

Proposed Action Plan at C-DAC for Swachhata Pakhwada

(01.02.2019 to 15.02.2019)

S.No.	Date	Proposed Action
1.	01.02.2019	<ul style="list-style-type: none"> ● Opening function of Swachhata Pakhwada and taking pledge by staff members ● Staff members to devote 1 Hour for general cleaning of work space and surroundings ● Display of banners at prominent places and Swachhata Pakhwada messages on notice boards in office campus
2.	02.02.2019	<ul style="list-style-type: none"> ● General cleaning of office campus and common areas of various floors of the building ● Weeding out the old files/papers ● Removal of old/unused/unserviceable furniture & other items and deposit in store
3.	04.02.2019	<ul style="list-style-type: none"> ● General cleaning of office campus and common areas of various floors of the building ● Slogan competition for "Swacchta Hi Seva" – Winning slogans will be awarded on closing ceremony of 15.2.2019
4.	05.02.2019	<ul style="list-style-type: none"> ● Landscaping and developing lawn etc. ● General cleaning of common areas i.e. corridor, lift lobbies, toilets, etc of the building
5.	06.02.2019	<ul style="list-style-type: none"> ● General cleaning of common areas of office campus and building i.e. corridors, lift lobbies, toilet lobbies ● Lecture on e-Waste management
6.	07.02.2019	<ul style="list-style-type: none"> ● Initiation of Vermi-composting at Office campus ● Poster Design contest for "Swacch Bharat" – Winning posters will be awarded on closing ceremony of 15.2.2019
7.	08.02.2019	<ul style="list-style-type: none"> ● General cleaning of common areas of office campus and building i.e. corridors, lift lobbies, toilet lobbies ● Solid and liquid waste management by segregation of waste.
8.	09.02.2019	<ul style="list-style-type: none"> ● General cleaning of common areas of office campus and building i.e. corridors, lift lobbies, toilet lobbies
9.	11.02.2019	<ul style="list-style-type: none"> ● General cleaning of all staircases including fire exit area in the office premises/building ● General cleaning of Switch Room, Sub-station, Pump House, etc.
10.	12.02.2019	<ul style="list-style-type: none"> ● General cleaning of office premises/building including stores area, glasses portion, etc. ● General cleaning of frontal wall portion/glass portion/main stairs of the building.
11.	13.02.2019	<ul style="list-style-type: none"> ● General cleaning of roof top areas and surrounding areas of the building ● Cleaning of canteen and parking area
12.	14.02.2019	<ul style="list-style-type: none"> ● General cleaning of backside wall portion/glass portion/main stairs of the building.
13.	15.02.2019	<ul style="list-style-type: none"> ● Organization of Rally for awareness of Swacch Bharat. ● Closing ceremony of Swachhata Pakhwada and distribution of participation certificates and awards.


 Sunil Misra
 8/1/19.