
	DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE DIRECTOR (ADMN. & PER.) VARUNALAYA PHASE-II: KAROL BAGH NEW DELHI-110005	 <small>DR. VIKAS AGGARWAL</small>
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Office Order No. 02 (Min.)

Dated:- 28/07/2025

A "SWACHHATA CAMPAIGN" has been scheduled w.e.f. 1st to 31st August 2025 in Delhi Jal Board with the moto "दिल्ली को कूड़े से आजादी- स्वच्छता अभियान". This "SWACHHATA CAMPAIGN" is to maintain a clean, healthy, hygienic and safe workplace environment for all employees and visitors. The key components of the "SWACHHATA CAMPAIGN" are as under:-

- **Swachhata Drives:** Intensive cleanliness drive in public places, DJB offices and residential complexes.
- **Awarness Campaign:** IEC (Information, Education & Communication) through display of Flexes/Posters.
- **Citizen Engagement:** Signature campaigns, pledge-taking initiatives.
- **Beautification Drives:** Plantation, pruning of trees, beautification of areas, wall painting, creation of selfie points etc.
- **Garbage disposal campaign:** Awareness among employees/people for segregating dry & wet Garbage under two bin system.

Date-wise activities scheduled for "SWACHHTA CAMPAIGN" are as under:-

S. No.	Name of activity	Co-ordinating Department	Drive scheduled for
1	Cleaning of all Zonal Revenue offices, other department offices under DJB. Also reporting of the collection of waste i.e. cardboards, papers, broken furniture etc for handing over the waste to authorized agencies for recycling and ensuring two bins installation in offices for segregation of waste.	All departments under the supervision of Dy. Director (L&E)	1st-7th August 2025 & 16th -22nd August 2025
2	STP, WTP, SPS Cleanliness Drive: Intensive garbage removal, sweeping, and cleaning of sewer drains at DJB installations.	Estate managers under supervision of Director (Vigilance)	02nd August, 09th August, 16th August, 23rd August, 30th August 2025
3	<ul style="list-style-type: none"> • Swachhata Ka Mera Yogdaan/ Swachh Bharat Ka Shramveer ,online social media selfie campaign related to Cleanliness drives through selfie points & banners. • Commitment to cleanness/ Swachhata by Pledge with Selfies • Social Media & event Management for wide intensive publicity of whole campaign. 	PR Department under supervision of Director (Vigilance)	1st – 15th August 2025
4	Cleanliness of Community and Public Toilets with upgradation under the occupancy of DJB and inspection of	Director (Enforcement)	04th -14th August 2025

	DJB installation like WTPs STPs, SPSs, ZRO offices to make them proper cleaned and well maintained		
5	Cleanliness Drive in Parks and Garden areas under residential complexes, community centres and plantation drives under Ek Ped Maa Ke Naam 2.0 and pruning of trees in all DJB premises.	Director (Horticulture)	06th -08th August 2025
6	Cleanliness of Dispensaries and it's surroundings	Estate managers /MOIs	11th -12th August 2025
7	Cleaning and Transformation of GVP Points	Sanitation Department	18th-30th August 2025
8	Participation of RWAs of our residential complexes in Swachhta campaign educating them for segregation of dry and wet waste in separate bins.	Estate Managers	20th August to 25th August 2025
9	"Swachhata Ki Pathshala Drive" will educate employees and DJB residents on waste segregation, banning single-use plastics, and promoting reuse of recyclable waste, creating awareness drive in all DJB premises, RWAs, and other stakeholders	GAB Department under the supervision of Estate Manager i.e. Dy. Director (Revenue)	26th August 2025
10	Removal of defacement and painting on the walls of all DJB premises where require.	Estate Managers	1st- 30th August 2025
11	Cleanliness of Community Center Halls and parks in DJB complexes	Director (Horticulture)	7th , 14th , 21st, 28th August 2025
12	Carry out special cleanliness drives in surrounding of DJB premises and adopt an area for maintenance of green areas and display of boards/banners/hoardings	Director (Horticulture)	1st , 8th , 22nd & 29th August 2025
13	Removal of garbage lying alongside the sewer drains	Maintenance Department	1st ,7th , 14th ,21st , 28th August 2025

For successful completion and achieving the goal of "SWACHHATA CAMPAIGN". Following Officers have been nominated as Supervisor and In-charge of said campaign;

Department / Division	In-charge		Supervisor
Head Office (Varunalaya)	Phase-II Phase-I & B-building	DD(GAB), Sr. Caretaker	Director(F&A)

	All Zonal Offices	Estate Manager[DD(Rev.)]	Director(Revenue)
Dispensaries	MOI Concerned		Estate Manager Concerned
Horticulture	DD(Hort.)		Director(Hort.)
Divisions	ZRO concerned		Ex.En. Concerned
Residential Complexs	Estate Manager concerned		SE Concerned
WTP/STP/SPS	Ex.En. Concerned		SE Concerned

The Role & responsibilities of the officers are mentioned below:-

1. Cleaning of Records rooms.
2. Disposal of Scrap in premises as per norms.
3. Removal of defacement and painting the walls wherever required.
4. Photographs of present status of premises should be submitted by 30.07.2025 to Dy. Director (IT) for compilation. Further, pictures after intensive cleanliness drive shall be submitted to Dy. Director (IT) again for review.
5. Social media publicity through PR Department.
6. Display of banners and posters indicating the importance of cleanliness and hygiene under "दिल्ली को कूड़े से आजादी- स्वच्छता अभियान" on DJB premises.
7. All the employees have to take an online pledge for "दिल्ली को कूड़े से आजादी- स्वच्छता अभियान" through the link <http://www.swachhata.delhi.gov.in/> on 1st August, 2025.

Director (A&P) shall be the Nodal Officer for the whole cleanliness campaign "दिल्ली को कूड़े से आजादी- स्वच्छता अभियान" and submit the weekly progress report to the worthy CEO, DJB.

The Officers In-charge/Estate Managers will conduct regular checking in area of their jurisdiction to monitor progress of cleanliness drive and address any issue being faced. Further, the Officers In-charge shall submit a weekly progress report of cleanliness drive to the Director(A&P)/Nodal Officer.

This issue with the approval of the CEO, DJB.

Note:- List of Estate Managers is attached.

(Mamta Kumar)
DIRECTOR (ADMN. & PER.)

No. DJB/DD(D)/SWACHHTA DRIVE/2025/ 38459

Dated: 28-7-25
31

Copy to:-

1. PS to CEO, DJB: for information please.
2. P.A. to Member (Admn.): for information please.
3. All Supervisors/Estate Managers/Officer In-charges concerned: for information please.
4. DD(IT): to collect the before and after pictures and upload on DJB website.

(Mamta Kumar)
DIRECTOR (ADMN. & PER.)
28/07/25

Dy. Director (IT)
Delhi Jal Board, GNDT
Dy. No. 1196 05/08/25.

Prasanna
4/8/25
3D P
ED P
Dy. Dir. (IT)

Activity Schedule

S. No.	Name of activity	Co-ordinating Department	Drive scheduled for
1	Cleaning of all Zonal Revenue offices, other department offices under DJB. Also reporting of the collection of waste i.e. cardboards, papers, broken furniture etc for handing over the waste to authorized agencies for recycling and ensuring two bins installation in offices for segregation of waste.	All departments under the supervision of Dy. Director (L&E)	1st-7th August 2025 & 16th -22nd August 2025
2	STP, WTP, SPS Cleanliness Drive: Intensive garbage removal, sweeping, and cleaning of sewer drains at DJB installations.	Estate managers under supervision of Director (Vigilance)	02nd August, 09th August, 16th August, 23rd August, 30th August 2025
3	<ul style="list-style-type: none"> Swachhata Ka Mera Yogdaan/ Swachh Bharat Ka Shramveer, online social media selfie campaign related to Cleanliness drives through selfie points & banners. Commitment to cleanness/ Swachhata by Pledge with Selfies Social Media & event Management for wide intensive publicity of whole campaign. 	PR Department under supervision of Director (Vigilance)	1st – 15th August 2025
4	Cleanliness of Community and Public Toilets with upgradation under the occupancy of DJB and inspection of DJB installation like WTPs STPs, SPSs, ZRO offices to make them proper cleaned and well maintained	Director (Enforcement)	04th - 14th August 2025
5	Cleanliness Drive in Parks and Garden areas under residential complexes, community centres and plantation drives under Ek Ped Maa Ke Naam 2.0 and pruning of trees in all DJB premises.	Director (Horticulture)	06th -08th August 2025
6	Cleanliness of Dispensaries and it's surroundings	Estate managers / MOIs	11th -12th August 2025
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9	"Swachhata Ki Pathshala Drive" will educate employees and DJB residents on waste segregation, banning single-use plastics, and promoting reuse of recyclable waste, creating awareness drive in all DJB premises, RWAs, and other stakeholders	GAB Department under the supervision of Estate Manager i.e. Dy. Director (Revenue)	26th August 2025
10	Removal of defacement and painting on the walls of all DJB premises where require.	Estate Managers	1st- 30th August 2025
11	Cleanliness of Community Center Halls and parks in DJB complexes	Director (Horticulture)	7th, 14th, 21st, 28th August 2025

12	Carry out special cleanliness drives in surrounding of of DJB premises and adopt an area for maintenance of green areas and display of boards/banners/hoardings.	Director (Horticulture)	1st , 8th , 22nd & 29th August 2025
13	Removal of garbage lying alongside the sewer drains	Maintenance Department	1st , 7th , 14th , 21st , 28th August 2025

CIVIL MAINTENANCE DATA			
AC Wise	AC NAME	AREA CONCERN	Name of Ex. Engineer/Estate Managers
1	NARELA	NARELA	Sh. Lok Pal, EE(D)-031
		BANKNER	
		HOLAMBI KALAN	
		ALIPUR	
		BAKHTAWARPUR	
2	BURARI	BURARI	Sh. S.K. Singh, EE(D)-041
		KADIPUR	
		MUKUNDPUR	
		SANT NAGAR	
		JHARODA	
3	TIMARPUR	TIMARPUR	Sh. S.K. Singh, EE(D)-042
		MALKA GANJ	
		MUKHERJEE NAGAR	
4	ADARSH NAGAR	DHIRPUR	Sh. S.K. Singh, EE(D)-043
		ADARSH NAGAR	
		AZADPUR	
5	BADLI	BHALSWA	Sh. S.K. Singh, EE(D)-044
		JAHANGIR PURI	
		SARUP NAGAR	
		SAMAYPUR BADLI	
6	RITHALA	ROHINI-A	Sh. Lok Pal, EE(D)-032
		ROHINI-B	
		RITHALA	
		VIJAY VIHAR	
		BUDH VIHAR	
7	BAWANA	KRISHNA VIHAR	Sh. Lok Pal, EE(D)-032
		BEGUMPUR	
		SHAHBAAD DAIRY	
		POOTH KHURD	
		BAWANA	
		NANGAL THAKRAN	
8	MUNDKA	KARALA	Sh. Harish Chander, EE(D)-071
		RANI KHERA	
		NANGLOI	
		MUNDKA	
		NILOTHI	
9	KIRARI	KIRARI	Sh. Sh. Harish Chander, EE(D)-072
		PREM NAGAR	
		MUBARIKPUR	
		NITHARI	
		AMAN VIHAR	
10	SULTANPUR MAJRA	MANGOL PURI	(Vacant) Hari Shankar Garg(Retrd.), EE(D)-073
		SULTANPURI-A	
		SULTANPURI-B	

11	NANGLOI JAT	NIHAL VIHAR	(Vacant) Hari Shankar Garg(Retrd.), EE(D)-074
		NARESH PARK	
		NANGLOI JAT	
		GURU HARKISHAN NAGAR	
12	MANGOL PURI	MANGOLPURI-A	(Vacant) Hari Shankar Garg(Retrd.), EE(D)-075
		MANGOLPURI-B	
		ROHINI-C	
13	ROHINI	ROHINI-F	Sh. Lok Pal, EE(D)-034
		ROHINI-E	
		ROHINI-D	
14	SHALIMAR BAGH	SHALIMAR BAGH-A	Sh. Munish Kumar, EE(D)-061
		SHALIMAR BAGH-B	
		PITAM PURA	
15	SHAKUR BASTI	SARASWATI VIHAR	Sh. Munish Kumar, EE(D)-062
		PASCHIM VIHAR	
		RANI BAGH	
16	TRI NAGAR	KOHAT ENCLAVE	(Vacant) Sh. Pradeep Kr. Verma(Retrd.), EE(D)-063
		SHAKUR PUR	
		TRI NAGAR	
17	WAZIRPUR	KESHAV PURAM	(Vacant) Sh. Pradeep Kr. Verma(Retrd.), EE(D)-064
		ASHOK VIHAR	
		WAZIR PUR	
18	MODEL TOWN	SANGAM PARK	Sh. S.K. Singh, EE(D)-045
		MODEL TOWN	
		KAMLA NAGAR	
19	SADAR BAZAR	SHASTRI NAGAR	Modh. Idris, EE(D)-051
		KISHAN GANJ	
		SADAR BAZAR	
20	CHANDNI CHOWK	CIVIL LINES	(Vacant) Sh. Sawant Singh(Retrd.) EE(D)-052
		CHANDNI CHOWK	
		JAMA MASJID	
21	MATIA MAHAL	CHANDANI MAHAL	(Vacant) Sh. S.N. Prasad, EE(D)- 053(Retrd.)
		DELHI GATE	
		BAZAR SITA RAM	
22	BALLIMARAN	BALLIMARAN	(Vacant) Sh. S.N. Prasad, EE(D)- 053(Retrd.)
		RAM NAGAR	
		QURAISH NAGAR	
23	KAROL BAGH	PAHAR GANJ	(Vacant) Sh. S.N. Prasad, EE(D)- 053(Retrd.)
		KAROL BAGH	
		DEV NAGAR	
24	PATEL NAGAR	WEST PATEL NAGAR	Mohd Idris Ali EE(D)-056
		EAST PATEL NAGAR	
		RANJEET NAGAR	
		BALJEET NAGAR	
25	MOTI NAGAR	KARAM PURA	(Vacant) Sh. Pradeep Kr.

		MOTI NAGAR	Verma(Retrd.), EE(D)-065
		RAMESH NAGAR	
26	MADIPUR	PUNJABI BAGH	(Vacant) Sh. Pradeep Kr.
		MADIPUR	Verma(Retrd.), EE(D)-066
		RAGHUBIR NAGAR	
27	RAJOURI GARDEN	VISHNU GARDEN	Sh. N.K. Sharma, EE(D)-081
		RAJOURI GARDEN	
		CHAUKHANDI NAGAR	
28	HARI NAGAR	SUBHASH NAGAR	Sh. Ramdhan Singh Meena, EE(D)-082
		HARI NAGAR	
		FATEH NAGAR	
29	TILAK NAGAR	TILAK NAGAR	Sh. Ramdhan Singh Meena, EE(D)-083
		KHYALA	
		KESHOPUR	
30	JANAKPURI	JANAK PURI SOUTH	Sh. Ramdhan Singh Meena, EE(D)-084
		MAHAVEER ENCLAVE	
		JANAK PURI WEST	
31	VIKASPURI	VIKAS PURI	Sh. N.K. Sharma, EE(D)-085
		HASTSAL	
		SH V VIHAR	
		BAKKAR WALA	
		BAPROLA	
		VIKAS NAGAR	
32	UTTAM NAGAR	MOHAN GARDEN-WEST	Sh. N.K. Sharma, EE(D)-086
		MOHAN GARDEN-EAST	
		UTTAM NAGAR	
		BINDA PUR	
33	DWARKA	DABRI	(SE) Sh. Chander Prakash, EE(D)-091
		SAGARPUR	
		MANGLAPURI	
34	MATIALA	DWARKA-B	Ms Anjali Nanglot-092
		DWARKA-A	
		MATIALA	
		KAKROLA	
		NANGLI SAKRAWATI	
		CHHAWALA	
35	NAJAFGARH	ISAPUR	Ms. Anjali Nanglot, EE(D)-093
		NAJAFGARH	
		DICHAON KALAN	
		ROSHAN PURA	
36	BIJWASAN	DWARKA-C	(SE) Sh. Chander Prakash, EE(D)-094
		BIJWASAN	
		KAPASHERA	
		MAHIPALPUR	
		RAJ NAGAR	
37	PALAM	PALAM	(SE) Sh. Chander Prakash, EE(D)-095

		MADHU VIHAR	
		MAHAVIR ENCLAVE	
		SADH NAGAR	
38	DELHI		
39	RAJINDER NAGAR	NARAINA	(Vacant) Sh. S.N. Prasad, EE(D)-057(Retd.)
		INDER PURI	
		RAJINDER NAGAR	
40	NEW DELHI		
41	JANGPURA	DARYAGANJ	Sh. R.G. Saraswat, EE(D)-101
		SIDHARTHA NAGAR	
		LAJPAT NAGAR	
42	KASTURBA NAGAR	ANDREWS GANJ	Sh. N.K. Verma, EE(D)-102
		AMAR COLONY	
		KOTLA MUBARAKPUR	
43	MALVIVA NAGAR	HAUZ KHAS	Sh. R.G. Saraswat, EE(D)-103
		MALVIYA NAGAR	
		GREEN PARK	
44	R.K. PURAM	MUNIRKA	Sh. N.K. Verma, EE(D)-104
		R.K. PURAM	
		VASANT VIHAR	
45	MEHRAULI	LADO SARAI	(Vacant) Sh. Prashant Goel(Retrd.), EE(D)-111
		MEHRAULI	
		VASANT KUNJ	
46	CHHATARPUR	AYA NAGAR	Sh. Satyender Dabas, EE(D)-112
		BHATI	
		CHHATARPUR	
		SAID-UL-AJAIB	
47	DEOLI	DEOLI	Sh. Manoj Kr. Sharma, EE(D)-113
		TIGRI	
		SANGAM VIHAR-A	
		DAKSHIN PURI	
48	AMBEDKAR NAGAR	MADANGIR	Sh. R.G. Saraswat, EE(D)-105
		PUSHP VIHAR	
		KHANPUR	
49	SANGAM VIHAR	SANGAM VIHAR-C	Sh. Satyender Dabas, EE(D)-115
		SANGAM VIHAR B	
		TUGHLAKABAD EXTENSION	
50	GREATER KAILASH	CHITARANJAN PARK	Sh. R.G. Saraswat, EE(D)-106
		CHIRAG DELHI	
		GREATER KAILASH	
51	KALKAJI	SRI NIWAS PURI	Sh. R.G. Saraswat, EE(D)-107
		KALKAJI	
		GOVIND PURI	
52	TUGHLAKABAD	HARKESH NAGAR	Sh. Satyender Dabas, EE(D)-116
		TUGHLAKABAD	

53	BADARPUR	PUL PEHLADPUR	Sh. Manoj Kr. Sharma, EE(D)-117
		BADARPUR	
		MOLARBAND	
		MEETHAPUR	
		HARI NAGAR EXTENSION	
54	OKHLA	JAITPUR	Sh. Manoj Kr. Sharma, EE(D)-118
		MADANPUR KHADAR EAST	
		MADANPUR KHADAR WEST	
		SARITA VIHAR	
		ABUL FAZAL ENCLAVE	
55	TRILOKPURI	ZAKIR NAGAR	Sh. Madan Singh, EE(D) 011
		NEW ASHOK NAGAR	
		MAYUR VIHAR PHASE-I	
56	KONDLI	TRILOKPURI	Sh. Madan Singh, EE(D) 012
		DALLUPURA	
		GHAROLI	
57	PATPARGANJ	KALYANPURI	Sh. Madan Singh, EE(D)-013
		MAYUR VIHAR PHASE-II	
		PATPAR GANJ	
		VINOD NAGAR	
58	LAXMI NAGAR		Sh. Madan Singh, EE(D) 014
		MANDAWALI	
		PANDAV NAGAR	
		LALITA PARK	
59	VISHWAS NAGAR	SHAKARPUR	Sh. Deepak EE(D) 015
		LAXMI NAGAR	
		PREET VIHAR	
		I.P. EXTENSION	
60	KRISHNA NAGAR	ANAND VIHAR	Sh. Deepak EE(D) 016
		VISHWAS NAGAR	
		ANARKALI	
		JAGAT PURI	
61	GANDHINAGAR	GEETA COLONY	Sh. Deepak EE(D)-017
		KRISHNA NAGAR	
		GANDHI NAGAR	
62	SHAHDARA	SHASTRI PARK	Sh. Deepak EE(D)-018
		AZAD NAGAR	
		SHAHDARA	
63	SEEMA PURI	JHILMIL	Sh. Madan Singh, EE(D) 021
		DILSHAD COLONY	
		SUNDAR NAGRI	
64	ROHTAS NAGAR	DILSHAD GARDEN	Sh. Rajesh Kumar Tyagi, EE(D)-022
		NAND NAGRI	
		ASHOK NAGAR	
		RAM NAGAR EAST	
		ROHTASH NAGAR	
		WELCOME COLONY	

65	SEELAMPUR	SEELAMPUR	Sh. Rajesh Kumar Sharma, EE(D)-023
		GAUTAM PURI	
		CHAUHAN BANGER	
		MAUJPUR	
66	GHONDA	BRAHAM PURI	Sh. Satyaveer Singh, EE(D)-024
		BHAJANPURA	
		GHONDA	
		YAMUNA VIHAR	
67	BABARPUR	SUBHASH MOHALLA	Bijender Kumar EE(D)-025
		KABIR NAGAR	
		GORAKH PARK	
		KARDAM PURI	
68	GOKALPUR	HARSH VIHAR	Sh. Madan Singh, EE(D)-026
		SABOLI	
		GOKAL PURI	
		JOHARIPUR	
69	MUSTAFABAD	KARAWAL NAGAR-EAST	Sh. Rajesh Kumar Sharma, EE(D)-027
		DAYALPUR	
		MUSTAFABAD	
		NEHRU VIHAR	
		BRIJ PURI	
70	KARAWAL NAGAR	SADAT PUR	Sh. Rajesh Kumar Sharma, EE(D)-028
		KARAWAL NAGR-WEST	
		KHAJOORI KHAS	
		SONIA VIHAR	
		SRI RAM COLONY	