

ACTION PLAN OF DEPARTMENT OF TRADE & TAXES

With reference to circular No. F.13(80)/SB/MB/UD/14/6652-6653 dated 24.09.14 of Chief Secretary, Delhi regarding "Swachh Bharat Abhiyan Programme" w.e.f. 02.10.14 to 31.10.14. Hence, the Department of Trade & Taxes has finalized the following day to day programme for cleanliness drive in this department.

| <i>SL. No.</i> | <i>Date</i> | <i>Programmes</i> | <i>Supervisory officer</i> |
|----------------|-------------|---|---|
| 1 | 02.10.14 | The department of Trade & Taxes will organize pledge ceremony on 2 nd October, 2014 at 09.30. A.M. in front of the building at ground floor by HOD. All officers/officials of this department will present in this ceremony and take pledge for . Swachh Bharat Abhiyan Programme. After oath programme, Staffs of all this department will clean their nearest office atmospheres particularly. | Commissioner (VAT)/Spl. Comm./Addl. Comm./Joint Comm./Branch and ward incharges |
| 2 | 03/10/14 | Holiday | |
| 3 | 04/10/14 | Holiday | |
| 4 | 05/10/14 | Holiday | |
| 5 | 06/10/14 | Holiday | |
| 6 | 07/10/14 | <ul style="list-style-type: none"> • Ensure Cleanliness in the surroundings. • Removal of Malba etc. | AC(FM) Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 7 | 08/10/14 | <ul style="list-style-type: none"> • Dispose off un- usable inventories. • Educate all the Staff regarding Sanitation and Hygiene. | All AC and AVATO/VATI and all officials |
| 8 | 09/10/14 | <ul style="list-style-type: none"> • Repair and maintenance of road and footpath of the surroundings. | Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 9 | 10/10/14 | <ul style="list-style-type: none"> • Special drive for repair and maintenance for Staircase and toilets. | Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 10 | 11/10/14 | Holiday | |
| 11 | 12/10/14 | Holiday | |
| 12 | 13/10/14 | <ul style="list-style-type: none"> • Dusting and White washing of building (Ground floor to 2nd floor) | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 13 | 14/10/14 | <ul style="list-style-type: none"> • Dusting and White washing of building (3rd floor to 5th floor) | AC (FM)/Nodal officer/E.E. |

| <i>SL. No.</i> | <i>Date</i> | <i>Programmes</i> | <i>Supervisory officer</i> |
|----------------|-------------|---|---|
| | | | (DSI IDC)/M/s Yaskin Enterprises. |
| 14 | 15/10/14 | • Dusting and White washing of building (6th floor to 8th floor) | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 15 | 16/10/14 | • Dusting and white washing of building (9th floor to 11th floor) | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 16 | 17/10/14 | • Dusting and White washing of building (12th floor to 13th floor) | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 17 | 18/10/14 | Holiday | |
| 18 | 19/10/14 | Holiday | |
| 19 | 20/10/14 | • Cleanliness/repair and maintenance of roof of this building. | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 20 | 21/10/14 | • Development of parking area (cleanliness, repair and maintenance | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 21 | 22/10/14 | • Plantation and development of green grass at vacant portion of the premises. | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s Yaskin Enterprises. |
| 22 | 23/10/14 | Holiday | |
| 23 | 24/10/14 | Holiday | |
| 24 | 25/10/14 | Holiday | |
| 25 | 26/10/14 | Holiday | |
| 26 | 27/10/14 | • Condemnation of computer, monitor and all old other items pertain to EDP branch. • Condemnation to all old broken table, furniture and Almira h etc. • Condemnation of old un repairable vehicles. | AC(FM)/EDP/syste m In-charge |
| 27 | 28/10/14 | • Cleanliness of water Tank and repair and maintenance of plumbing and development of drinking water facilities. | AC (FM)/Nodal officer/E.E. (DSI IDC)/M/s |

| SL. No. | Date | Programmes | Supervisory officer |
|----------------|-------------|--|---|
| 28 | 29/10/14 | <ul style="list-style-type: none"> • Special drive for cleanliness of toilet and shafts. | AC (FM)/Nodal officer/E.E.(DSI IDC)/M/s Yaskin Enterprises. |
| 29 | 30/10/14 | <ul style="list-style-type: none"> • An ambitious plan to clean all Sewage pollution. • Clear the drain and pipes. | AC (FM)/Nodal officer/E.E.(DSI IDC)/M/s Yaskin Enterprises. |
| 30 | 31/10/14 | <ul style="list-style-type: none"> • Inspection of completion of façade • Make the building an Aesthetically Beautiful department. | Commissioner, Spl. Comm./ Addl. Comm./ Joint Comm./ Ex. Engg./Nodal officer DSI IDC. |

Note:- All the staff of Trade & Taxes department will Pledged/oath regarding cleanliness in their respective floors at 10.00 A.M. Daily on all working days w.e.f. 02.10.14 to 31.10.14 in presence of Commissioner, Special Commissioner, Additional Commissioner/Joint Commissioner, all the branch in-charges of the concerned floors.