

**DEPARTMENT OF POWER  
GOVERNMENT OF NCT OF DELHI  
8<sup>th</sup> LEVEL, DELHI SECRETARIT  
NEW DELHI- 110 002**

*Polo/2014/344*

**No.F.11(05)/2013-Power/3282.**

**Dt:1<sup>st</sup> October, 2013**

**To**

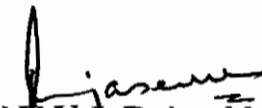
**Secretary (UD)  
Govt. of NCT of Delhi  
9<sup>th</sup> Level, 'C' Wing  
New Delhi**

**Sub: Action Plan with regard to 'Swachh Bharat Abhiyan' by  
Tata Power Delhi Distribution Limited (TPDDL) - reg.**

**Sir,**

This is with reference that has to be submitted by Power Department in pursuance to the Circular of Chief Secretary Dated 24<sup>th</sup> September, 2014. Tata Power Delhi Distribution Limited has drawn the action plan from 2<sup>nd</sup> October, 2014 to 31<sup>st</sup> October, 2014. The plant-wise and department-wise action plan is enclosed for your information. It is also to inform that this action plan was posted on the website of the Tata Power Delhi Distribution Limited i.e. <http://www.tatapower-ddl.com>.

**Encl: As above**

  
**(Y.V.V.J. Rajasekhar)  
Addl. Secretary (Power)**

**Copy for information to:**

- 1. OSD to Chief Secretary**
- 2. PS to Secretary (Power)**

## **ACTION PLAN OF TPDDL ON "SWACHH BHARAT ABHIYAN"**

### **(a) 1. Ensuring Cleanliness in the Offices**

Cleaning Services in TPDDL at a Glance : 'A Healthy workplace not only generates more energy but also motivates employees in performing better", with this simple philosophy, TPDDL is committed in providing a healthy and safe work environment to its employees. The workforce in TPDDL is spread across 184 nos. different Office Buildings. TPDDL has engaged Outsources Private Housekeeping Agencies to take care of all cleaning and facility management services across these Office Buildings.

Housekeeping services provided in TPDDL is comprehensive in nature which includes activities such as floor cleaning, cleaning of walls, ceilings, furniture, furnishings, toilets, interiors and exteriors of the premises etc. and to keep them hygienically and sanitarly in the best maintained conditions. All Grids in TPDDL will be cleaned on every alternate Day as they are Unmanned.

Details of the all locations covered under above plan in TPDDL is given below:-

S No	Division of Area/Circle/Agency	Numbers.
1.	TPDDL Locations	190 nos. Offices Including various Circles, Dist. Offices, Zonal Offices, Grids, TPDDL Corp. Office etc.
2.	Number of Housekeeping Agencies engaged	03 nos. Agencies

### **(a) 2. Ensuring Cleanliness in Surroundings**

There are several cleanliness activities which are already under going in TPDDL the same will be ensured more stringently on Daily/weekly/Fortnightly/Monthly basis. The details area given below

#### **Daily Housekeeping Activities:**

- *Sweeping and moping of non-carpeted area.*
- *Cleaning sweeping and moping of pantry area, floors and furniture etc.*
- *Dusting of tables chairs computers and other belongings.*
- *Dusting and cleaning of notice boards, partitions, electrical fittings and glass cleaning etc.*
- *Cleaning of corridors stair coses and common areas.*
- *Toilets cleaning as per requirements*

- *Change of water in desert coolers*
- *Removal of dead plants, plucking of tiny grass and small plants from yard area of grids.*
- *Disposal of garbage.*
- *All other areas, equipment, furniture etc. not covered above also cleaned.*
- *Checking of all types of pillar cocks, stop cock, angle valves and bottle trip etc.*
- *Checking of EWC with cistern urinals.*
- *Checking / Pumping of floor traps and waste lines.*
- *Checking of overhead/ underground water storage tanks, overflow lines and proper setting of tank covers with locking arrangements*

**Weekly Housekeeping Activities:**

- *Cleaning of glass panes on doors, windows and partitions.*
- *Cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in rooms/ toilets, corridors with soap, detergent or other chemicals.*
- *Cleaning of sign boards, washing of main entrance gates (Iron).*
- *Cleaning of carpets in rooms by vacuum cleaner.*
- *Cleaning of outside area along with the boundary walls, removal of honey bees etc.*
- *Cleaning of water coolers & RO system.*

**Fortnightly Housekeeping Activities:**

- *Cleaning of Sofa sets, chairs with vacuum cleaner/ water using suitable soap/ cleaning agents of approved quality.*
- *Washing and cleaning of drive ways, parking areas and roads within office premises.*
- *Cleaning of boundary grills, removing cobweb from walls, stairs and ceilings.*

**Monthly Housekeeping Activities:**

- *Cleaning of floors in common areas stair cases thoroughly with floor scrubbing machine to remove stains etc.*
- *Office area floors to be cleaned with scrubbing.*
- *Trimming / cutting of shrubs and wild grass.*
- *Cleaning of overhead/ underground water storage tanks by applying chlorine.*

**(a) 3. Disposing Un-Usable Inventories**

Materials Management Group of TPDDL has identified 4 locations for scraping of materials on daily basis namely.

1. Mangolpuri Scrap Store
2. Pitampura Grid 1 Scrap Store
3. Narela Scrap Store

#### 4. Sanjay Gandhi Transport Nagar Scrap Store

At all above locations major items such as aluminum, cable, conductor, PVC meter box, street light items, wood, transformer, hvds conductor and non-ferrous metal, e-waste, used oil, empty oil drums & aluminum type of scrap materials are received and segregated according to the type of metal/fibre

After segregation of materials, all the materials are disposed off through E-Auction. All non ferrous, hazardous and e-waste materials will be sold only to Delhi Pollution Control Committee & Central Pollution Control board or approved/authorized vendors. Return filling will be done only with Delhi Pollution Control Committee.

#### (a) 4. Educate Staff in Sanitation & Hygiene

- At all locations of TPDDL employees will be devoting first hour of every Monday for the month of October as "Swachhta Abhiyaan".
- At all TPDDL locations arrangements will be made for providing supported materials like brooms, gloves etc and facilitate talk by the locational Head and subsequently participation by all in the 5s and cleanliness drive will take place in the identified locations.
- All Business Associates employees will be made mandatorily participate in the drive and in addition to above and an awareness session will be organized weekly on maintaining Cleanliness and Hygiene.

#### (b) Street Lights

TPDDL maintains street lights points of various road owing agencies. The details with respect to the numbers are given below:

Road Owing Agency	No. of points
North DMC	144623
PWD	14005
DDA	2564
Others	734
<b>Total</b>	<b>161926</b>

### **ACTION PLAN FOR ENSURING 100% FUNCTIONALITY OF STREET LIGHTS**

- Daily night Patrolling is done in all areas to ensure the 100% functioning of Street lights.
- The Instant Resolution of complaints is being done for the complaints received from Complaint centers of TPDDL and other sources such as PCR Reports, MCD Control room, Individual complaints received from office of Hon'ble MLA/Councilors/RWAs.
- Sufficient Deployment of manpower and equipment will be made for immediate maintenance of faulty Street Lights such as 11 Tower wagons, ladder teams and two High Mast light teams, 203 personnel deployed for attending street lights complaints & Special drive for attending faulty street lights will be launched during Festival Season.
- Joint Inspection Reports of NDMC are jointly signed by Area Councilors/ NDMC Rep & TPDDL Representatives
- Joint Inspection Reports of PWD are jointly signed PWD Rep & TPDDL Representatives. The last report as on Aug 2014 the functionality of street lights is 99.04%.




**TATA POWER-DDL**

**TATA POWER DELHI DISTRIBUTION LIMITED**

A Tata Power and Delhi Government Joint Venture

“Swachh Bharat Abhiyan”

Monday 29<sup>th</sup> Sep 2014

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## (a) 1. Ensuring Cleanliness in the offices

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**Cleaning Services in TPDDL at a Glance** : ‘A Healthy workplace not only generates more energy but also motivates employees in performing better”, with this simple philosophy, TPDDL is committed in providing a healthy and safe work environment to its employees. The workforce in TPDDL is spread across 184 nos. different Office Buildings. TPDDL has engaged Outsources Private Housekeeping Agencies to take care of all cleaning and facility management services across these Office Buildings.

Housekeeping services provided in TPDDL is comprehensive in nature which includes activities such as floor cleaning, cleaning of walls, ceilings, furniture, furnishings, toilets, interiors and exteriors of the premises etc. and to keep them hygienically and sanitarily in the best maintained conditions.



## (a) 1. Ensuring Cleanliness in the offices

Location-wise details of Cleanliness deployed in TPDDL in Oct 2014

Sr. No.	Division of Area/Circle/Agency	Nos.
1	TPDDL Locations	190 nos. Offices (including various Circles, Dist. Offices, Zonal Offices), Grids, PDDL Corp. Office etc.

2. Number of Housekeeping Agencies 03 nos. Agencies engaged

Grids in TPDDL is being cleaned on every alternate Day as they are Unmanned. The existing deployment in TPDDL's Unmanned Grids includes a Security Personnel only.





## (a) 2. Ensuring Cleanliness in Surroundings

### Daily Housekeeping Activities :

- Sweeping and moping of non-carpeted area.
- Cleaning sweeping and moping of pantry area, floors and furniture etc.
- Dusting of tables chairs computers and other belongings.
- Dusting and cleaning of notice boards, partitions, electrical fittings and glass cleaning etc.
- Cleaning of corridors stair cases and common areas.
- Toilets cleaning as per requirements
- Change of water in desert coolers
- Removal of dead plants, plucking of tiny grass and small plants from yard area of grids.
- Disposal of garbage.
- All other areas, equipment, furniture etc. not covered above also cleaned.
- Checking of all types of pillar cocks, stop cock, angle valves and bottle trip etc.



## (a) 2. Ensuring Cleanliness in Surroundings

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### Daily Housekeeping Activities :

- *Checking of EWC with cistern urinals.*
- *Checking / Pumping of floor traps and waste lines.*
- *Checking of overhead/ underground water storage tanks, overflow lines and proper setting of tank covers with locking arrangements.*

### Weekly Housekeeping Activities :

- *Cleaning of glass panes on doors, windows and partitions.*
- *Cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in rooms/ toilets, corridors with soap, detergent or other chemicals.*
- *Cleaning of sign boards, washing of main entrance gates (Iron).*
- *Cleaning of carpets in rooms by vacuum cleaner.*
- *Cleaning of outside area along with the boundary walls , removal of honey bees etc.*
- *Cleaning of water coolers & RO system.*



## (a) 2. Ensuring Cleanliness in Surroundings

### Fortnightly Housekeeping Activities:

- *Cleaning of Sofa sets, chairs with vacuum cleaner/ water using suitable soap/ cleaning agents of approved quality.*
- *Washing and cleaning of drive ways, parking areas and roads within office premises.*
- *Cleaning of boundary grills, removing cobweb from walls, stairs and ceilings.*

### Monthly Housekeeping Activities :

- *Cleaning of floors in common areas stair cases thoroughly with floor scrubbing machine to remove stains etc.*
- *Office area floors to be cleaned with scrubbing.*
- *Trimming / cutting of shrubs and wild grass.*
- *Cleaning of overhead/ underground water storage tanks by applying chlorine.*



## (a) 3. Disposing Un-Usable Inventories

- Materials Management Group has identified 4 locations for scraping of materials namely.
  1. Mangolpuri Scrap Store
  2. Pitampura Grid 1 Scrap Store
  3. Narela Scrap Store
  4. SGTN Scrap Store
- At Mangolpuri store major items such as aluminum, cable, conductor, PVC meter box, street light items & wood etc is received.
- At Pitampura scrap store major items such as transformer, hvds conductor and non ferrous metal, e-waste, used oil and empty oil drums is received.
- At Narela scrap store aluminum type of scrap materials is received.



## (a) 3. Disposing Un-Usable Inventories

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- All Segregated Materials is be disposed off after approval of Management.
- All materials is disposed off through e-auction through third party
- All non ferrous, hazardous and e-waste materials are being sold only to Delhi Pollution Control Committee & Central Pollution Control board or approved/authorized vendors.
- Return filling is being done only with Delhi Pollution Control Committee every year for non ferrous, e-waste, hazardous waste and half yearly for batteries.



## **(a) 4. Educate Staff in Sanitation & Hygiene**

- Daily all locations will be devoting first hour of Monday for the month of October as “Swachhta Abhiyaan”.
- At all TPDDL locations arrangements will be made supported materials like brooms, gloves etc and facilitate talk by the locational Head and subsequently participation by all in the 5S and cleanliness drive in the identified locations.
- All BA employees will also join for renewal of their ID card to mandatorily participate, in addition to above and an awareness session on Cleanliness and Hygiene will be organized



## (b) Street Lights

### Details of Street lights Points Maintained by TPDDL

<b>Road Owning Agency</b>	<b>No. of points</b>
North DMC	144623
PWD	14005
DDA	2564
Others	734
<b>Total</b>	<b>161926</b>



# (b) Street Lights

## ACTION PLAN UNDER SWACCHH ABHIYAN

1. Daily night Patrolling is being done in all areas to ensure the 100% functioning of Street lights.
2. Instant Resolution of complaints is being done received from :
  - a) Complaint cell of TPDDL.
  - b) PCR Reports.
  - c) MCD Control room.
  - d) Individual complaints received from office of Hon'ble MLA/Councilors/RWAs.
  - e) Defects noticed in previous night patrolling.
3. Details of Deployment of manpower and equipment for immediate maintenance of faulty Street Lights
  - a) 11 Tower wagons
  - b) 53 ladder teams and two High Mast light teams
  - c) 203 personnel deployed.
  - d) Special drive for attending faulty street lights will be launched during Festival Season.





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Thank You



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