

The action plan for Swachhta Pakhwada (01.02.2019 to 15.02.2019) in UIDAI HQ

S.No	Date/Day	Particulars of physical action	Motivational Action	Remarks
1.	01.02.2019 (Friday)	- Opening of Swachhta Pakhwada and pledge taking ceremony - Displaying of banners at Entry & Exit Gates.	- Welcome address by the CEO / DDG (Admin) at 11:00 hrs in Board Room. - Swachh Bharat message to be displayed on all electronic notice boards of UIDAI. - Welcome message regarding Swachh Bharat Pakhwada during all meetings from 1-15 Feb, 2019	
2.	02.02.2019 (Saturday)	- Cleaning of Solar Plant (Washing, Mopping and drying Up) - Ground floor including corridor, lifts, toilets (9:00 hrs-13:00 hrs). - Cleaning of Parking Lift.	- Swachh Bharat message to be displayed on all electronic notice boards of UIDAI. - Welcome message regarding Swachh Bharat Pakhwada during all meetings from 1-15 Feb, 2019	Limited up to Rs. 2000/- for refreshment of HK staff
3.	04.02.2019 (Monday)	Cleaning of Roads, Footpaths, Walkways from Gurdwara Bangla Sahib to Kaali Mandir. (Approx 400 Mtrs) (0900 Hrs to 1200 Hrs)	-do-	
4.	05.02.2019 (Tuesday)	- Gardening of the entrance & whole area of the office, tree plantation, wash the Footpath (9:00 hrs to 12:00 hrs). - Deep cleaning of outer area of the building. (9:00 hrs to 12:00 hrs)	-do-	

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5.	06.02.2019 (Wednesday)	Cleaning of Roads, Footpaths, Walkways from Govt. Sr. Sec School to Kali Mandir. (Approx 415 Mtrs) • 0900 Hrs to 1200 Hrs) • Cleaning of tables and Almirah by the individuals.	-do-	
6.	07.02.2019 (Thursday)	• Cleaning of Roads, Footpaths, Walkways from Kaali Mandir To Gole Market(Approx 545 Mtrs). • (0900 Hrs to 1200 Hrs) • Cleaning of all mini Conference Rooms & Stores.	-do-	
7.	08.02.2019 (Friday)	• Dusting of office chair and vacuum cleaning of sofas including Ground floor • Identification and disposal of unusable store /consumables	-do-	
8.	09.02.2019 (Saturday)	• Deep cleaning of Canteen at 3rd Floor (9:00 hrs to 12:00 hrs). • Deep cleaning of CEO room, VC, Lounge, Dining room. • Deep Cleaning of SOC/ NOC Rooms.	-do- A small refreshment arrangement for Housekeeping staff including	Limited up to Rs. 2000/-
9.	11.02.2019 (Monday)	• Cleaning of IT equipments by the individual/officers and AMC technicians. • Disposal of scrap already identified and recommended by condemnation committee	-do-	

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10.	12.02.2019 (Tuesday)	• Slum (Back Side Basti Area road , walk ways cleaning. (0900 Hrs to 1200 Hrs)	-do-	
11.	13.02.2019 (Wednesday)	• Cleaning of Library • Deep cleaning of Floor Areas (out Side) 0900 Hrs to 1200 Hrs)	-Do-	
12.	14.02.2019 (Thursday)	• Cleaning of all Emergency pathways (Stair cases) of UIDAI buildings. • Cleaning of STP and Pump room. • Cleaning of Roof top. (0900 Hrs to 1200 Hrs)	-do-	
13.	15.02.2019 (Friday)	• Deep cleaning of all outer peripheral roads of UIDAI building. Closing remarks by DDG(Admin)	9 th floor Board room at 4.00 p.m.	

