

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF EXCISE, ENT. AND LUXURY TAXES
L-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI 0110002.

No. 2583 - 87

Dated: 26/09/14

CIRCULAR

A cleanliness drive "Swachh Bharat Abhiyan" will be observed from 25.09.2014 to 31.10.2014. To make the cleanliness drive a success, and to continue the spirit of cleanliness after this drive is over, the following steps are to be taken:

- (1) The area Excise Inspector posted at Bonded Ware houses of L-1/L-1F/L-2 licensee shall personally ensure that the BWH and its surroundings are neat and clean. The record of BWH and cases of liquor are stacked properly. No broken or damaged liquor bottles are scattered in the BWH. The Inspectors shall submit a weekly report to IMFL branch on every Monday along with the photographs of BWH. Photographs of BWH taken before and after launch of cleanliness drive may also be submitted.
- (2) The retail vend licencees (L-6/L-12/L-10/L-8) shall also ensure that their vends are kept in a very orderly manner. No empty corrugated boxes are scattered on the floor and paan tobacco stains are on walls of the shop. Liquor bottles should be regularly dusted. The surroundings of shop shall also be kept clean by the manager of the shop. A team from Excise Department shall also keep a watch on cleanliness in and around the shop.
- (3) Keeping in mind the spirit of "Swachh Bharat Abhiyan", every individual working in BWH, Liquor shop shall give his contribution in cleanliness by "shramdaan".


26/9/14
(INDU SHEKHAR MISHRA)
Dy. Commissioner (Excise)

Copy to :

- (1) OSD to Chief Secretary, Govt. of NCT of Delhi.
- (2) PS to Pr. Secretary, Urban Development, Govt. of NCT of Delhi.
- (3) PS to Commissioner/PA to DC (Excise)/PA to DC (Taxes), GNCT of Delhi.
- (4) All inspectors posted in BWH
- (5) Website of department.

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No. 2578 - 82

Dated: 26/09/14

ACTION PLAN

A cleanliness drive "Swachh Bharat Abhiyan" will be observed from 02.10.2014 to 31.10.2014. To make the cleanliness drive a success, and to continue with the spirit of cleanliness even after the aforesaid period is over, the following steps are to be taken:

1. A special drive will be conducted for intensive cleaning of rooms, equipments, office furniture, doors, windows & toilets. The office compound and its surrounding should also be get rid of dirt and waste littered around. For each day, the mopping and dusting hours would be displayed at every floor of building and one officer of the level of Assistant Commissioner shall supervise the cleanliness and ensure that the schedule of cleanliness is followed.
2. All the files are to be placed in racks and almirahs in an orderly way. No Piles of old record are to be kept in branches and work stations of every official need to be cleaned thoroughly. Branch in-charge shall ensure up keep of their branches.
3. Un-serviceable office equipments, broken furniture need to be removed from the rooms and placed in store room for process of condemnation and disposal.
4. For each day one Assistant Commissioner shall supervise cleanliness and sanitation workers to be suitably instructed for cleanliness of office compound and its surroundings particularly the parking space.
5. Litter-bin are to be placed at appropriate place and signboards are to be displaced to increase the awareness among the general public to help maintain cleanliness in office.
6. Stains of paan, gutka, tobacco on the corners of wall are to be removed and no person would be allowed to spit on wall. Signboards in this regard would be displaced at appropriate places on every floor.

Contd...2/-



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DAILY ACTIVITY PLAN FOR "SWACHH BHARAT" CAMPAIGN

Sl.No.	Day of the week	Activity and Timings	
1.	Monday to Friday	(i) Cleaning of dust-bin, dusting and mopping of floor (ii) Washing of toilets	(i) 8.30 AM TO 9.30 PM (ii) 2 PM to 3 PM
2.	Saturday	(i) Extensive cleanliness of office compound and its surrounds.	(i) 8 AM to 12 Noon

Weekly ACTIVITY PLAN FOR "SWACHH BHARAT" CAMPAIGN

Sl.No.	Day of the week	Activity and Timings	
2.	Saturday	On Every Saturday window panes, fans, air-conditioners, office equipments, window ceilings, doors,walls are to be cleaned.	(ii) 8 AM to 12 Noon

MONTHLY ACTIVITY PLAN FOR "SWACHH BHARAT" CAMPAIGN

Sl.No.	Day of the week	Activity and Timings	
1.	First Saturday of each month	(i) All the malba, broken office articles, plastic waste etc., are to be disposed off in municipality dust bins. An extensive cleanliness drive involving Public Works Department also for repair and up keep of walls and toilets would be done. Also the leaking pipes, taps would be replaced/repaired.	(i) 8.30 AM to 12 Noon


 26/9/14
 Dy. Commissioner (Excise)