

OFFICE OF CHIEF ENGINEER (SOUTH)
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II: KAROL BAGH, NEW DELHI-05

No. DJB/CE(South)/2014/.....675
Dated: 25.09.14

Subject: Action Plan – Cleanliness Campaign

The timelines for the various activities contributing visible cleanliness in the office & sites are as under:

S No.	Activity	Action by	Timelines
1	Proper record keeping, removal of unserviceable furniture, cleaning of office inside & outside premises i/c dusting etc,	OS/Head Clerk/ZRO & Office head	25.09.14 to 30.09.14 and maintained thereafter
2	Storing the serviceable material within store in countable position in an organised manner	Junior Engineer Incharge Civil + E&M	25.09.14 to 2.10.14 and maintained thereafter
3	Display Boards cleaning or repair etc.	Custodian & Office head	25.09.14 to 2.10.14
4	Work Site: Removal / disposal of surplus material / earth / Malba	AE & JE incharge	Up to 30.09.14 for running works & contd thereafter.
5	Stacking of pipes at alignments in a manner not obstructing footpaths or to traffic	JE, AE Incharge & EE	25.09.14 to 30.09.14 & contd thereafter.
6	Face lifting of public dealing offices viz. ZRO, ZEs, JEs & maintenance divisional offices. i/c electrical fitting & wiring.	EE/ZE/JE (Civil + E&M)	25.09.14 to 10.10.14 and periodically to be ensured
7	Water Leakage / sewer over flow complaints, Back filling of excavated pits, Safety measures	JE/ ZE	Shortest possible time as already notified.

Note: Each SE & Jt Dir (Rev)S&SW along with respective area EE shall undertake series of inspection of all public offices & submit daily inspection report in respect of above defined works & timelines.

Priority is to be given to ZRO offices i/c bill payment counters

All SEs / EEs
Jt Dir(Rev)S&SW

Sd/-
(P. Bhargava)
CE(South)
25.09.14