

Agricultural Produce Marketing Committee, Narela
Report

Schedule of daily work and targets for the first phase of "Swachh Bharat Abhiyan" from 02.10.2014 to 31.10.2014

Sl.No.	Date	Schedule	
1	02.10.2014	9:30 AM Oath taking and cleaning work of Ladies toilet, working taps, cleaning soap+napkin	Work completed
2	03.10.2014	Holiday	
3	04.10.2014	Toilets/basins/WCs to be made stain free and stink free	Work completed
4	05.10.2014	Installation/placing of dustbins at locations wherever required	Work completed
5	06.10.2014	Holiday	
6	07.10.2014	Maintaining litter free areas within campus and clean brooming of the roads and pathways.	Work completed
7	08.10.2014	VC, DAMB shall inspect sanitation status of APMC, Narela and launch special sanitation drive.	
8	09.10.2014	Defacement of walls & directive boards be removed of OGM/NGM	
9	10.10.2014	Cleaning of circular platforms	
10	11.10.2014	Cleaning of fan, AC etc. by CT branch	
11	12.10.2014	Cleaning of fan, AC etc. by CT branch	
12	13.10.2014	Removal of wild grass from terraces and from roadsides.	
13	14.10.2014	Removal of wild grass from terraces and from roadsides.	
14	15.10.2014	Wednesday	
15	16.10.2014	Removal of wild grass from terraces and from roadsides.	
16	17.10.2014	Canteen vender directed to ensure cleaning of waste tea cup on daily basis	
17	18.10.2014	Opening of part files with reference to old files	
18	19.10.2014	Removal of old/unused wiring or proper fixing of wiring using conduit.	
19	20.10.2014	Consistent supply of water in toilets for maintenance of cleanliness & Malba Removal	
20	21.10.2014	Condemnation of vehicle	

gms
2.10.14

21	22.10.2014	Wednesday	
22	23.10.2014	Holiday Diwali	
23	24.10.2014	Cleaning and white wash of the corridors and staircases for removal of spit stains on the walls/corners.	
24	25.10.2014	Cleaning of rain drop pipes Up gradation of toilets	
25	26.10.2014	Repair and maintenance with special reference to the water pipes, taps, urinals and water closets.	
26	27.10.2014	Cleaning of old files, wedding out, cover change of files which required in future, Listing	
27	28.10.2014	Removal of waste/obsolete office furniture/articles	
28	29.10.2014	Wednesday	
29	30.10.2014	Repairing of roads, bye lanes and footpaths	
30	31.10.2014	Parking issue in OGM	

Rest of the work is running to be completed as per schedule sent earlier.

Secretary, D.A.M.B for kind information!

N.P. Rai
7.10.14

N.P. Rai,
Dy. Secretary,
APMC, Azadpur
Reporting Officer

**AGRICULTURAL PRODUCE MARKETING COMMITTEE
NAJAFGARH, NEW DELHI-110043**

NODAL OFFICER:- Sh. GulshanLal, AE(C), Mob. 09315614347

REPORTING OFFICER: Sh. N.P. Rai, Dy. Secretary, Mob. 9811482087

**Schedule of daily work and target achieved/progress made for the first phase
of "Swachh Bharat Abhiyan" from 02.10.2014 to 07.10.2014**

The APMC, Najafgarh has planned and executed following tasks for the first phase of Swachh Bharat Abhiyan from 02.10.2014 to 07.10.2014 for New Garin Market, Najafgarh.

Sl.	Date	Scheduled Task	Task/Work Executed
1	02.10.2014	Pledge alongwith Hon'ble Prime Minister and start of abhiyan for cleanliness of office, surrounding and Market Yard.	On 2 nd October 2014 the Oath for the Swachh Bharat Abhiyan was pledged by the Chairman, APMC at 09:30 AM to all the employees and representative of the traders. Thereafter, Swachh Bharat Abhiyan was launched by launching of cleanliness drive in Market Yard.
2	03.10.2014	Holiday (Dushhera).	--
3	04.10.2014	Cleaning of Office Complex including corridors and stair Cases.	On 4 th October 2014, special clean ship drive was undertaken in office complex and a through dusting up/wipe up was made in the entire office complex building by the Sanitation Staff and Office Staff.
4	05.10.2014	Cleaning and repairs of toilet blocks/bathrooms.	On 5 th October 2014, Special clean ship was carried out in all toilet blocks and urinals in the office building and market yard. Spots were removed from the walls and waste pipes etc. were fitted wherever required.
5	06.10.2014	Holiday(Bakrid).	--
6	07.10.2014	Painting/cleaning of all sign Boards in Market Yard.	On 7 th and 9 th October painting/cleaning of sign Board in the Market Yard is planned. The painting of all sign board is in progress which will be completed by 9 th October.


7.10.14
(N.P Rai)

**Deputy Secretary
Reporting Officer**

Copy to:- Secretary, DAMB for kind information.