

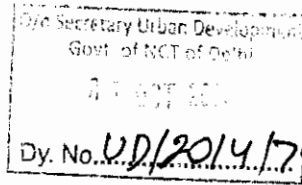
OFFICE OF THE COMMISSIONER OF INDUSTRIES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
"UDYOG SADAN", 419, FIE, PATPARGANJ, DELHI-110092.

F.No. MSME/Care-Taking/14/ 217-220

Dated:- 29-9-14

To ✓

The Secretary,  
Urban Development Department,  
Delhi Secretariat,  
New Delhi-110002



Sub: - "SWACCH BHARAT ABHIYAN" w.e.f. 02.10.2014 to 31.10.2014

Sir,

Please refer to circular bearing no F.13 (80)/SB/MB/UD/14/6652-6653 dated 24.09.2014 issued by the Chief Secretary, Govt. of NCT of Delhi in respect of the above stated subject.

In this regard please find enclosed the detailed daily activity report in respect of the Industries Department, Govt. NCT of Delhi & its three subordinate offices namely:-

- (1) Department of Industries (Page no.2).
- (2) Three Centers for Society for Self Employment (Page no.03 to 11).
- (3) Delhi Institute of Tool Engineering (Page no.12).
- (4) Delhi Khadi Village and Industry Board (Page no. 13 to 14).

  
Special Commissioner Industries-II

F.No. MSME/Care-Taking/14/

Dated:-

Copy for kind information to:

1. OSD to Chief Secretary, GNCT of Delhi. Delhi Secretariat, I.P. Estate New Delhi.
2. P.S. to Commissioner of Industries, GNCT of Delhi.
3. P.A. to Special Commissioner of Industries-I, GNCT of Delhi.

  
Special Commissioner Industries-II

2

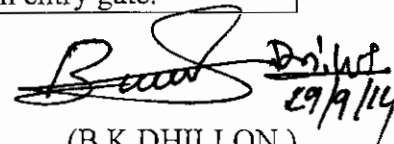
32/c

**GOVT. OF NCT. OF DELHI**  
**OFFICE OF THE COMMISSIONER OF INDUSTRIES**  
**419 FIE PATPARGANJ, UDYOG SADAN, DELHI-92**

Date: 29.09.2014

With reference to office letter No. F. 13 (80)/SB/MB.UD/14/6662-6653 dated 24.9.2014 received from Chief Secretary Sh. D.M. Sapolia, regarding First Phase of Swachh Bharat Abhiyan on 2.10.2014, as directed by DCI (CT/FM) the date wise work schedule is as under :

Sl. No.	Date	Place	Work Schedule
1.	2.10.14 to 8.10.14	B Block, 4 <sup>th</sup> Floor	Commissioner's room, Sofa, Visitor's chair, PA room's, Special Commissioner's-1 & II room, Sofa, Almira, Flower Pot, Mat, PA Room's, Common Gallery, Washing, window, window mirror, door, lift front, all furniture, curtain, Wall Partition, Washroom
2	9-10-14 to 15.10.14	A-1 Block, 4 <sup>th</sup> Floor	Central Gallery, window mirror Main gate, All DCI/ACI Room's windows, mirrors, floor washing. All furniture clean by vacuum cleaner, Work Station, Curtain, Wall Partition, Washroom
3	16.10.14 to 22.10.14	A-2 Block, 4 <sup>th</sup> Floor	Central Gallery, window mirror Main gate, All DCI/ACI Room's windows, mirrors, floor washing. All furniture clean by vacuum cleaner, Curtain, Wall Partition, Washroom
4	23.10.14 to 31.10.14	4 <sup>th</sup> Floor & Basement	Stairs and roof, Gallery, all grill, basement, basement record room, basement store and boundary wall, main gate 1&2, main entry gate.

  
29/9/14

(B.K.DHILLON)  
CI CT (BUILDING CARE TAKER)

3

3/1/14

● Society for self employment

B-72,Leaather factory Complex ,Wazirpur Industrial Area

Wazirpur, Delhi – 52

29/9/2014

**Subject:Reply of 1<sup>st</sup> phase of Swachch Bharat Abhiyan.**

Please find enclosed herewith, reply to your letter number 3668,dated 26/9/2014 , for a four week program of first phase of Swachch Bharat Abhiyan from October 2<sup>nd</sup> 2014 to October 31 2014 of SSE ,wazirpur Centre.

  
( Prakash Solomon)

27/9/2014

Centre In – Charge(wazirpur)

To,

Shri R.K.Saini

DY.Commissioner(FM)

Patparganj,Delhi





30/11

Society for self employment

B-72,Leaather factory Complex ,Wazirpur Industrial Area

Wazirpur, Delhi - 52

## Program Swachch Bharat Abhiyan.

No. of working staff

Instructor -02

Jr.Instructor-01

Sweeper-03

Chawkidar -04

General instructions to be followed by everyone regarding cleanliness:-

Use of Dustbin for garbage is a must.

Proper dispose of the waste material.

Keeping washbasins and toilets clean and hygienic.

Being an active member in the Cleanliness program.

Following the instructions displayed regarding cleanliness on the electronic Display boards.

### Program for first week(02/10/2014 to 08/10/2014)

Whitewash will be done.

Windows and door cleaning.

Floor Cleaning and mopping with disinfectants regularly.

Fans cleaning and dusting every day.

(4)

29/c

**Program (for second week 09/10/2014 to 015/10/2014)**

Dusting and mopping every day.

Cleaning Nearby surroundings

Removing of weeds and grass cutting.

Sprinkling of DDT near toilets and mosquito repellent spray.

**Program for third week week(16/10/2014 to 22/10/2014)**

Regular cleaning of floor and dusting

Cleaning of equipments and machinery


Spraying of mosquito repellent on workshop on workplace areas.

**Program for forth week(23/10/2014 to 31/10/2014)**

Dusting, mopping and cleaning corridors regularly.

Cleaning toilets on regular basis.

Waste material not to be deposited here and there in the work premises.

  
( Prakash Solomon) 27/9/2014

Centre In – Charge (wazirpur)

To,

Shri R.K.Saini

DY.Commissioner(FM)

Patparganj, Delhi

6

28/c

Society for self employment

E-26-29, Flatted Factories Complex, Jhandewalan, New Delhi -55

To,

Date: 27/09/2014

Shri R.K.Saini

DY.Commissioner(FM)

Patparganj, Delhi

**Sub.: Reply of 1<sup>st</sup> Phase of "Swachh Bharat Abhiyan".**

Sir,

With reference to your letter dated: 26.09.2014 regarding Four Week Programme of first phase of "Swachh Bharat Abhiyan" from 2<sup>nd</sup> October'14 to 31<sup>st</sup> October'14. Please find enclosed herewith reply of SSE Jhandewalan Training Center.



(Amit Kumar Pandey)

Cashier, SSE, Jhandewalan

7

27/10

**Society for self employment**

**E-26-29, Flatted Factories Complex, Jhandewalan, New Delhi -55**

**Program Swachch Bharat Abhiyan.**

No. of working staff

Assistant Manager-01

Senior Instructor-01

Instructor -02

LDC-02

Workshop Attendant-01

Sweeper-02

Peon-cum-Chawkidar -01

Helper-01

General instructions to be followed by everyone regarding cleanliness:-

Use of Dustbin for garbage is a must.

Proper dispose of the waste material.

Keeping washbasins and toilets clean and hygienic.

Being an active member in the Cleanliness program.

Following the instructions displayed regarding cleanliness on the electronic Display boards.

②

26/c

**Program for first week(02/10/2014 to 08/10/2014)**

Whitewash will be done.

Windows and door cleaning.

Floor Cleaning and mopping with disinfectants regularly.

Fans cleaning and dusting every day.

**Program (for second week 09/10/2014 to 015/10/2014)**

Dusting and mopping every day.

Cleaning Nearby surroundings

Removing of weeds and grass cutting.

Sprinkling of DDT near toilets and mosquito repellent spray.

**Program for third week week(16/10/2014 to 22/10/2014)**

Regular cleaning of floor and dusting

Cleaning of equipments and machinery

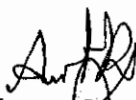
Spraying of mosquito repellent on workshop on workplace areas.

**Program for forth week(23/10/2014 to 31/10/2014)**

Dusting, mopping and cleaning corridors regularly.

Cleaning toilets on regular basis.

Waste material not to be deposited here and there in the work premises.

  
(Amit Kumar Pandey)  
Cashier, SSE, Jhandewalan



(a)

25/c

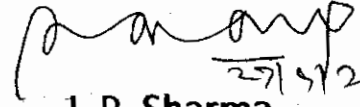
Society for Self Employment  
Shed no. 7 & 8, Nand Nagri, Sunder Nagri  
Delhi -92

No. SSE/NN/01

Dated: 27.09.2014

Subject: Reply of 1<sup>st</sup> Phase of "Swachh Bharat Abhiyan".

Please find enclosed herewith, reply to your letter number 3678, dated 26.09.2014, for a four week program of first phase of "Swachh Bharat Abhiyan", from October 2<sup>nd</sup>, 2014 to October 31<sup>st</sup> 2014, of SSE Nand Nagri centre.

  
27/9/2014  
J. P. Sharma  
Centre In-charge  
Nand Nagri

To

Shri R. K. Saini  
DY. Commissioner (FM)  
Udyog Sadan  
Patparganj  
Delhi.



24/c

Society for Self Employment  
Shed no. 7 & 8, Nand Nagri, Sunder Nagri  
Delhi -92

**Program for "Swachh Bharat Abhiyan"**

NO. Of working staff

Instructor – 3

Sweeper – 2

Peon/Chowkidaar – 3

General instructions to be followed by everyone regarding cleanliness: -

- ⇒ Use of dustbins for garbage is a must.
- ⇒ Proper dispose of the waste material.
- ⇒ Keeping washbasins and toilets clean and hygienic.
- ⇒ Being an active member in the cleanliness program.
- ⇒ Following the instructions displayed regarding cleanliness on the electronic display boards.

**Program for First Week:** (02.10.14 / 08.10.14)

- ⇒ Whitewash will be done.
- ⇒ Windows and door cleaning.
- ⇒ Floor cleaning and mopping with disinfectants regularly.
- ⇒ Fan cleaning and dusting every day.

**Program for Second Week:** (09.10.14 / 15.10.14)

- ⇒ Dusting and mopping every day.
- ⇒ Cleaning Nearby surroundings.
- ⇒ Removing of weeds and grass cutting.
- ⇒ Sprinkling of DDT near toilets and mosquito repellent sprays.

**Program for Third Week:** (16.10.14 / 22.10.14)

- ⇒ Regular cleaning of floor and dusting.
- ⇒ Cleaning of equipments and machinery.
- ⇒ Spraying of mosquito repellent on workplace areas.

U

225/c

**Program for Fourth Week:**

(23-10-14 to 31-10-14)

- ⇒ Dusting, mopping and cleaning corridors regularly.
- ⇒ Cleaning toilets on regular basis.
- ⇒ Waste material not to be deposited here and there in the work premises.

Submitted Please.

  
27/10/2014

**J. P. Sharma**  
**Centre In-charge**  
**Nand Nagri**  
**SSE**

12

**Sub: Schedule of activities regarding "SWACCH BHARAT ABHIYAN" from 2<sup>nd</sup> October, 2014 to 31<sup>st</sup> October, 2014 in respect of Delhi Institute of Tool Engineering.**

22/c

The schedule of the activities proposed to be initiated by DITE at its both the Campuses regarding the campaign of cleanliness drive as part of "SWACCH BHARAT ABHIYAN" are enumerated as follows:

The office order for attending the office on 2nd Oct 2014 both by the staff and students is being issued .Further On 2<sup>nd</sup> October, 2014 at 9.30 am: To take pledge along with the Hon'ble Prime Minister of India and to carry out intensive cleaning campaign at its both the campuses. After the oath ceremony employees and students will be sensitized and made aware about the advantages of clean environment.

**a) For the week from 6<sup>th</sup> October, 2014 to 10<sup>th</sup> October, 2014**

1. Constitution of Committees at both the campuses for monitoring and supervising the entire work of cleanliness as part of "SWACCH BHARAT ABHIYAN" programme.
2. Attending to all the Urinals/Toilets at both the campuses extensively. General cleaning of all the toilets with proper cleaning material , repairing of leaking taps and waste pipe , drainage system , exhaust facility etc.
3. General Cleanliness of all the departments.
4. Dumping of waste and garbage in nearby Dhalao.
5. General instruction to staff and students to maintain the cleanliness and making them aware about the advantages of a clean environment through their class Instructors.

**b) For the week from 13<sup>th</sup> October, 2014 to 17<sup>th</sup> October, 2014.**

1. Creation of Student Brigade at each campuses having representation from each trade and each year for supervising "SHARAMDAN" by students nominated by the brigade and at the same time sensitizing other fellow students regarding clean environment.
2. Cleanliness competition among students at each campus for cleaning W/shop, labs etc. and the winner will be awarded with a certificate and prize.
3. General cleanliness of the entire departments especially the Computer labs
4. Placing the banner at few places with slogan regarding the clean and green environment.
5. Procurement of Dustbins and to place them at suitable places in and around campus. Placing the signboards for cleanliness
6. General meeting with all staff and students to make them aware about the importance of maintaining the clean and green environment.

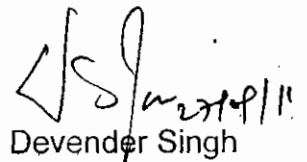
**c) For the week from 20<sup>th</sup> October, 2014 to 24<sup>th</sup> October, 2014.**

1. Extensive plantation drive in and around the premises of each campus and trimming and pruning of hedges and cleaning of bushes as part of horticulture activity.
2. Washing of old curtains, blinds and general cleaning of window panes and Admin Section.

3. Cleaning the building roof.
4. Cleaning and maintenance of office equipments by individual's departments.
5. Cleaning of class rooms and placing all the items in record room in an arranged manner.

d) For the week from 27<sup>th</sup> October, 2014 to 31<sup>st</sup> October, 2014

1. Painting of main workshop and training workshop doors, machines /walls, aisle by the employees and students.
2. Any other work as suggested by the committee regarding the cleanliness program.
3. Cleaning and maintenance of the playing ground by the students and employees
4. Condemnation of unserviceable items/ and disposing the waste items/ unserviceable items by the Appropriate designated committees.



Devender Singh  
Secretary

Camp: Industries Department.

F.2 (194)/Admin/DITE/SB/ 461

Dated 27/09/2014.

To

1. Sh .R.K.Saini, Dy. Commissioner of Industries, Department of Industries.
2. Sh. Rajesh Sakkarwal, Dy. Commissioner of Industries (DITE), Department of Industries.

(13)  
**DELHI KHADI & VILLAGE INDUSTRIES BOARD**  
Govt. of NCT of Delhi  
5<sup>th</sup> & 6<sup>th</sup> Floor, Nigam Bhawan, Kashmere Gate,  
Delhi-110006

F.3(14)/DKVIB/Store/08-09/

5521

dated: 26/9/14

**Sub: Action Taken Report on the circular No. F.13(80)/"SB"/MB/UD/14/6652-665 dated 24/09/2014 issued from the Chief Secretary, Delhi.**

As per circular issued by Chief Secretary, Delhi dt. 24/09/2014 reg. Swachh Bharat Abhiyan w.e.f. 2<sup>nd</sup> October to 31<sup>st</sup> October 2014. The Delhi Khadi & Village Industries Board had already issued an office order of even No. dt. 24/9/2014 to open the office on 02/10/2014 and also start the Cleanliness Drive in the office (copy enclosed). Further, the daily plan for cleanliness is as under:-

1. Daily special Cleanliness Drive for the toilets and washrooms.
2. Daily cleaning of the office at 5<sup>th</sup> & 6<sup>th</sup> floor of Nigam Bhawan.
3. Daily cleaning at the retail outlets run by the Board.
4. Daily cleaning at the Ist Floor of Nigam Bhawan occupied by the Board.
5. Installing and cleaning of dustbins on daily basis on the office premises.
6. Cleaning the office vehicles on daily basis.
7. To ensure non-depositing of water in the office premises.
8. Cleaning of office compound and approach towards to the office.
9. To sensitize about the cleanliness to the public at large in the awareness camp to be organized by the Board.
10. To keep flower pots in an around the office of the Board.
11. On alternate days anti-mosquito medicine spread in the office as well as outlets.

This issues with the approval of Managing Director.

  
(R.K. GUPTA)  
DY. DIRECTOR

To:

Dy. Commissioner Industries (DKVIB)  
O/o the Commissioner of Industries  
419, Udyog Sadan, FIE Patparganj Ind. Area,  
Delhi-92

14

20/c

**DELHI KHADI & VILLAGE INDUSTRIES BOARD**  
**Govt. of NCT of Delhi**  
**Nigam Bhawan, 5<sup>th</sup> & 6<sup>th</sup> Floor, Kashmere Gate, Delhi-110006**

F.3(14)/DKVIB/Store/08-09/P.F./ 5499 to 5503

Dated: 26/9/14

**ORDER**

Hon'ble Prime Minister of India is going to launch the first phase of Swachh Bharat Abhiyan on 2<sup>nd</sup> October'2014. All the Central Ministries and State Governments have been requested to actively participate in this nationwide campaign.

Accordingly all the staff working in this Board are hereby directed to reach office at 9.00 A.M. and a pledge ceremony related to Swachh Bharat Abhiyan (copy of pledge is enclosed) may be performed in the Conference Hall at 1<sup>st</sup> Floor of the building on 2<sup>nd</sup> October'2014 at 9.30 a.m.

After pledge, the following tasks related to cleanliness campaign in the office premises and surroundings with the cooperation of all the staff working in this building are required to be carried out :-

Team No.	Constitution of Team	Area
1.	Sh. R.K. Jajoria, Asstt. Director Sh. Ashok Kumar, Caretaker, Staff members of Admn. Branch & Caretaking Branch	To supervise the work of cleanliness in the stair case as well as open space at the ground floor
2.	Sh. Surinder Kumar, Dev. Officer Staff members of Dev. Branch and Recovery Branch	Clean the area where F.A. room & staff members are sitting
3.	Sh. Om Prakash, Dev. Officer & Sh. Manvir Singh, Dev. Officer Staff members of marketing branch & PMEGP Branch	Remaining portion of the 5 <sup>th</sup> floor
4.	Sh. Deep Ram, Asstt. Accounts Officer Staff Members of A/cs Branch	Cleaning of the 6 <sup>th</sup> floor

Accordingly, the office will remain open and all the staff are hereby directed to attend the office on 2<sup>nd</sup> October'2014 for taking participation in the first phase of Swachh Bharat Abhiyan without fail.

This issues with the approval of Managing Director.

  
(R.K. GUPTA)  
DY. DIRECTOR

Copy to :

1. Sh. Cherian T. Samuel, Vice Chairman with request to attend the Oath Ceremony.
2. Smt. Tahira Mirza, Member with request to attend the Oath Ceremony.
3. P.A. to M.D. for kind information of M.D.
4. All Officers/Staff Members of the Board
5. Guard File