

**OFFICE OF THE REGISTRAR COOPERTIVE SOCIETIES  
GOVERNEMNT OF NCT OF DELHI  
OLD COURTS BUILDING, PARLIAMENT STREET  
NEW DELHI-110001**

**Sub: PROPOSED ACTION PLAN DURING "SWACHH BHARAT PROGRAMME"  
w.e.f. 2<sup>nd</sup> Oct. 2014 to 31<sup>st</sup> Oct. 2014**

For successful implementation of 'Swachh Bharat Programme,' the Department of Registrar Cooperative Societies proposes to start a month long campaign as per the Action Plan as detailed below:

1. On 2<sup>nd</sup> October 2014, the staff of the Department will take a pledge and thereafter will devote time to the cleanliness of office premises by "SHRAMDAAN".
2. A special drive will be started to clean all ceiling fans, vertical blinds, tube-lights, computer hardwares, Air Conditioners, Desert Coolers of all branches and rooms.
3. To create awareness among visiting public in the office as well as staff, advisory notes such as 'not to spit', 'not to loiter', 'use dustbins' will be displayed. Besides, a notice board on the entry gate of the office will also be displayed requesting all visitors to help in keeping the complex clean.
4. On every Wednesday, all staff and officers will offer "SHRAMDAAN" for two hours i.e. 10.00 AM to 12.00 Noon towards cleaning drive.
5. Roofs of the building of office complex will be cleaned by removing trash such as tree leafs etc. on weekly basis.
6. All over-head water tanks and water coolers will be cleaned during this drive.

7. All Branch Incharge/ Section In charge will ensure that dusting is carried out in respect of almirahas, files and records under his charge daily.
  8. The gardener will ensure proper maintenance of garden area, including cleaning.
  9. Open space within the office complex will be given special attention for keeping it clean.
  10. Assistant Registrar (Care Taking) will ensure that all toilets are cleaned daily in the morning and afternoon. He should also ensure that the agency responsible for cleanliness uses disinfection material while cleaning the toilets.
  11. The above Action Taken Plan of 'Swachh Bharat Programme' will also be implemented by other cooperative sector organizations such as Delhi State Cooperative Training Centre at Tughlakabad Institutional Area and Delhi State Cooperative Union, Daryaganj, New Delhi.
  12. All Cooperative Societies registered under this department will be requested to observe 'Swachh Bharat Programme' in their respective Societies. A circular to this effect will be uploaded on Web-Site of the Department and Notices will be placed in the office complex for information of representative of the Societies.
  13. Assistant Registrar (Care Taking) will head the team to check that Action Plan is being implemented and in case of any problem, he will immediately report to the Spl. RCS/ Addl. RCS.
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