

30/4/14

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

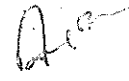
No F 6(1)/2005/IT/Misc/Pt file / 8967-75

Date 26-9-14

ORDER

All the employees of IT departments will be present at 9.00 am on 2nd Oct 2014 on the commencement of the Swachh Bharat Abhiyan. The respective branch incharges of Information Technology Department are directed to ensure completion the work, as detailed below, to ensure cleanliness in their office during the First Phase of Swachh Bharat Abhiyan from 2.10.14 to 31.10.2014:-

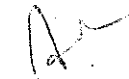
1. General Cleanliness of Furniture and furnishings
2. Proper maintenance of Files
 - (a) Changing cover of files wherever necessary
 - (b) Stacking of redundant files separately
 - (c) Proper filing of relevant files in Cup Boards
3. Checking of dusting and cleanliness in and around toilets


(Anil Bhola)
Deputy Secretary (IT)

Date

No F 6(1)/2005/IT/Misc/Pt file
Copy to:-

1. DS (IT-I), DS (IT-II)
2. System Analyst - 1, System Analyst - II
3. Supdt - 1, Supdt - 2, Supdet - 3
4. PA to Pr Secy (IT), PA to Addl Secy (IT)
5. All concerned


(Anil Bhola)
Deputy Secretary (IT)