



F.No. 48(11)/AC(W)/2014/

118251

Dated : 19-09-2014

**Subject : Swachchh Bharat Campaign/Clean India Week.**

"Swachchha Bharat Saptah" (Clean India Week) is to be observed between 25<sup>th</sup> September, 2014 and 2<sup>nd</sup> October, 2014. The Hon'ble Lt. Governor during a meeting on 09.09.2014 has emphasized upon the vision of Hon'ble Prime Minister of India and directed all the department to initiate intensive campaign on Cleanliness in Delhi.

Hon'ble L.G desired that the cleanliness drive should not be remained symbolic and limited to just one week but all the concerned should take all requisite steps to keep and maintain the city clean as practice so that the people should notice the good work being done by departments. Accordingly, to keep and maintain the offices and its surroundings neat, clean, healthy & beautiful round the year, it is, hereby directed that all the necessary steps be taken by the concerned In-charge of the offices/Divisions. Few of the steps are suggested below :

1. Efforts be made for cleanliness/beautification of entrance of Offices & its surrounding as well as the Parks & Open area available in the office campus.
2. Cleanliness within the offices/rooms should also be given full attention. Each & every employee should keep & maintain their sitting area as well as equipments neat & clean.
3. No garbage/waste should be seen in the offices & its surroundings to make the environment hygienic.
4. Excess furniture and records piling in the office corridors should be avoided.
5. There should be no malba lying on roads in case of DJB works. Any road, which has been dug up, should be restored/dressed as per contract conditions.

P.T.O.

ESTABLISHMENT (W)

PHONE NO. 3456

DATE 23/9/2014

EE/EDP  
AES

Sh. Sanjay Pragraman

6. All precautions should be taken to ensure that there is no water logging due to sewer over flow.
7. Public convenience and general sanitation conditions of the offices should be maintained properly.
8. Cleanliness in WTPs/STPs/Reservoirs/SPPs be maintained and these should not be surrounded by huge bushes but with proper plantation/beautification be made there.

It is emphasized that above as well as other necessary steps as deemed fit needs to be taken by all the officers/officials concerned responsible for maintenance of offices/Installations/ residential complexes. In case of any lapse, the responsibility will lie upon the concerned officers/officials. Therefore, all the concerned are hereby instructed to take immediate necessary actions.

This issues with the approval of the Competent Authority.

  
(AMIT SATIJA)  
DIRECTOR(A&P)

All C.E.s/System Administrator  
All Directors.  
All S.Es/Jt.Dir(Rev.)/(Vig.)/(F&A).  
All EEs /All ACs/C.S.O.  
All Dy.Dir.(Rev.)/(F&A)/(Labour Welfare)/Dy.CSO  
All Admn. Officers/ZROs  
All Accounts Officers/AAOs.  
LO(W)/Consultant(PR)/AE(CCR)

Copy for kind information to :-

1. Chief Executive officer.
2. Member(A)/(F)/(W)/(Dr)/Secretary/C.V.O. /Addl. C.E.O.
3. P.S. to Vice Chairman,DJB
4. E.E.(EDP) – with the request to upload it on the website of DJB.

  
DIRECTOR(A&P)