

ANNEXURE -II

Dates	Activities to be Undertaken
02.10.2023	Cleaning of surrounding the office
03.10.2023	Cleaning of Washrooms.
04.10.2023	Cleaning of Computers, Printers, Scanners
05.10.2023	Cleaning of Almirahs, Racks etc.
06.10. 2023	Cleaning of Working area of office i.e. Rooms, Chambers, Sections etc.
07.10. 2023	Saturday
08.10. 2023	Sunday
09.10. 2023	Cleaning of Govt. Vehicles.
10.10. 2023	Cleaning of MT Section.
11.10. 2023	Cleaning of Generator room.
12.10. 2023	Cleaning of Two-wheeler Parking.
13.10. 2023	Cleaning of Car Parking.
14.10. 2023	Saturday
15.10. 2023	Sunday
16.10. 2023	Cleaning of Ceiling Fans.
17.10. 2023	Cleaning of Canteen.
18.10. 2023	
19.10. 2023	Cleaning of Office campus
20.10. 2023	Cleaning of pavement area outside of office.
21.10. 2023	Saturday
22.10. 2023	Sunday
22.10. 2023	Cleaning of Table-Chair of section individually.
23.10. 2023	
24.10. 2023	Dussehra (Vijay Dashmi)
25.10. 2023	Cleaning of doors of Rooms, Chambers, Sections etc.
26.10. 2023	
27.10. 2023	plantation of plants/saplings surrounding the office.
28.10. 2023	Saturday
29.10. 2023	Sunday
30.10. 2023	
31.10. 2023	Cleaning of Roads up to at least 100 m outside gate.