

**042-99210307**



No.E&A(P&D)25-9/2011(Part-I)  
**GOVERNMENT OF THE PUNJAB**  
**PLANNING & DEVELOPMENT DEPARTMENT**

Dated Lahore, the 31<sup>st</sup> October, 2014

To

The Secretary,  
Government of the Punjab,  
Health Department,  
Lahore.

Subject:- **DAILY REPORT DATED 31.10.2014 – ENSURING IMPLEMENTATION OF STANDARD OPERATING PROCEDURES (SOPs) & INSTRUCTIONS FOR CURBING THE MENACE OF DENGUE**

I am directed to refer to the Secretary (I&C), Government of the Punjab, S&GAD's letter No.SO (I&C) 5-13/2013, dated 04.09.2014 on the subject cited above and to submit the report pertaining to the Planning & Development Department, as under:

- (i) All offices were cleaned by the sanitation staff.
- (ii) The office building & surrounding areas have been cleaned and swept by the sanitation staff.
- (iii) Cleanliness and elimination of possible mosquito breeding sites within P&D's premises have been ensured.
- (iv) The sanitation staff has removed garbage / waste from the office and its surrounding areas.
- (v) All possible sources of water accumulation were removed from the P&D's premises.
- (vi) Banners have been displayed.

  
**SECTION OFFICER (GENERAL)**

**C.C.**

1. PS to the Secretary, P&D Department.
2. PA to D.S. (A), P&D Department.
3. Mr. Muhammad Waqas, IT Professional/Focal Person, P&D Department with the request to place the same on P&D website.