

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING
I.P. ESTATE, NEW DELHI
{<http://services.delhigovt.nic.in>}

Report on Swachhata Abhiyan undertaken from 02.10.2014 to 17.10.2014.

As per the schedule and programme decided by the Department, all staff working in the Department took part in the Swachhata Abhiyan and following activities were carried during the period.

1. Old records have been put in the record room of the Services Department in proper manner.
2. The table tops, almirah, cabinet tops have been cleaned.
3. Current records have been placed inside the almirah.
4. Window glasses have been cleaned properly.
5. Racks of all the cabinet/almirah have been dusted and the files are put up in the proper place.
6. The CPU, KEYBOARDS & MOUSE OF THE Computers have been cleaned daily.
7. 5 years old records have been tied in the red cloth, 3 to 5 years old records have been tied in the yellow cloth and less than three years old records have been tied in the green cloth and put up in the record room of the green cloth and put up in the record room of the services department.
8. The wall fans have been got dusted by the electrical branch of the GAD.



((RICHA))

JT.SECRETARY (SERVICES)