

BRIDGE AND ROOF COMPANY (INDIA) LIMITED
SWACHHTA PAKHWADA
 FROM 16-12-2017 TO 31-12-2017
 ACTION PLAN FOR DAY TO DAY ACTIVITIES

Sl. No.	From	To	Activities
1	16-12-2017	16-12-2017	i) Swachhta Pledge among all employee at Corporate Office, Howrah Workshop, Zonal Offices and all project sites. ii) Display of Swachhta Pakhwada banner.
2	17-12-2017	-	Sunday
3	18-12-2017	18-12-2017	i) Meeting of Special Committee for observation of Swachhta Pakhwada. ii) Swachhta Awareness meeting for all employees. iii) Campaigning by displaying posters for maintaining cleanliness.
4	19-12-2017	20-12-2017	Additional efforts for clearing of all Toilets/Urinals and Latrines of Office and Workshop area apart from day to day cleaning.
5	21-12-2017		Contractual staff engaged in various maintenance and cleaning activities will be sensitized about their crucial role in maintaining cleanliness.
6	22-12-2017		Proper cleaning and maintenance of all wash basins and drinking water points.
7	23-12-2017		Holiday
8	24-12-2017		Holiday (Sunday)
9	25-12-2017		Holiday (Christmas)
10	26-12-2017		i) Meeting of Special Committee for observation of Swachhta Pakhwada. ii) Placing of dustbins so that no littering takes place.
11	27-12-2017		Disposal of E-Waste.
12	28-12-2017	29-12-2017	Special drive for cleaning of Work Place area including weeding out of old files / records / unserviceable articles by employees.
13	30-12-2017		i) Awareness meeting at Offices / Project Sites. ii) Cleaning of indoor plants.
14	31-12-2017		Holiday (Sunday)