

HOOGLY PRINTING COMPANY LIMITED
Action Plan : Swachhta Pakhwada [16th to 31st August, 2018].

Date	Activities	Place
August 16, 2018 (Thursday)	<ul style="list-style-type: none"> Swachhta pledge by all employees. Pledge to be administered by the General Manager. "Swachh Bharat" Banner will be displayed at different locations of the Company. General Manager will lead the employees of the Factory in cleaning the factory premises and adjacent area. 	Factory.
August 17, 2018 (Friday)	<ul style="list-style-type: none"> Workshops/meetings at the factory to explain the need of a clean and hygienic work environment. Cleaning and upkeep of water booths/taps for clean and safe drinking water. Cleaning of toilets to ensure that the toilets are odourless at the factory. 	Factory
August 18, 2018 (Saturday)	<ul style="list-style-type: none"> The concept of Swachh Bharat will be explained to internal stakeholders along with its underlying philosophy and the desired goals to be accomplished. This will be done through workshops, programmes and distribution of publicity materials. 	Factory
August 20, 2018 (Monday)	<ul style="list-style-type: none"> Cleaning of toilets to ensure that the toilets are odourless at the factory. 	Factory.
August 21, 2018 (Tuesday)	<ul style="list-style-type: none"> Campaign on Swachh Bharat. Thorough cleaning of the factory premises and its adjoining areas and distribution of publicity materials on awareness of Swachh Bharat. Cleaning and upkeep of water booths/taps for clean and safe drinking water. 	Factory.
August 22, 2018 (Wednesday)	Public Holiday	
August 23, 2018 (Thursday)	<ul style="list-style-type: none"> Random inspection of the drains in and around the factory premises. Cleaning of drains within the factory premises as well as the adjoining areas. 	Factory
August 24, 2018 (Friday)	<ul style="list-style-type: none"> Cleaning of toilets to ensure that the toilets are odourless at the factory. 	Factory.
August 25, 2018 (Saturday)	<ul style="list-style-type: none"> Application of disinfectant in and around the factory. 	Factory
August 26, 2018	Sunday	
August 27, 2018 (Monday)	<ul style="list-style-type: none"> Thorough cleaning of the driveway/ parking space at the factory of the company. 	Factory.
August 28, 2018 (Tuesday)	<ul style="list-style-type: none"> Swachhta pledge involving the local communities and campaign on awareness on cleaning and hygiene. 	Factory.
August 29, 2018 (Wednesday)	<ul style="list-style-type: none"> Thorough cleaning of staircase / reservoir / water tank at the factory of the Company. Cleaning of toilets to ensure that the toilets are odourless. 	factory
August 30, 2018 (Thursday)	<ul style="list-style-type: none"> Thorough cleaning/dusting of the files/record rooms of the factory premises. 	Factory.
August 31, 2018 (Friday)	<ul style="list-style-type: none"> Clearing of stagnant water and/or mounds of garbage in the surrounding locality / streets. 	Factory