Report of " दिल्ली को कूड़े सेआज़ादी- Swacchata Campaign"

Conducted from 01.08.2025 – 31.08.2025

Name of the Institution: **Sanjay Gandhi Memorial Hospital (SGMH), S-block Mangolpuri, Delhi**

**Date: 21.08.2025**

**Activity Conducted**: Record Room /Office cleaning-dust free pest free record weeding out of redundant records.

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| **Pest control in Medical record room** | | |
| WhatsApp Image 2025-08-22 at 12.02.57 PM.jpeg | | WhatsApp Image 2025-08-22 at 12.02.57 PM (1).jpeg |
| **Records arranged properly** | | |
| WhatsApp Image 2025-08-22 at 12.10.04 PM.jpeg | | WhatsApp Image 2025-08-22 at 12.09.47 PM.jpeg |
| **Dusting was done inside the record room** | | |
| WhatsApp Image 2025-08-22 at 12.49.51 PM.jpeg | WhatsApp Image 2025-08-22 at 12.50.27 PM.jpeg | |
| **Weeding out was done** | | |
| **WhatsApp Image 2025-08-22 at 12.36.18 PM.jpeg** | **WhatsApp Image 2025-08-22 at 12.36.19 PM.jpeg** | |

Details (50–100 words): As part of the Swacchata Campaign under the initiative “दिल्ली को कूड़े सेआज़ादी, The Medical Record Room/Office area was thoroughly cleaned to ensure a dust-free and pest-free environment. All surfaces, shelves, and storage units were cleaned and disinfected. Pest control measures were implemented to prevent infestation. A systematic weeding out of redundant and outdated records was carried out; ensuring only relevant and necessary documents remain. The space is now organized, hygienic, and compliant with record management standards.

SIGNATURE:

**H.O.O./ DMS (Admin)**

**NAME: DR.SUMITA SAHA KANWAR**