

**Delhi Tourism and Transportation Development Corporation**  
18-A, DDA SCO Complex, Defence Colony, New Delhi – 110 024

**SWACHH BHARAT MISSION**

**Weekly Report of the activities/jobs undertaken by the different Units of the Corporation in connection with Swachh Bharat Mission for the period from 2<sup>nd</sup> Oct'2014 to 15<sup>th</sup> Oct'2014**

<b>Name of the Unit</b>	<b>Activities / Jobs undertaken</b>
Head Office, DTTDC	<ul style="list-style-type: none"> <li>• MD &amp; CEO administered the pledge to the employee at 10 am on 2<sup>nd</sup> October</li> <li>• During the week job of sanitation was undertaken extensively</li> <li>• Female employees actively participated in the mission</li> <li>• Water tank / water storage and Shafts were cleaned. Leakages were repaired.</li> <li>• White Wash of the dirty areas was done including Ladies and Gents wash rooms</li> <li>• Staircase were also cleaned and maintained properly               <ul style="list-style-type: none"> <li>▪ Old records of finance division were sent to stores</li> </ul> </li> <li>• Totally condemned items such as Print Toner cartridges were removed.</li> <li>• Garbage accumulated at rooftop was removed.</li> <li>• All electrical and electronic items such as Fans, Computers were cleaned</li> <li>• Process to dispose e-waste as per e-waste Act has been initiated to cover all divisions.</li> <li>• A WhatsApp Group has been created for DTTDC officers for regular sharing of images/ information</li> <li>• Old file covers were changed by respective division               <ul style="list-style-type: none"> <li>▪ On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul> </li> </ul>
Dilli Haat – INA	<ul style="list-style-type: none"> <li>• Oath was taken by staff members</li> <li>• Total project area was cleaned</li> <li>• Craft shops and food stalls were cleaned and maintained</li> <li>• Amphitheatre/ stage area was cleaned</li> <li>• All entrance gates were maintained</li> <li>• Plants were cleaned</li> <li>• Old file covers were changed</li> <li>• Ladies / gents wash rooms were cleaned</li> </ul>

	<ul style="list-style-type: none"> <li>• Ticketing area cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Dilli Haat – Pitam Pura	<ul style="list-style-type: none"> <li>• Oath was taken by staff members</li> <li>• Craft shops area and food area were cleaned and maintained</li> <li>• Total project area was washed</li> <li>• Entrance gates were maintained</li> <li>• Plants were cleaned</li> <li>• Unattended corners and items were maintained</li> <li>• Old file covers were changed</li> <li>• Ticket counters cleaned</li> <li>• Wash rooms were cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Dilli Haat – Janak Puri	<ul style="list-style-type: none"> <li>• Oath was taken by staff members</li> <li>• Craft shops and green area attached were cleaned</li> <li>• Amphitheatre/ stage area was cleaned</li> <li>• All entrance gates were maintained</li> <li>• Plants were cleaned</li> <li>• Old file covers were changed</li> <li>• Ladies / gents wash rooms were cleaned</li> <li>• Parking area at Basement was attended</li> <li>• Ticket counters were cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Garden of Five Senses	<ul style="list-style-type: none"> <li>• Staff of GFS took oath on 2<sup>nd</sup> October with CM (GFS)</li> <li>• All plants and trees were cleaned</li> <li>• General Cleanliness was undertaken</li> <li>• File covers were changed</li> <li>• Water tanks were cleaned</li> <li>• Agencies of house keeping and horticulture were involved for toilet cleaning</li> <li>• Signage / notice board and un attended corners were got cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
GTB Memorial	<ul style="list-style-type: none"> <li>• Oath was taken by all staff members at the project</li> </ul>

	<ul style="list-style-type: none"> <li>• Plants and Hedges were cleaned and trimmed</li> <li>• Interior and exterior of the project was cleaned.</li> <li>• Toilets were cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Azad Hind Gram	<ul style="list-style-type: none"> <li>• At the units building walls, office area, garden shop, souvenir shop, museum gate were got painted and white washed</li> <li>• Civil work was undertaken as per requirement</li> <li>• Plants were pruned and cleaned</li> <li>• File covers were changed</li> <li>• Wash room/ dustbins were cleaned</li> <li>• Medals of the Museum and memorial were cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Tourism Division – CRO	<ul style="list-style-type: none"> <li>• The main CRO area was cleaned</li> <li>• Toilet area was cleaned and maintained regularly</li> <li>• Tourist literature was properly placed for Tourist</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Coffee Home – Connaught Place, Catering Division	<ul style="list-style-type: none"> <li>• Officials were educated for sanitation and hygiene and motivated for cleanliness</li> <li>• Old file covers changed</li> <li>• Weeding out old records and unserviceable items</li> <li>• Surroundings of coffee home is done on daily basis</li> <li>• Plant and trees were cleaned</li> <li>• Underground and overhead water tanks were cleaned with chemical treatment</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Engineering Division Projects	<ul style="list-style-type: none"> <li>• The oath was taken by employees along with Chief Engineer at Wazirabad Main office</li> <li>• Staff actively participated in all sanitation jobs</li> <li>• Plants and trees were cleaned</li> </ul>

	<ul style="list-style-type: none"> <li>• Old file covers changed</li> <li>• Premises was cleaned along with toilets</li> <li>• At Prembari pul floor tiles were wiped</li> <li>• Associated GFS staff for Kala gram cleanliness and garbage removed from site</li> <li>• At Kalagram Debris were removed</li> <li>• At Signature bridge office was maintained</li> <li>• At Chawala &amp; Kangerheri, contractual staff of hosekeeping and horticulture were involved</li> <li>• At Sanjay Lake general cleanliness was done</li> <li>• At Srinivas puri debris/ malba was removed</li> <li>• Office rooms were cleaned</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
IMFL / CL Vends of Liquor Division	<ul style="list-style-type: none"> <li>• All shops were inspected by Zonal Incharges on 4<sup>th</sup> and 5<sup>h</sup> October</li> <li>• Observer also inspected some vends</li> <li>• Unserviceable items were disposed off from Liquor Division, Coffee Home, Laxmi Nagar</li> <li>• Incharges were educated not to paste labels at counter and do not throw in the shops area</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Water Bodies of Adventure Division	<ul style="list-style-type: none"> <li>• Junk and unusable items were removed from projects</li> <li>• Walkways cleaned leading to Boat Club</li> <li>• Hawkers were educated to maintain dustbins at Boat Club</li> <li>• White wash at the units started</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>
Transport Division	<ul style="list-style-type: none"> <li>• Office area and surroundings were cleaned</li> <li>• Old file cover changed</li> <li>• Records were placed properly</li> <li>• On 15<sup>th</sup> October 2014 World Hand Washing Day was observed and employees of all the units were motivated to use the soap for hand wash.</li> </ul>

