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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002.

No. F.1/51/2013/AR/ 2218-2437/C

Dated: 05/02/14

Sub: Regarding guidelines for creation of Posts under Govt. of NCT of Delhi.

Administrative Reforms Department had issued an office order of even number dated 05.06.2012 vide which all the Departments, Govt. of NCT of Delhi to adopt the guidelines mentioned in the said order while sending proposals for creation of posts so as to enable A.R. Department to make realistic assessment of the proposals. It is however observed that the departments are not following the said guidelines while sending proposals for creation of new posts. The proposals are often found to be incomplete in terms of details/documents/requisite information, justification etc. Moreover, it is noted that departments are making highly inflated demand for creation of new posts and they try to slash the demand after queries are raised by A.R. Department.

In order to get proper information and data a check list has been devised so as to ensure that the proposals sent by the departments are complete in all respects with justification for demand of each post.

All the HODs are requested to send their proposals for creation of new posts as per check list.

This issues with the prior approval of Secretary (AR)


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
Ph.011-23392422

To,

1. All Pr. Secretaries/Administrative Secretaries,
Govt. of NCT of Delhi.
2. All Heads of Department, Govt. of NCT of Delhi.

134

CHECK LIST FOR PROPOSAL RECEIVED FROM DEPARTEMNT OF GNCT OF DELHI

FOR WORK STUDY

S.NO.	Description of work	Provided (Please tick)		Details at Page No.	Remarks if any
A	ASSESSMENT OF MANPOWER				
1	Organization Chart (Existing and Proposed)	Yes	No		
2	Write up on working of department	Yes	No		
3	Category wise/sanction wise Sanctioned & Working Strength (Annexure-I)	Yes	No		
4	Staff Deployment Chart (Annexure-II)- Present and Proposed	Yes	No		
5	Posts to be created under	Plan (If Plan, copy of Plan Scheme	Non-Plan (If Non plan details of Matching saving)	Please attach separate sheet in case of need	
6	Justification of each post demanded for creation	Yes	No.	--do--	
7	Copy of norms /guidelines	Yes (if yes then supply copy of norms)	No (If No provide qualitative as well as quantitative workload)		
8	Whether the proposal has been duly vetted by the Administrative Department and got the approval of HOD.	Yes	No		
9	Any In house exercise conducted by department to identify the redundant work and also identify the posts which could easily be surrendered because of redundancy of work	Yes	No		
10	Pay scale with grade pay for each post demanded for creation	Yes	No		
11	The demand for creation in the category of post where large no. of posts are already lying vacant. Reason for not filling up the vacant post.	Yes	No		
12	Whether any step has been taken by deptt. for filling up of vacant posts.	Yes (Copy for same)	No		
13	Statement showing dates since when the post are lying vacant	Yes	No		
14	Whether the proposal carefully scrutinize with reference to prevailing norms if any.	Yes	No		
15	Whether it is feasible that proposed new posts could be handled by the existing functionary for making the post multifunctional where possible.	Yes	No		
16	Whether there is any feasibility of short term training provision for existing functionary to handle new jobs.	Yes	No		
17	Paragraph numbering of note portion and paging on correspondence side	Yes	No		
18	Copy of approval from Competent Authority	Yes	No		
19	Previous assessment files for creation of posts.	Yes	No		
20	Details of Liaison officer viz name, telephone no./mobile no. to liaison with the study team				

12/c

S.NO.	Description of work	Provided (Please tick)		Details at Page No.	Remarks if any
B	Addl. Information for Assessment of posts for Hospitals.				
1	Month wise/Discipline wise no. of OPD (old+new) attendance for the last two years.	Yes	No		
2	Month wise/Discipline wise no. of IPD admissions in the hospital for the last two years.	Yes	No		
3	No. of Major/Minor operations conducted during the last 2 years	Yes	No		
4	No. of lab tests/radiological test conducted during the last 2 years	Yes	NO		
C	Addl. Information for Assessment of Posts in Colleges under GNCT of Delhi.				
1	Details of under graduate/P.G. Programme being conducted in the college.	Yes	No		
2	Discipline wise total no. of student intake per year				
3	Student teacher ratio (copy of norms)	Yes	NO		
D	ADDL. INFORMATION IN CASE OF ASSESSMENT OF SWEEPER/FARASH ETC.				
1	Assessment of sweep able area- place furnish information in Annexure- <u>II</u> duly verified from J.E. of concerned PWD Section	Yes	No.		
E	FOR ASSESSMENT OF DRIVERS				
1	No. of vehicle in position (other than condemnable) with Regn. NO., Make, Model, Capacity, Total Mileage covered, likely date of condemnation, officer to whom attached, normal operating timings and Average mileage per day.	Yes	No.		
F	ADDL. INFORMATION IN CASE OF ASSESSMENT OF CHOWKIDAR/GUARD				
1	List of duty Roaster indicating duty hours/shift	Yes	No.		
2	Number of persons deployed per shift, justification if more than one person per shift	Yes	No		
3	Approximate cost of Assests (Capital and non-capital)	Yes	No		
4	Information consisting of each building/office location separately	Yes	No		
5	Details of exit and entry points	Yes	No.		
6	Bio-metric attendance system	Yes	No		
7	CCTV System installed	Yes	No		
8	Baggage scanner installed	Yes	No		
9	Frisking arrangements/metal detector installed	Yes	NO		

Signature
 Name of Liaison Officer:
 Designation
 Telephone No./Mobile NO.

Annexure-I

STAFF STRENGTH CATEGORY-WISE FOR ORGANIZATION AS A WHOLE

Office of the _____ Position as on _____

S. No.	Nomenclature of post	Scale of pay	Sanctioned strength	No. & Date of sanction letter	Working Strength	No. of Vacancies	Date of Vacancies	Additional posts required	Remarks
1	2	3	4	5	6	7	8	9	10

5/c

STATEMENT SHOWING STAFF STRENGTH SECTION/BRANCH WISE

Office of the _____ Position as on _____

Name of the Section/Branch _____ Position as on _____

Nomenclature of post	No. of sanctioned/allotted posts	No. of functionaries in position	Source from which additional hands, if any, have been provided	Date of occurrence of vacancies	Addl. posts required over & above the sanctioned/allocated strength	*Justification for additional posts required (attach a separate sheet, if required)
1	2	3	4	5	6	7

Signature of Branch Officer

Name of the Department/Institution

Details of area to be swept at regular intervals

S.No.	Details of identified areas	Minimum Frequency at which cleaning is to be done	Area in Sq. Meters (duly verified by JE)	Remarks
A. General Offices/School Rooms/Lecture Rooms etc.				
(a)	Office Rooms/Class Room/Lecture Hall	Once per day		
(b)	Committee Room	Once per day		
(c)	Reception Room	Thrice per day		
(d)	Record Room/ Stationery Room	Once per week		
(e)	Hostels	Once per day		
(f)	Labs/Workshops of Educational Institutions	Once per day		
II. Varandah/Stair Case etc.				
(a)	Varandah	Twice per day		
(b)	Stair case	Twice per day		
(c)				
III. Open Space				
(a)	Roads	Once per day		
(b)	Court Yards	Twice per week		
(c)	Garages	Once per week		
(d)				
IV. Other Areas				
(a)	Lawn	Once per week		
(b)	Playground	Once per week		
(c)				
V. Walls with tile work				
(a)	Varandah, where wall tiles are installed	Once per day		
(b)	Rooms, where wall tiles are installed	Once per fortnight		
(c)	Glass walls/window pans	Once per fortnight ✓		

B. Items to be swept regularly

S.No.	Details of item	Minimum frequency at which to be cleaned	No. of items	Remarks
1.	Latrines/Bathroom	Thrice per day		
2.	Urinal Pots	Thrice per day		
3.	Mirrors/Wash Basin	Once per day		
4.	Other Articles	Once per day		

Note:-

1. The area should be got measured from the J.E.s of PWD.
2. For assessment of manpower requirement the area will be multiplied by the frequency at which cleanliness is to be done and then divided by norms fixed by SIU for each item.
3. The frequency could be changed under compelling circumstances with due justification with the approval of HOD.
4. Some Skelton staff should be available for emergent cleaning ever after 3 PM.
5. Strict supervision and control should be kept over the staff deployed by contractor

II. Medical Block: Item to be swept at various intervals.

S.No.	Details of items	Minimum frequency at which to be cleaned	No. of item	Remarks
I.	Casualty/Emergency/Trauma	Thrice per shift during day shift; Twice per shift during evening shift; Twice per shift during night shift;		
II.	ICU	Twice per shift in each of 3 shifts		
III.	Registration Block/ OPD Block/ Pharmacy/ Dressing room and other rooms having one shift operation such as Labs./Radiography etc.	Twice per shift during day shift		
IV.	Wards	Thrice per shift during day shift; Twice per shift during evening; Twice per shift during night;		
V.	Burns Ward	As per actual requirement		
VI.	OTs	Twice per shift per day as per number of shifts operated in OT.		
VII.	Units providing round the clock services like Labs/Blood Bank etc.	Twice per shift per day in each of the 3 shifts		
VIII.	Hostels and its verandah/ Stair Case/Lift etc.	Once per day		
IX.	Kitchen	Twice per shift (for two shifts)		

B. Item to be regularly swept in Hospital

S.No.	Details of items	Minimum Frequency at which to be cleaned	No. of item	Remarks
1.	Latrines/Bathroom	Thrice per shift		
2.	Urinals Pots	Thrice per shift		
3.	Mirrors/Wash Basin	Once per day		
4.	Other Articles	Once per day		

Note:

1. The area should be got measured from the JEs of PWD.
2. For assessment of manpower requirement the area will be multiplied by the frequency at which cleanliness is to be done and then divided by norms fixed by SIU for each item.
3. The frequency could be changed under compelling circumstances with due justification with the approval of HOD.
4. Some Skelton staff should be available for emergency cleaning
5. Strict supervision and control should be kept over the staff deployed by contractor.

Name of the Hospital/Medical Institution

Details of area to be swept at regular intervals:

S.No.	Details of identified areas	Minimum Frequency at which cleaning is to be done	Area in Sq. Meters (duly verified by JE)	Remarks
I. Administrative and Academic Block				
A.	General Offices/Rooms/Lecture Rooms etc.			
I. (a)	Office Rooms/Class Room/Lecture Hall	Once per day		
(b)	Committee Rooms	Once per day		
(c)	Reception Room	Thrice per day		
(d)	Record room/Stationery Room	Once per week		
(e)	Hostels	Once per day		
(f)	Labs./Workshops of Education institutions	Once per day		
II. Varandah/Stair case etc.				
(a)	Varandah	Twice per day		
(b)	Stair case	Twice per day		
III. Open Space				
(a)	Roads	Once per day		
(b)	Court yards	Twice per week		
(c)	Garages	Once per week		
(d)				
IV. Other Areas				
(a)	Lawn	Once per day		
(b)	Playground	Once per week		
(c)				
V. Walls having tile work				
(a)	Varandah, where wall tiles are installed	Once per day		
(b)	Rooms, where wall tiles are installed	Once per fortnight		
(c)	Glass walls/window pans	Once per fortnight		

Items to be swept regularly

S.No.	Details of Items	Minimum frequency at which to be cleaned	No. of Item	Remarks
1.	Latrines/Bathroom	Thrice per day		
2.	Urinal Pots	Thrice per day		
3.	Mirrors/Wash Basin	Once per day		
4.	Other Articles	Once per day		