

Secretary Urban Development
2014

BY HAND

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Government of NCT of Delhi

Drugs Control Department, F-17, Karkardooma, Delhi - 110 032

By No. U.D/2014/7926

No. F.14(7)/2014/DC/Store/ 2090

Dated: 30/9/2014

CIRCULAR

In pursuance of the instructions contained in Circular No. F.13(80)/SB/MB/UD/14/6652-6653 dated 24.09.2014 issued by Chief Secretary, Government of NCT of Delhi regarding launch of first phase of Swachh Bharat Abhiyan on 2nd October, 2014, all officers/officials of Drugs Control Department (including officers/officials of DTL) are directed to be present in the office at 9.00 A.M. to take pledge at 9.30 A.M. to be administered by the Drugs Controller. After this pledge they shall participate in a cleanliness campaign in their office premises and surroundings in active participation of their staff.

Further, a week wise definite action plan and targets for the first phase of Swachh Bharat Abhiyan from 2nd October, 2014 to 31st October, 2014 in respect of Drugs Control Department has been chalked out. A copy of the same is sent to all for information and necessary action.

(N.R. BHATTACHARYYA)
ADC/HEAD OF OFFICE

Encl: as above

To:

1. All ADCs
2. All LAs/DIs
3. Administrative Officer
4. Sr. Accounts Officer
5. JSO, DTL
6. All Branch In-Charges.

Copy along with a copy of the Action Plan is forwarded to:

1. Secretary, Urban Development Department, GNCTD, Delhi Secretariat.
2. PA to Drugs Controller.

(N.R. BHATTACHARYYA)
ADC/HEAD OF OFFICE

Government of NCT of Delhi
Drugs Control Department
Specific Action Plan
For
CLEAN DELHI DRIVE

(As a part of the first phase of Swachh Bharat Abhiyan from
 October 2, 2014 to October 31, 2014)

Week-1 (25.09.14 to 01.10.14)	Week-2 (02.10.14 to 05.10.14)	Week-3 (06.10.14 to 12.10.14)	Week-4 (13.10.14 to 19.10.14)	Week-5 (20.10.14 to 26.10.14)	Week-6 (26.10.14 to 31.10.14)
<p>1. To sensitize the Departmental Officers and staff about how to maintain cleanliness in the office.</p> <p>2. Preparation for month long cleanliness drive.</p>	<p>1. Drugs Controller to administer pledge to the officers and staff members on 02.10.2014.</p> <p>2. Taking round of various branches with the Supervisors and staff for checking cleanliness.</p> <p>3. To participate in the cleanliness of office premises/ surroundings</p>	<p>1. To inspect various toilets for intensive cleanliness.</p> <p>2. Officers and staff to voluntarily take up the cleanliness of their personal seats, Almirahs, Racks and Book Shelves etc. This will include re-arranging of files/books etc. lying inside the Almirahs/ Book-Shelves after proper cleaning/ dusting.</p>	<p>1. Taking up the work of intensive cleaning of various Laboratories (Chemical Lab., Microbiology Lab., and Instrumentation Lab.) by the staff of Drugs Testing Lab.</p> <p>2. JSO, DTL to oversee the cleanliness campaign with special focus on chemicals, equipments and other machinery/ apparatus.</p> <p>3. Sh. Deepak Sharma and Sh. Sanjay Kumar, DIs shall monitor</p>	<p>1. Taking up the work of disposal of unusable inventories, both at HQ level and DTL.</p> <p>2. Taking up the work of disposal of unwanted seized property lying at the 4th floor at HQ by the Drugs Inspectors.</p>	<p>1. Taking up the cleanliness work of the following branches: (a) R&I (b) Licensing (c) Enforcement & G.A. (d) Establishment (e) Caretaking/ Store (f) Accounts</p> <p>2. Taking up the work of removal of old scrap lying in the outer eastern portion of 7th floor.</p> <p>3. Preparation of report about the activities undertaken by all branches.</p>