

## ERNET India

(An Autonomous Society under Ministry of Electronics & Information Technology, GoI)

Date 27.10.2016

### **Action plan on Swachh Bharat Pakhwada during 01.11.2016 to 15.11.2016 of ERNET India**

#### Action Taken Report

SL.No.	Date	Actionable Points
1.	01.11.2016	Opening of Swachh Bharat Pakhwada, Information will be given to all staff via email regarding importance and necessity of general cleanness. Displaying banner / Posters at prominent places. Slogan or Message regarding Swachh Bharat Pakhwada will be uploaded on Ernet website.
2.	02.11.2016	Upkeep and cleaning of toilets
3.	03.11.2016	Cleaning Of Office Complex
4..	04.11.2016	Upkeep and Cleaning of Common areas reception, conference room and telepresence room.
5.	05.11.2016	Saturday
6.	06.11.2016	Sunday
7.	07.11.2016	Removal of old /unused/unserviceable furniture &other items and deposit in the store.
8.	08.11.2016	Cleanliness of Glass walls and window panes
9.	09.11.2016	General cleaning of furniture, glasses etc.
10.	10.11.2016	General cleaning of stores, communication room.
11.	11.11.2016	General cleaning of UPS, Electrical room, telepresence room, NOC room, and comma Staging room.
12.	12.11.2016	Saturday
13.	13.11.2016	Sunday
14.	14.11.2016	Holiday
15..	15.11.2016	General cleaning of patching room and Closing of Swachh Bharat Pakhwada