

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING
I.P. ESTATE, NEW DELHI

<http://services.delhigovt.nic.in>

Report on Swachhata Abhiyan undertaken as on 20.10.2014.

As per the schedule and programme decided by the Department, all staff working in the Department took part in the Swachhata Abhiyan and following activities were carried out:-

1. The almirahs, cabinet tops and table tops were dusted/cleaned.
2. All the drawers of the Tables/Workstations were cleaned by the individuals/users
3. Chairs were dusted and cleaned.
4. Window glasses are being cleaned properly from inside regularly.
5. The CPU, Monitors, Keyboards & mouse of the computers are being cleaned daily/regularly.
6. The chairs of all desks are put up in proper manner.
7. All disposable plastic bottles, cups etc. after use are thrown in dustbin.
8. All work station segments are dusted and cleaned.



((RICHA)

JT.SECRETARY (SERVICES)