



No. A 11019/1(SwachhataHiSeva)/2023-L&B
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-03
Dated: 18 Sep, 2024

CIRCULAR

Subject: Cleanliness Report under Swachhta Hi Seva Pakhwada and Swachhata Diwas-2024 under Special Campaign 4.0

"Swachhta Hi Seva Pakhwada and Swachhata Diwas-2024" under Special Campaign-4.0 will be organized from 19 September 2024 to 01 October 2024 in DCPW establishments in Delhi & all ISPW/RPWTI Stations as per the programme enclosed at "Annexure-A". The Station In-Charges of all ISPW Stations shall undertake cleanliness drive under "Swachhta Hi Seva Pakhwada and Swachhata Diwas-2024- Special Campaign-4.0".

All Officers and Staff are requested to participate and make the Swachhta Hi Seva Pakhwada and Swachhata Diwas-2024 a grand success.

All Station In-charges are requested to submit Action Taken Report (ATR) along with photograph of activities taken to the mail id of AD(L&B) i.e. inme.sunil@dcpw.gov.in latest by 02 Oct 2024 for onward submission of the same to MHA.

(Sunil Kumar)
Assistant Director (L&B)

Copy to:

1. PPS to Director.
2. PS to Addl. Director (HQ)/ PS to Addl. Director (OPS)
3. All officers at Hqrs.
4. All Sections at Hqrs.
5. CPRTI, Vande Mataram Marg, New Delhi.
6. Polnet Hub, Samnvay Sadan, Siri Fort Road, New Delhi.
- ✓ 7. AD(IT): For upload on DCPW website.
8. File.

Annexure -A

S.No.	Programme
1	Extensive cleaning of lawns, polishing/ painting of flower pots lying in the office.
2	Systematic arrangement of files and other office equipment in offices, Weeding out drive for the old/obsolete records to be carried out.
3	Cleaning of fans, windows glasses, electronic items and cushions dry cleaning of furniture items etc.
4	Cleaning and servicing of all IT/electronic/Electrical machines.
5	Whitewashing of outdoor area, rooms & officer, wherever required.
6	Cleaning and servicing of water dispensers.
7	Deep cleaning of all staircases, corridors in officer premises.
8	Special cleaning drive for intensive cleaning in association with the employees of the respective sections/stations.
9	Removal of obsolete furniture items, waste/plastic etc. from the office premises.
10	Pesticide work in corridors and rooms by sprinkling of disinfectants/pest control.
11	Employees to be motivated to maintain the cleanliness at work place. Accordingly, room to room briefing to be done. To make the employees aware about Swachhta Pakhwada, banners and standies to be placed at different locations of office premises with Swachhta Slogans.

Apart from above mentioned tasks of cleanliness, all officials are requested to participate in cleanliness campaign and submit photographs clicked before and after of Swachhata Campaign.

AA