



## **PART - I**

### **ACTION TAKEN REPORT IN RESPECT OF NEEPCO ON SPECIAL CLEANING DRIVE** **W.E.F 22/6/2015 TO 26/6/2015**

As decided a week long Special Cleaning Drive was carried out in the Corporate Office at Shillong, Meghalaya as well as other offices/projects of the corporation w.e.f 22/6/2015 to 26/6/2015. The brief of the activities undertaken are as under-

#### **CORPORATE OFFICE: HR Wing**

Cleaning drives were carried out in both office premises and surrounding of the Corporate office building at Shillong. All employees participated enthusiastically in the cleaning drive. Different departments within the corporate office organized cleaning drives in their respective offices.



Administration wing



Establishment Wing



HR Wing

#### **Environment & RR Wing :**

The date wise activities carried out throughout the week-long cleaning drive by officials of the Env. & RR Wing are highlighted below:

22.06.2015: Cleaning/Sweeping of the premises outside the office building by all officers and staff of the Wing.

23.06.2015: Sorting and cleaning of old files in the Wing as well as disposal of old unwanted and unused equipment's, boxes, etc.

24.06.2015: Sorting, weeding and disposal of old unwanted files/records and stationeries.

25.06.2015: Proper arranging of all available files, books, records.

26.06.2015: Cleaning of individual office equipment's like table, chairs, computer and its peripherals, table fans, room heaters, shelves, cupboards, file racks, etc. Finally individual office rooms were cleaned with vacuum cleaners.

### **Operation & Maintenance ;**

The week long cleanliness drive w.e.f. 22-06-2015 to 26-06-2015 under "Swachh Bharat Abhiyan" was observed in the O/o the ED (O&M) where all the employees of the wing were involved in cleaning of the establishment.

During the course of cleaning all old Electronic materials like Fax machine, Printer which are found to be unusable, were sent to HR wing for further disposal of the equipments, as per policy and all old papers, not required any more, were destroyed. All the Fans, Computers and other electronic items as well as office furniture were cleaned properly.

### **Township construction :**

The date wise activities carried out throughout the week-long cleaning drive by officials of the Township Construction Wing are highlighted below:

22.06.2015: Cleaning/Sweeping of the office chambers by all officers and staff of the Wing.

23.06.2015: Sorting and cleaning of old files in the Wing as well as disposal of old unwanted and unused equipments, boxes, etc.

24.06.2015: Continuation of sorting, weeding and disposal of old unwanted files/records and stationeries.

25.06.2015: Proper arranging of all available files, books, records.



### **Vigilance Wing :**

A Cleanliness Drive has been carried out w.e.f. 22.06.2015 to 26.06.2015 at Vigilance Wing, where all the officials of the Wing had taken part. During the drive the office premises including toilets have been cleaned. Old/unused files/records and other wastes have been removed and shifted to the dustbin and destroyed.



#### **CLEANLINESS DRIVES IN PROJECTS :**

##### **ASSAM GAS BASED POWER PLANT ( AGBPP) :**



##### **KAMENG HYDRO ELECTRIC PROJECT ( KAHEP)**

a week long special drive on cleanliness to boost the Swachh Bharat Abhiyan was observed at all major 3(three) locations i.e. Kimi, Khuppi & Bichom of KaHEP w.e.f. 22/06/2016 to 26/06/2015. In the said special drive, the H.O.P., KaHEP along with all officers and staff have taken active participation towards cleanliness of office building and respective office area. This cleanliness drive was taken each day w.e.f.22/06/2015 to 26/06/2015 identifying the buildings/area to be cleaned and to be maintained hygienity. Further, the employees of respective offices/establishment have also taken active participation in cleaning their offices too. Finally, as per schedule, the programme ends on today i.e. 26/06/2015. Some photographs in this regard are enclosed herewith for kind perusal and record.



### **KOPII HYDRO ELECTRIC PROJECT : ( KHEP) :**

Swachh Bharat Abhiyan was organised at KHEP, NEEPCO and Market area Umrongso .



### **AGARTALA GAS TURBINE PROJECT (AGTP):**

A cleanliness drive was carried out at AGTP during 22/6/2015 to 26/6/2015 and following activities were undertaken –

- i) Upkeeping and cleaning of 3 numbers of record rooms located at Administrative building
- ii) Cleaning of pathways, parking lots, canteen and weeding out of old files.



### **TRIPURA GAS BASED POWER PROJECT ( TGBP)**



The Officers and Staff posted at TGBPP started 5(five) days cleanliness drive w.e.f. 22-06-2015 to 26-06-2015 in order to give boost to the Swaccha Bharat Abhiyan. During the above-mentioned period, Project Management carried out the following activities:-

- 1.Upkeep and Cleaning of offices including common area premises, toilets, stairs , etc.
- 2.Upkeep and cleaning of the areas outside of office including parking lots, pathways, etc.

As per the scheduled programme, Officers and Staff of TGBPP have voluntarily carried out cleanliness work.

From 22-06-2015 to 24-06-2015, cleanliness programme was undertaken inside the Administrative Building and Surrounding area of the Administrative Complex.

From 25-06-2015 to 26-06-2015, cleanliness programme was undertaken in and around the rain harvesting water pond of the project.

In this programme, employees from different cadre participated voluntarily with great enthusiasm.



#### **RANGANADI HYDRO ELECTRIC PROJECT ( RHEP ) :**

##### **A CLEANING DRIVE WAS CARRIED OUT AT RHEP AND FOLLOWING ACTIVITIES WERE CARRIED OUT -**

1. Gathering at Power House Assembly Area.
2. Cleaning/ sweeping of Generator Floor area of Dikrong Power House.
3. Sweeping/ Cleaning of Turbine Floor, Collection and shifting of waste cottons, jutes etc. from Turbine Floor to dumping area, Arranging of Oil Barrels and kept in proper manner etc. in Turbine Floor of Dikrong Power House.
4. Sweeping/ mopping/ cleaning of MIV Floor of Dikrong Power House. After proper cleaning washing of MIV Floor with Water Jet.
5. Sweeping/ mopping/ cleaning of Cooling Water Floor of Dikrong Power House. After proper cleaning washing of Cooling Water Floor with Water Jet.
6. Sweeping/ mopping/ cleaning of Ventilation Room of Dikrong Power House. After proper cleaning washing of Ventilation Room with Water Jet.
7. Sweeping/ mopping/ cleaning of Modular Office 1 & 2 of Dikrong Power House. Arrangement of testing and laboratory equipments in proper manner.
8. Sweeping/ cleaning of Sr. Manager Office of Dikrong Power House.
9. Sweeping/ mopping/ cleaning of Control Room of Dikrong Power House.

10. Sweeping/ cleaning of Service Bay of Dikrong Power House.
11. Sweeping/ cleaning of Top Dome area of all the 03 (Three) units.

