

MOST URGENT

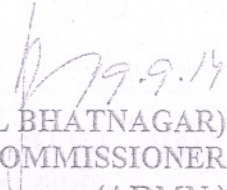
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
LABOUR DEPARTMENT,  
5, SHAM NATH MARG, DELHI-54.

Sub:- ACTION PLAN FOR SWACHCHH BHARAT- SANTATION DRIVE (25.09.2014  
TO 02.10.2014).

Please find enclosed herewith a copy of Santation Drive (25.09.2014 to 02.10.2014) Action Plan  
for Swachchh Bharat for necessary action to be taken.

A complence Report/Action taken report is to be sent to the H.Q.

Encls. as above.

  
(ANIL BHATNAGAR)  
ASSTT. LABOUR COMMISSIONER  
(ADMN.)

U.O.No.F.Misc/LC/Estt./09 / 1882  
Copy Forwarded

Dated:- 19/09/2014

1. Addl. Labour Commissioner, Labour Department, 5-Sham Nath Marg, Delhi-54
2. All JLCs/DLCs, Labour Department, Govt. of NCT of Delhi.

3. System Analyst

OFFICE OF THE LABOUR COMMISSIONER  
GOVT. OF NCT OF DELHI  
5- SHAM NATH MARG, DELHI-110054

**SUB: ACTION PLAN FOR SWACHCHH BHARAT – SANITATION DRIVE (25.09.2014 TO 02.10.2014).**

1. All 09 District Offices to be ensured by DLCs and also all 06- Regional Employment Exchanges also to be ensured the following:-

- (a) Overall cleanliness of entire office premises.
- (b) Cleanliness outside of the office.
- (c) Sanitation/Cleanliness of all toilets/washrooms.
- (d) Ensuring of fixtures in all toilets.
- (e) Green drive to be taken up with Horticulture Department.
- (f) Disposal/Condemnation of unused material and Vehicles.
- (g) White washing/Painting of the buildings.
- (h) General upkeep and proper placement of furniture and fixtures.
- (i) General face lifting of offices and Headquarter..
- (j) All Electronics non functional equipments to be disposed.

2. In order to ensure above, following instructions have been issued:-

ACTION PLAN

- (a) All Dy. Labour Commissioners/SREOs have been directed to ensure above compliances in their respective Districts.
- (b) Email/Circular has also been sent to them for compliance.
- (c) Senior officers of both the Departments i.e. Labour & Employment have been directed to carry out weekly inspections of these office premises and report compliance.
- (d) Condemnation/Wedding out Committee has been formulated for doing the needful.
- (e) All Electronic waste in terms of non functional equipment to be disposed of after consultation with I.T. Department.
- (f) Instructions have been issued for maintenance/service of Water Coolers/RO system for providing safe drinking water to public/staff and officers.
- (g) Special drive is being undertaken for upkeep and maintenance of old files.
- (h) Removal of water etc. from unused desert coolers to avoid mosquito menace.

FOCUS POINTS

1. Landscaping and Greening (wherever possible) of various offices -Through PWD/MCD.
2. Slogan competition among Resident Welfare Associations (RWAs) of various labour colonies.
3. Trade Unions to be involved fully in all activities and information campaign on cleanliness.
4. Sensitization/awareness talk on cleanliness to job seekers who visit various employment exchanges.