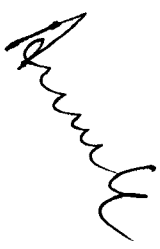


ACTION PLAN FOR SWACHHTA PAKHWADA w.e.f 01.05.2023 to 15.05.2023

S.No.	Date	Activity	Action Plan	Work Allocation
1	01-05-2023	Seminar and workshops on hygiene/sanitation in the office premises. Initiative may be taken for associating NGOs. Illumination of all building & taking of Swachhta pledge (to be provided by PR Branch)	1. Illumination of SRO-Building 2. Swachhta Pledge has to be taken by all of the staff members of SRO-Peenya, Branch Offices and DCBO Chikkaballapur at 10.30 A.M	1. Illumination of SRO Building 2. Staff of SRO Peenya/Branch Offices/DCBO-C may take the pledge on 01/05/2023.
2	02-05-2023	Review and cleaning of lawns and common areas. Plantation of tree in premises having green area/lawn.	No Green Area Lawn at SRO Peenya, Branch Offices and DCBO Chikkaballapur, therefore 20 saplings/plants with pots and plates Purchase to SRO Peenya.	A) Care Taker in respect of SRO Peenya B) CMO I/C / Branch Managers To be done at Branch Offices and DCBO Chikkaballapur.
3	03-05-2023	Special cleaning of roofs of the buildings, all overhead water tank and water coolers/ROs etc.	Cleaning of Water Tanks and Coolers/ROs etc.	1) Care taker in respect of SRO Peenya. 2) CMO I/C / Branch Managers in respect of their DCBO/Branch offices.
4	04-05-2023	Placing of dustbin at all suitable locations as well as arrangements for safe disposal of garbage. Creation/review of compost pit for disposal of biodegradable wastes.	Dustbins may be placed at all suitable locations and arrangements may be made for safe disposal of garbage.	1) Care taker in respect of SRO Peenya. 2) CMO I/C / Branch Manager in respect of their DCBO/Branch offices.
5	05-05-2023	Cleaning of garden and trimming of trees.	Cleaning of garden and trimming of plants.	1) Care taker in respect of SRO Peenya. 2) CMO I/C / Branch Manager in respect of their DCBO/Branch offices.
6	06-05-2023	Cleaning/Serviceing of all electric and electronic items including fans, ACs, DG Sets, photocopier machines, computers, printers, etc. Review of cleanliness around transformers, LT panels, Chillers plants, AC ducts etc. Dressing of loose wires(Telephone, Electrical, Computers related etc.)	Cleaning of all types of electrical & electronic items to be cleaned in SRO-Peenya, Branch Offices & DCBO-C.	1. Caretaker & Shri. Mukesh, IT (AMC) in respect of SRO Peenya 2. Branch Managers & Staff at respective Branch Offices 3. CMO & Staff at DCBO Chikkaballapur
7	08-05-2023	Improvement of internal ambience of the building by providing flowering/non-flowering plants; placing of sanitizers in wards and common areas.	Purchasing of flowering/non-flowering plants and placing at relevant places.	1. Caretaker in respect of SRO Peenya 2. Branch Managers & Staff at respective Branch Office 3. CMO & Staff at DCBO Chikkaballapur
8	09-05-2023	Seminar and workshops on hygiene/sanitation in the industrial area/Branch Offices / Dispensaries. Need to involve Union Ministers, MPs and other dignitaries in Pakhwada activities.	All BO's and DCBO to provide awareness to the Staff and IP's	Branch Managers of Respective Branch Offices, CMO at DCBO Chikkaballapur
9	10-05-2023	Weeding out of old files, records, e-waste etc. to create additional space.	Weeding out of old files, records, e-waste etc.	1. Caretaker in respect of SRO Peenya 2. Branch Managers & Staff at respective Branch Office 3. CMO & Staff at DCBO Chikkaballapur



S.No.	Date	Activity	Action Plan	Work Allocation
10	11-05-2023	Sorting and removal of unnecessary articles from work stations, cleaning of drawers, almirahs, cupboards etc.	Cleaning of drawers, almirahs, cupboards etc.	1. SRO Peenya all staffs. 2. Branch Managers & Staff at respective Branch Office 3. CMO & Staff at DCBO Chikkaballapur
11	12-05-2023	Cleaning of books and libraries. Setting up permanent mechanism regarding cleanliness activities taken up during Swachata Pakhwada so that the same continue throughout the year.	Cleaning of books and libraries.	Caretaker in respect of SRO Peenya
12	13-05-2023	Pest control activities, cleaning of stairs, under-stairs areas, corridors, galleries etc.	Pest control activities, cleaning of stairs, under-stairs areas, corridors, galleries etc.	Caretaker in respect of SRO Peenya
13	15-05-2023	Review all cleanliness activities and closing function	Photographs/videos should be taken during the programme on daily basis.	1) Care taker in respect of SRO Peenya. 2) CMO I/C / Branch Managers in respect of their DCBO/Branch offices.


Branch Officer (Genl.)