### The action plan for Swachhta Pakhwada (01.02.2022 to 15.02.2022) in UIDAI HQ

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date / Day</th>
<th>Particulars of physical action</th>
<th>Motivational Action</th>
<th>Achieved Man Hours (As per Calendar)</th>
<th>Special Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>01.02.2022 (Tuesday)</td>
<td>• Opening of Swachhta Pakhwada and pledge taking ceremony&lt;br&gt;• Displaying of banners at Entry &amp; Exit Gates.</td>
<td>• Welcome address at 11:00 hrs at Board Room 9th floor.  &lt;br&gt;• Swachh Bharat message to be displayed on all notice boards of UIDAI HQ.  &lt;br&gt;• Display of Welcome message regarding Swachh Bharat Pakhwada during all meetings from 1-15 Feb, 22</td>
<td>120 Hrs</td>
<td>Displaying of Swachta digital banners (1-15 Feb) in board rooms and meeting rooms before starting of each meeting. *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</td>
</tr>
<tr>
<td>2.</td>
<td>02.02.2022 (Wednesday)</td>
<td>• General cleaning of all common area of 3rd &amp; 4th floor including corridor, lifts, toilets, Library, Conference Room &amp; Store (9:00 hrs to 10:00 hrs).&lt;br&gt;• Deep cleaning of outer area of the building.</td>
<td>• 10 Minutes lecture on “Importance of Lifts Sanitization”&lt;br&gt;120 Hrs</td>
<td>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>03.02.2022 (Thursday)</td>
<td>• General cleaning of all common area of Ground floor including corridors, lifts, toilets &amp; outer area (9:00 hrs - 13:00 hrs)&lt;br&gt;• Cleaning from Kali Mandir to Goal Market</td>
<td>• Tea &amp; snacks to Housekeeping Staff&lt;br&gt;120 Hrs</td>
<td>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>04.02.2022 (Friday)</td>
<td>• Deep cleaning of Canteen at 3rd Floor (9:00 hrs to 12:00 hrs).&lt;br&gt;• Cleaning from Kali Mandir to Vidya Bhawan.</td>
<td>• 10 Minutes Tool Box Talk on “Process of Sanitization”&lt;br&gt;120 Hrs</td>
<td>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>05.02.2022 (Saturday)</td>
<td>• General cleaning of all common area of 5th floor including corridor, toilets, Conference Room (9:00 hrs to 12:00 hrs).&lt;br&gt;• Solid and Liquid waste and Segregation</td>
<td>• Tea &amp; snacks to Housekeeping Staff&lt;br&gt;150 Hrs</td>
<td>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day. Awareness lecture on Swachha Bharat Mission.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Date</td>
<td>Activities</td>
<td>Time</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| 6.  | 07.02.2022    | - General cleaning of all common area of 6th floor including corridor, toilets, Conference Room (09:00 hrs to 12:00 hrs).  
- **Slum (Back side Basti Area road, walkways cleaning).** | 120 Hrs | *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
|     | (Monday)      | - 10 Minutes lecture on “Importance of Hygiene in office premises and personal hygiene”                             |       |                                                                                             |
| 7.  | 08.02.2022    | - General cleaning of all common area of 7th floor including corridor, toilets, Conference Room (09:00 hrs to 12:00 hrs).  
- Dusting of office chair and sofas  
- Cleaning of pin boards/Notice boards etc  
- Identification and disposal of unusable store / consumables. | 120 Hrs | *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
|     | (Tuesday)     | - 10 Minutes Tool Box Talk on “Effectiveness of Cleaning”                                                            |       |                                                                                             |
| 8.  | 09.02.2022    | - Beautification of the entrance & whole area of the office with flowers, Tree Plantation, washing of passing area (09:00 hrs to 12:00 hrs).  
- Deep cleaning of outer area of the building. (09:00 hrs to 12:00 hrs)  
- Landscaping and developing plants and Lawns  
- Cleaning of Divyang Toilet at Ground floor | 90 Hrs | *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
|     | (Wednesday)   | - Lecture on compost fertilizer and use in horticulture maintenance  
- Tea & snacks to Housekeeping Staff |       |                                                                                             |
| 9.  | 10.02.2022    | - Cleaning of IT equipments by the individual/Officers and AMC technicians. (10:00 hrs to 12:00 hrs)  
- Cleaning of Decompost machine.  
- **Cleaning from Gurudwara Bangla Saahib red light to Kali Mandir** | 70 Hrs | *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
|     | (Thursday)    | - 10 Minutes lecture on “Precautions for cleaning of IT equipments”  
- Lecture on disposal of IT scrap to Admin staff. |       |                                                                                             |
| 10. | 11.02.2022    | - General cleaning of all common area of 8th floor including corridor, toilets, Conference Room (9:00 hrs to 15:00 hrs).  
- **Nukkad Natak.** | 120 Hrs | *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
<p>|     | (Friday)      | - 10 Minutes Tool Box Talk on “Use of Cleaning Agents”                                                             |       |                                                                                             |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
<th>Time</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 11. 12.02.2022 (Saturday) | • Deep cleaning of all common area of 9th floor including corridor, lifts, toilets (09:00 hrs to 11:00 hrs).  
• Deep cleaning of tables and almirahs by individual / Officers. (10:00 hrs to 11:00 hrs)  
• Cleaning of Residential Complex at DDU Marg  
• Awareness cum training on Rodent control in office building  
• Tea & snacks to Housekeeping Staff | 90 Hrs | Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day Near About 350 Kg plastic waste collected and deposited to NDMC. |
| 12. 14.02.2022 (Monday)  | • Deep cleaning of all common area of 9th floor including Board Room, VC room, waiting room, Dining lounge (09:00 hrs to 11:00 hrs).  
• Cleaning of Roof and Solar Panel (11:30 hrs to 13:00 hrs)  
• Cleaning of automatic car parking area  
• 10 Minutes lecture on “Cleaning of Solar Panels” | 120 Hrs | Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |
| 13. 15.02.2022 (Tuesday) | • Cleanliness drive from Gurudwara Bangla Sahib red light to Kali Mandir (10:00 hrs to 11:00 hrs)  
• Cleaning for Green wall/ In-door plants/Out-door plants/Horticulture  
• Tea & snacks to Housekeeping Staff.  
• Closing remarks by the DDG / ADG (Admin) | 120 Hrs | Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day |