

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEADQUARTERS: DELHI FIRE SERVICE, NEW DELHI- 110 001

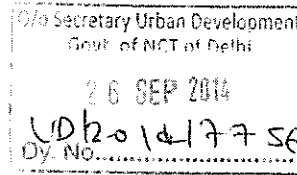
No. F.6/DFS/MS/2014

2295

Dated 25/09/2014

To,

The Secretary (UD),
Govt. of NCT of Delhi,
9th Level, C-Wing
Delhi Sachivalya,
Delhi-110002.



Sub: Sanitation Drive (02.10.2014 to 31.10.2014)

Sir,

With reference to the discussion held in the meeting on 24.09.2014 at Delhi Secretariat on the subject cited above, it is to inform you that a high level of good housekeeping, cleanliness and presentable environment shall be ensured at fire stations and associated offices during the sanitation drive. Following activities have been planned:

1. Removal of encroachment from the fire stations
2. Repair of street lights/ lamp posts etc.
3. Repair/ replacement of sanitary fittings
4. cleaning of statue/ memorials, if any
5. Removal/ fixing of hanging wires
6. Fixing of window panes/ doors
7. Pruning of trees, if required.
8. Painting of Iron grills/ MS gates etc.
9. Implementation of the No litter policy
10. Disposal of garbage , concerned civic agency shall be liaised for this
11. Maintenance of overhead water storage tanks
12. No smoking/ No spitting Policy inside the office/ public places
13. Daily cleaning of toilets by using phenyl, keep Naphthalene balls and fragrance in the urinals.
14. Regular Cleaning of open spaces
15. Placing of dust bins at proper places and encourage for the use of same
16. Cleaning of fire Vehicles, equipment and safety gears on daily basis

17. Cleaning of computers, telephone instruments on daily basis

18. Administrating cleanliness pledge on 02.10.2014 at 0930 hrs.

In addition to above following day to day program shall be implemented at the fire stations.

Monday:

Dusting of ceiling fans, change of water of the water coolers, washing/cleaning of dustbins

Tuesday:

Cleaning of window panes with collin spray, dusting of walls/ doors/ racks

Wednesday:

Polishing of metal/brass items/ equipments

Thursday:

Cleaning of flower pots/ landscaping/ green area

Friday:

washing and cleaning of dining and cooking area in the barracks

Saturday:

Washing and cleaning of the Barracks/ living area

Sunday:

Free and easy

Each officer in-charge have been advised to follow the above schedule and Asstt. Divisional Officers; Divisional Officers and Dy. Chief Fire Officers have been directed to supervise the drive within their jurisdiction.

This is for your information please.

Yours faithfully



(A.K. Sharma)
Director
011 2341 4000

Copy to:-

Sh. G.P. Singh
Addl. Secy. (Home)
GNCTD