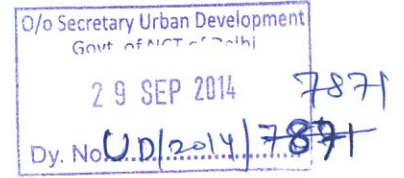


**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI**



No.Adml /2014/695-696


Dated: 29-9-14

Subject: Schedule of Work for Swachh Bharat Abhiyan from 02nd October, 2014 to 31st October, 2014 w.r.t. No.F.13(80)SB/MB/UD/6652-6653 dated 24.09.2014.

Please refer to circular No.F.13(80)/"SB"/MB/UD/14/6652-6653 dated 24.09.2014 of Chief Secretary, GNCTD regarding programme on specific daily work and targets for the first phase of Swachh Bharat Abhiyan from October 2, 2014 to October 31, 2014. In this regard the detailed schedule of work alongwith inspection schedule by Sr. Officers are enclosed herewith for information. **(Annexure – I)**

This is further to inform that the Corporation has already initiated action on Swachh Bharat Abhiyan for Delhi w.e.f. 25.09.2014 asking all Unit Officers/Regional Managers/Depot Managers to ensure cleaning of buses, office premises, bus terminals, timekeeping booths etc. Further Nodal Officers have been assigned for each region to inspect the office premises to ascertain the cleanliness. The copies of some to the Orders/Circulars issued in this regard are enclosed at **Annexure – 2 to 6**.

Enclosed: As above.



(S.R. Kataria)

Chief General Manager(Admn)

**Secretary,
Urban Development,
Government of NCT of Delhi
9th Level, C Wing,
Delhi Secretariat, New Delhi**

copy to

- 1. OSD to Chief Secretary, GNCTD for information please.**
- 2. CMD for information please.**

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI**

No.Adml /2014/686-694

Dated: 29-9-14

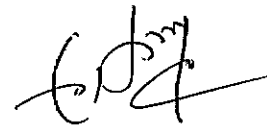
Subject: Schedule of Work for Swachh Bharat Abhiyan from 02nd October, 2014 to 31st October, 2014 w.r.t. No.F.13(80)SB/MB/UD/6652-6653 dated 24.09.2014.

As a part of Swachh Bharat Campaign to be observed from 2nd Oct. 2014 to 31st Oct. 2014, the schedule of work (**Annexure - A**) has been chalked out for all Units. All Unit Officers are requested to ensure the same.

The Officers deputed as Nodal Officer vide circular No.Admn.I/2014/958 dated 18/09/14 shall continue to carry out the inspection upto 31.10.2014.

Other Sr. Officers will carry out the inspection as per the enclosed Inspection Schedule - I and II (**Annexure - B and C**). All officers carrying out inspection will submit their Inspection Report to CMD through CGM(Admn.)

Enclosed: As above.



**(S.R. Kataria)
Chief General Manager(Admn)**

All Concerned Officers.

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI**

Schedule of Work

S. No.	Activity	Periodicity of Washing/Cleaning/lifting	Number/Percentage
1	Bus Clearing/Washing from outside	Daily	70 % of the active Fleet
2	Bus Cleaning/Flooring from inside	Daily	100% of the Active Fleet
3	Cleaning of the Washroom/Toilet/ Restroom/Canteen in the Depots	Daily	Full
4	Cleaning of Depot yard including Servicing/Docking pit, CCRs, Road Safety Cell etc. and adjoining areas outside the boundary wall of the DTC premises.	Daily	Full
5	Offices/Pass Sections premises including CWS-1 and 2, Printing Press, Training School, Traffic Deptt. (Sc. House) etc.	All Working Days	Full
6	Tube lights/Fans/Exhaust Fan, Desert Cooler/Air-conditioner/Water Cooler	Fortnightly	Full
7	Removal of Cobwebs from the walls/ Building premises etc.	Weekly	Full
8	Cleaning of Bus Terminals and adjoining areas	Daily	Full
9	Cleaning of Time Keeping Booths and adjoining areas.	Daily	Full
10	Lifting of Old Records to Central Record Room	Immediately	As per the orders/guidelines issued on the subject
11	Lifting of Scrap materials to Central Workshop Scrap yard	Immediately	As per the orders/guidelines issued on the subject

Annexure – B

INSPECTION SCHEDULE - I							
S. No.	Name of the Depots/Units	Name of Bus Terminals	Date of Inspection by CMD/CGMs				
			CMD	CGM(F)	CGM(A)	CGM(O)	CGM(Tr)
1	BBM				07.10.14		
2	Rohini-III	Rohini Sec 22			10.10.14		
3	Subhash Place	Azadpur	07.10.14				
4	Kalka Ji	Nehru Place		07.10.14		17.10.14	
5	SNPD	Jal Vihar	10.10.14				
6	AND	Lado Sarai	13.10.14	31.10.14			
7	VasantVihar	Mehrauli		10.10.14		20.10.14	
8	Tekhhand			17.10.14		27.10.14	
9	Nand Nagri						07.10.14
10	Noida						10.10.14
11	E.V.Nagar	Mayur Vihar					27.10.14
12	Seema Puri	Shahdara					20.10.14
13	HasanPur	Vishwas Nagar	17.10.14				
14	Inderprastha	Delhi Gate			13.10.14		
15	Yamuna Vihar						17.10.14
16	Gazi Pur						13.10.14
17	Hari Nagar-I	Bindapur				13.10.14	
18	Hari Nagar-II					13.10.14	
19	Hari Nagar-III					13.10.14	
20	Kesho Pur	Utta m Nagar	20.10.14				
21	Shadi Pur	Punjabi Bagh			17.10.14		
22	Bagdola	Dwarka Sec. 10				07.10.14	
23	Maya Puri	Raja Garden			20.10.14		
24	Dichaon Kalan	Najafgarh				10.10.14	
25	Nangloi	Sultan Puri					31.10.14
26	Peera Garhi	Mangol Puri			27.10.14		
27	GHD			20.10.14			
28	Narela	Dhirani Johar	27.10.14				
29	Sarojni Nagar	Hauz Khas		27.10.14			
30	Sc. House	Church Road	31.10.14				
31	CWS-1				31.10.14		
32	CWS-2			13.10.14		31.10.14	

Annexure - C

INSPECTION SCHEDULE - II									
S. No	Name of the Depots/Units	Name of Bus Terminals	Date of Inspection by Dy.CGMs/Addl.CAOs						
			Civil	Enquiry	IR	SBU	OSD	CAAO-1	CAAO-2
1	BBM						31.10.14		
2	Rohini-I		07.10.14				17.10.14		
3	Rohini-II		10.10.14				27.10.14		
4	Rohini-III	Rohini Sec 22					20.10.14		
5	Rohini-IV		31.10.14				10.10.14		
6	Wazir Pur						07.10.14	27.10.14	
7	Subhash Place	Azadpur					20.10.14		
8	G.T.K. Rd.		13.10.14				31.10.14		
9	SNPD	Jal Vihar					17.10.14		
10	Sukhdev Vihar						13.10.14		20.10.14
11	Nand Nagri				13.10.14				
12	Noida				20.10.14				
13	E.V.Nagar	Mayur Vihar			10.10.14				
14	Seema Puri	Shahdara			27.10.14				
15	HasanPur	Vishwas Nagar			31.10.14				
16	Inderprastha	Delhi Gate						27.10.14	
17	Yamuna Vihar				07.10.14				
18	Gazi Pur				17.10.14				
19	Hari Nagar-I	Bindapur		31.10.14					
20	Hari Nagar-II			31.10.14					
21	Hari Nagar-III			31.10.14					
22	Kesho Pur	Uttam Nagar		07.10.14					
23	Naraina							31.10.14	17.10.14
24	Shadi Pur	Punjabi Bagh							07.10.14
25	Bagdola	Dwarka Sec. 10		27.10.14					
26	Dwarka Sec- 2			13.10.14			07.10.14		
27	Maya Puri	Raja Garden		10.10.14					
28	Bawana		27.10.14				13.10.14		
29	Nangloi	Sultan Puri		20.10.14					
30	Peera Garhi	Mangol Puri		17.10.14					
31	Kanjhawla		17.10.14						
32	Narela	Dhirani Johar	20.10.14						
33	Mill. Depot-I							20.10.14	10.10.14
34	Mill. Depot-II							20.10.14	10.10.14
35	Mill. Depot-III							20.10.14	10.10.14
36	Mill. Depot-IV							20.10.14	10.10.14
37	Sarojni Nagar	Hauz Khas					10.10.14		
38	Raj Ghat							17.10.14	27.10.14
39	DTC H.Q.							13.10.14	31.10.14
40	Sc. House	Church Road						10.10.14	
41	CWS-1							07.10.14	13.10.14

DELHI TRANSPORT CORPORATION
(A GOVT. OF NCT OF DELHI)
I.P.ESTATE; NEW DELHI.

No.CGM(O&T)/14/161

Dated:- 17/9/14

Subject: Swachch Bharat Campaign for Delhi from
25.09.2014 to 02.10.2014.

The Corporation will also celebrate the Swachch Bharat Campaign for clean & green Delhi during this week by ensuring to outshed properly cleaned & washed buses on line.

In order to ensure that only properly cleaned buses are sent on line and crew are in proper uniform. Each Depot Manager will send a Certificate to this effect to the R.M. concerned and he will send the report of his Region for onward transmission to this office on daily basis on Email and also send a hard copy so that the C.M.D. may be apprised of the position in this regard.

R.Ms are also requested to ensure to keep Terminals, Time Keeping Booths and Bus Queue Shelters properly cleaned and washed falling in their Region during this week and a report will also be sent to this office in this regard.



(R.K.Kasana)

Chief General Manager(O&T)

All Regional Managers
All Depot Managers

CC to:

1.Secretary-cum-Commissioner(Tpt.),
 Govt. of NCT of Delhi,
 5/9, Under Hill Road,
 Delhi- 110 059.

2.OSD to CMD.

CMD

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rep in
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 (C.M.C.)

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P.ESTATE: NEW DELHI

NO.ADMN.II /2014/958

DATED: 18-9-14

Subject:- Swachchh Bharat Campaign

It has been decided to Organize Swachchh Bharat Campaign w.e.f. 25.09.2014 to 02.10.2014. It is our moral responsibility to pay special attention of the cleanliness of buses as well as sanitation works of all DTC Depots.

Accordingly, all Regional Managers are directed to ensure the cleanliness and sanitation works of their respective Regions and direct Depot Managers of their Regions to pay special attention of cleanliness of buses as well as sanitation works of their Depots.

Dy.CGM, MS-I & Sr. Manager-l/c MS-II will monitor the above assignments of their respective units.

The above works will be monitored by the Officers at the level of Dy.CGMs and Sr. Managers and they will visit and check the cleanliness and sanitation works of their region assigned to them. Therefore, the following officers are nominated as Nodal Officers for the said task:-

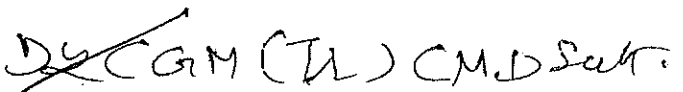
<u>S.No.</u>	<u>Name of the Region</u>	<u>Name of the Nodal Officer</u>
1.	East Region	Shri H.C. Gupta, Dy.CGM (Tr./R&D)
2.	Millennium Depot Complex, S.N.Depot & Rajghat Depot.	Shri Prem Chand, Dy.CGM(IT).
3.	North	Shri V.K.Gupta, Dy.CGM(MS-I)
4.	Rural	Shri B.P.Nigam, Sr.Manager (Mech.)
5.	South	Shri Rajiv Saxena, Dy.CGM(MS-II)
6.	West Region	Ms. Archana Punn, Dy.CGM(Tr.)
7.	Head Quarter and I.P.Depot	Shri P.K.Bangar, Sr. Manager (Admn.)

The exercise of inspection shall commence from 22.09.2014. All Officers shall submit their inspection report to the undersigned on next day for onward submission to CMD.


(S.R. KATARIA)

Chief General Manager (Admn.)

All HODsAll RMsAll Depot ManagersAll Officers concerned


Dy.CGM (Tr.) CMD Sakt.

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**DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
I.P.ESTATE ; NEW DELHI**

No.CGM(O&T)/2014/164

Dated : 25/09/2014

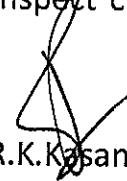
Further to this office Circular No.CGM(O&T)/2014/161 Dated 17.09.2014 regarding Swachh Bharat Campaign, it is to be noticed that this Campaign will continue till 31st October 2014, therefore, all best efforts shall be made to ensure that only properly cleaned buses in a presentable conditions are sent on line and crew are in proper uniform while on duty.

It is also very important to counsel the Conductors that they should take care while punching the tickets not to leave the pieces of papers are not scattered on the floor of the bus and it will better if he put these pieces into the Conductor's Bag. The Conductors will also seek the cooperation by requesting the commuters to keep the buses clean. It is also ensure that all Terminals, Time Keeping Booths are also kept clean. In case, the Bus Queue Shelters, if found dirty or not maintaining proper lights, the matter shall be reported on Email skochar64@yahoo.in and thesardaar@gmail.com.

Dustbins shall be kept at appropriate places to keep the waste material for keeping area clean. It has been observed that outside area of the Depots and offices are very dirty, therefore, the Depot Authorities shall ensure that all dirt is removed and the area is kept cleaned.

All R.Ms/D.Ms are requested to ensure that their Offices/Depots are kept quite clean. Senior Officers will also visit Depots/Offices to inspect cleanliness drive.

*DTC/2014/10/30
26/9/14*


(R.K.Kasana)
Chief General Manager(O&T)

All Regional Managers
All Depot Managers

CC to : OSD to C.M.D.

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P.ESTATE: NEW DELHI.

CMD DTC
File No. DTC/14/18599
Dt. 26/9/14

No.Adml/

/2014/641-652

Dated: 25-9-14

MINUTES OF THE MEETING HELD IN THE CHAMBER OF
CMD, DTC ON 24.09.2014 AT 12.45 HRS.

A meeting was held in the chamber of CMD, DTC on 24.09.2014 at 12.45 hrs. Following officers attended the meeting:-

- | | |
|------------------------|----------------------|
| 1. CMD | DTC (on chair) |
| 2. Shri Satish Mathur | Transport Department |
| 3. Sh. Kuldeep Ghangar | Transport Department |
| 4. Smt. Ranjana Deswal | Transport Department |
| 5. Sh. Tarun Kumar | Transport Department |
| 6. Sh. Tarsem Kumar | DTC |
| 7. Sh. R.K.Kasana | DTC |
| 8. Sh. S.R. Kataria | DTC |
| 9. Sh. Anuj Sinha | DTC |

At the outset, CMD stressed that first phase of "स्वच्छता भारत अभियान" will be observed by all Unis/Departments from 2nd October, 2014 to 30th October, 2014.

All premises like Depots, Terminals & Bus Queue Shelters etc. will be cleaned and proper cleanliness will be ensured by all concerned. An action taken report to this will be made available by CGM(Opn.).

Oath Ceremony will be administered at 0930 AM on 2nd October, 2014 at HQ and all Units of the Corporation. All staff will be directed to report at 0900 AM at their work place to participate in Oath Ceremony. After Oath Ceremony "Shram Dan" activity will take place at respective offices/units of the

CMD

Corporation. All D.Ms./R.Ms/CGMs and Unit Incharge will ensure proper compliance.

All Depot Managers will ensure cleanliness of the entire fleet with the help of their own staff and respective service provider. A certificate in this regard will be sent by CGM(Opn.).

All D.Ms/R.Ms will inspect the offices. Bus Queue Shelters & public utility area under their control for its proper cleanliness thrice in this period.

Admn. Department will chalk out the inspection programme by the Officers of the Corporation during the period of "स्वच्छता भारत अभियान".

It is further emphasized that area outside depot should be cleaned and if any malba etc. are lying, it should be properly disposed off. This will be personally monitored by all R.Ms in their respective Regions and Units Incharge in their respective Units. It was further stressed that malba lying outside I.P.Depot be removed immediately. D.M., I.P.Depot should send a compliance report to CGM(A) HQ.

Traffic Department will chalk out the programme for providing around 200-250 buses to facilitate the movement of visitors from different locations to India Gate. These arrangements will be provided on special hire basis, the bill will be raised by DTC to Transport Department for payment.


(S.R. KATARIA)

CHIEF GENERAL MANAGER(A)

ALL HODS

ALL UNIT OFFICERS/SECTIONS.

स्वच्छता शपथ

महात्मा गांधी ने हमें देश के लिए जीना सिखाया ।

महात्मा गांधी ने गुलामी की जंजीरों को तोड़ के माँ भारती को आजाद किया ।

आओ हम संकल्प करें -

गंदगी दूर करना- यही भारत माता की बहुत बड़ी सेवा है ।

मैं शपथ लेता हूँ कि:

- * स्वयं स्वच्छता के लिए हर वर्ष 100 घंटे यानि कि हर सप्ताह दो घंटे श्रम-दान करके स्वच्छता के संकल्प को चरितार्थ करूंगा/करूंगी ।
- न गंदगी करूंगा/करूंगी, न गंदगी करने दूंगा/दूँगी ।
- मैं सबसे पहले स्वयं से, मेरे परिवार से, मेरे मोहल्ले से, मेरे कार्यस्थल से, स्वच्छता की शुरुआत करूंगा/करूंगी ।
- हम सब जानते हैं कि दुनिया के वही देश स्वच्छ हैं, जिनके नागरिक गंदगी नहीं करते हैं ।
- हम गाँव-गाँव, गली-गली स्वच्छता अभियान का प्रचार करते रहेंगे ।
- मैं आज जो शपथ ले रहा हूँ, यह शपथ अन्य 100 व्यक्तियों को भी दिलवाऊँगा, जो हर साल 100 घंटे स्वच्छता के काम में देंगे ।
- गांधी जी के सपनों का भारत सिर्फ आजाद भारत नहीं, स्वच्छ साफ-सुथरा भारत है । इसके लिए मैं प्रतिबद्ध रहूँगा/रहूँगी ।

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI.

No.Adml/2014/653-663

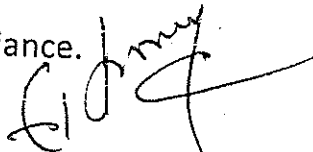
Dated:- 26-9-14

Sub:- स्वच्छता भारत अभियान

It is notified for information to all concerned that स्वच्छता भारत अभियान will be observed by all Units/Departments from 2nd October, 2014 to 30th October, 2014.

Oath Ceremony will be administered at 9.30 am on 2nd October, 2014 at Head Office and all Units of the Corporation. All Officers & employees are directed to report at 9.00 am at their respective work place to participate in the Oath Ceremony. After Oath Ceremony "Sharam Daan" activity will take place at respective offices/Units of the Corporation.

All Officers should ensure proper compliance.



(S.R.KATARIA)

CHIEF GENERAL MANAGER(ADMN)HQ

All HODs

ALL RMs

All DMs

All Unit Officers/Sections.

CMD DTC

PROB. No. DTC/14/18669

DT. 26/9/14