

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
( Establishment-IV / Ph-011-27322927 )

No:F.5(5)/2014/SBM/CDN/TTE/ 7857-62

Dated: 29-10-15

CIRCULAR

It has been observed during the inspection carried out by the Senior Officers of the Department, at various institutions and DTTE (HQ), in pursuance of the implementation of "Swachchh Bharat Mission", that the efforts taken to improve the cleanliness drive are showing results. However, there is still scope for improvement and has accordingly desired that Head of all institutions may take appropriate action to remove the following shortcomings:-

1. Dustbins : It has been observed that the institutes are using old and obsolete dustbins despite the availability of new dustbins. It is, therefore, desired that the old and obsolete dustbins may be immediately replaced with the new ones and the same are maintained properly.
2. Fans & Tubelights : Fans, Tubelights, Doors and Windows to be cleaned periodically.
3. Furniture : Old furnitures is to be repaired and renovated and painting may also be carried out wherever necessary.
4. Condemnation of Items and Disposal of Waste : Appropriate action may be taken immediately to segregate items to be condemned, from the disposable waste and get it condemned. The disposable waste may be covered with green cover and appropriately marked in an identifiable manner. *The fortnight may also be treated as 'Zero Garbage Fortnight'*.
5. Cleaning of Roof-Tops : It has been observed that waste materials are being dumped in the terrace/roof tops resulting into water logging and seepage. Hence it is desired that no waste materials be kept at roof-tops and it should be cleaned properly.
6. Maintenace of Labs: Machines and other equipments in the Labs of various institutions are not maintained properly, which is adversely affecting the training of students. Head of all Institutions is directed to take immediate necessary action to repair & renovate the equipments and paintings may also be done wherever necessary.

It has also been desired that the Committee constituted earlier to inspect the institutes in connection with the Swachchh Bharat Mission shall carry-out fresh inspection of the institutes on every Friday as per schedule and submit their report.

This issues with the prior approval of the Competent Authority.

  
(K.P.SINGH)  
VIGILANCE OFFCER

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Copy to:-

1. All Heads of Institutions / Principals of Polytechnics / ITIs under DTTE.
2. All Branch In-charges, D.T.T.E. (H.Q.).
3. P.S. to Secretary(TTE) / Director (TTE) / Spl. Director (TTE).
4. P.A. to Addl. Director (TTE).
5. Asstt. Programmer, DTTE (HQ) with the request to upload the circular on the departmental website.
6. Guard File.

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(K.P.SINGH)  
VIGILANCE OFFICER