

### ACTION TAKEN REPORT

In compliance of circular No.F.13(80)/SB/MB/UD/14655-2658 dated 30.09.2014, issued by the Chief Secretary, Delhi this Directorate has actively participated in the 1<sup>st</sup> phase of Swachh Bharat Abhiyan/Cleanliness drive w.e.f. 04.10.2014 to 09.10.2014. A brief list of activities/area undertaken are mentioned as under:

1. Cleanliness drive launched in front & back side of Administrative block.
2. Cleanliness work in all the toilets from ground floor to third floor.
3. All the rooms of Administrative block from ground floor to third floor.
4. Cleanliness drive in all three galleries of administrative block.
5. Cleanliness drive covered in all the training halls situated at 2<sup>nd</sup> & 3<sup>rd</sup> floor of the administrative block. It is pertinent to mention here that training halls are being bestowed extra attention in cleanliness matter, since a large number of participants visit them regularly.
6. Cleanliness activities being given proper attention in staircase area of the whole premises.
7. Dusting work of office furniture, computers, printers, photocopy machines, telephone instruments and other fixtures etc on day to day basis.



( S.KUMAR THAKUR )  
ASSISTANT DIRECTOR (TRG.)