

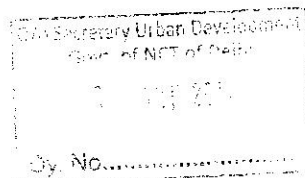
**Government of National Capital Territory of Delhi**  
**Home Police-I/Establishment Department**  
**5<sup>th</sup> Level, 'C' Wing Delhi Secretariat, I.P. Estate, New Delhi.**  
**Telephone No 011-23392042**

No. F.28/13/2014/HP-I/Estt./4172/dme/1/491

Dated 01/10/14

To,

The Secretary,  
Urban Development,  
Government of NCT of Delhi,  
Delhi Secretariat, I.P. Estate,  
New Delhi



**Sub: "SWACHH BHARAT ABHIYAN".**

Sir,

This is reference to circular dated 24-09-2014 issued by Chief Secretary, Delhi and office order issued by Dy. Secretary (GAD), regarding subject cited above, the entire programme during the period 02-10-2014 to 31-10-2014 as per the scheduled chalked out as given below:-

Period	Description
02/10/2014	1. 9.15 AM Administration of Oath. 2. 10.30 AM to 11.00 AM Cleaning of office premises and spray of pesticide in office premises to ensure Hygienic conditions
w.e.f. 06/10/2014 to 10/10/2014	1. Spent an hour daily for cleaning of office premises. 2. Inspection of documents for weeding out.
w.e.f. 13/10/2014 to 24/10/2014	1. Identification and weeding out of old records and preparing the list of the identified records to be weeded out
w.e.f. 27/10/2014 to 31/10/2014	1. Weeding out drive with emphasis to clean office premises and equipments

Yours faithfully,

(Alok Garg)  
Dy. Secretary (Home-I)

No. F.28/13/2014/HP-I/Estt./

Dated

Copy for information and necessary action to:-

1. All the Dy. Secretaries of Home Department.
2. Dy. Secretary (GAD), Caretaking Branch, with the request to depute the concerned person for spray of pesticide in Home Department as per schedule.
3. PS to Pr. Secy. (Home).
4. OSD (Home Department).
5. P.A. to Spl. Secy. (Home)
6. P.A. to Addl. Secretary (Home), GNCTD
7. Guard File.