, (ii) Signage and other unattended corners.
7 <sup>th</sup> October, 2014 (Sat)	(i) Shops cleaning & (ii) Dilli Haats cleaning
8 <sup>th</sup> October, 2014 (Sun)	(i) Shops cleaning & (ii) Dilli Haats cleaning

The above schedule will be followed every week till 31<sup>st</sup> October 2014.

### **Common Action for All Units:-**

- (1). Create awareness on (i) safe sanitation (ii) Importance of Hand washing on occasion of World Hand Washing Day on 15<sup>th</sup> October 2014 (iii) safe handling and storage of drinking water (iv) importance of solid / liquid waste management.
- (2). Housekeeping agencies and Safai Karmacharis will be included in the sanitation campaign.
- (3). At major units such as Dilli Haats, GFS, GTB Memorial, Head of the Divisions shall involve NGO's, Schools, Self Help Groups for Nukkad Nataks, Painting competitions, colorful rallies, essay writing and debates on this subject by facilitating stage free of cost at all major units.
- (4). Message from visiting Dignitaries/ VIPs on this Abhiyan.
- (5). Logo of "Swachh Bharat Mission" to be displayed at all premises at strategic points. The logo is as under :-



### **PR & Publicity**

The Head of all Division shall maintain complete record of photos/videos of sites before & after the cleaning drive. These pictures shall be uploaded daily on whatapp/facebook for circulation.