GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI DEPARTEMENT OF SOCIAL WELFARE GLNS COMPLEX NEW DELHI (CARE TAKING BRANCH)

F.No. 71(144)/DSW/CTB/security & sanitation workers in district offices/21-22/

0 2 FEB 2022

To,

All District Social Welfare Officer (DSWOs) Department of Social Welfare

Sub:- Regarding deployment of Sanitation Worker and Security Guards.

Sir,

During the review meeting chaired by Joint Director (SW), on 01.02.2022, it has been decided that requisite Security Gurads and Sanitation workers may be deployed in the District Offices where there is no any security and sanitation workers are available, such District Officers will send the requisition for the same to Caretaking Branch (HQ) for further processing the matter.

In this regard, it is requested, to provide the measurement of area of your district offices in the prescribed enclosed performa of AR department duly signed by the Junior engineer PWD for assessment of sanitation workers, and also sanctioned strength of Chowkidar in district offices for engagement of Security guards to the undersigned as soon as possible, so that the process of the deployment of sanitation worker and security guards may be initiated.

Department of Social Welfare

F.No. 71(144)/DSW/CTB/security & sanitation workers in district offices/21-22/ 20474 Dated

255/00

Copy to:-

0 2 FEB 2022

- PA to Special Secretary cum Director (SW), GLNS Complex, Delhi Gate, Delhi-110002
- 2. PA to Joint Director (SW), GLNS Complex, Delhi Gate, Delhi-110002

3. All Distrtict Officers, DSW

A. Computer cell- with a request to uplode the same on department website.

Dy. Director (CTB)

Department of Social Welfare

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT

7" LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI

No. F- 4/20108/ARIO 81 - 1089 IC

Dated: /6 / 0 / /0 9

OFFICE ORDER

In pursuance of Cabinat Decision No. 1425 dated 23:07.2008, it has been decided that the respective Heads of the Departments need to ensure that proper sanitation arrangements are made for deanliness of various Departments; Institutions and Organizations. While inviting tenders for hiring the services of a contractor for outsourcing sanitation services, it needs to be ensured that requirement of Safat Karamoharis is assessed in accordance with SIU Norms fixed for the number (outsourcing). for the purpose (Annexure-I). It should also be ensured that the offices/institutions are cleaned as per frequency indicated in Annexure-II and Annexure-III. While working out the areas for sahitation it should be ensured that actual measurements. are taken by a responsible officer of PWD and categorized under different nomenclatures as defined in the SIU Norms such as Rooms, Varandah, Staircass, open area, Latrines and Washbasins etc.

- The Departments should assess the manpower requirement by applying the norms fixed by SIU, and arrive at the minimum number of Safat Karamcharls which norms fixed by SIU, and arrive at the minimum number of Safat Karamonaris which need to be deployed for the purpose by the contractor, after deducting the manpower of Safat Karamonaris available with the department on regular basis such as Sweeper, Sweeper-cum-Farash, Sweeper-cum-Chowkidar etc. As per the Gabinet decision, in case any tenderer attempts at Human Resource saving to the extent of 20% of the projected manpower requirements, the same may be permitted as an incentive to the service provider but so ling sought beyond 20% would be considered as exploitation of the contract worker. In case any tenderer suggests deployment of less manpower than the assessment made by the Department, after accounting for 20% saving on an efforts, the same may be considered as a disqualification.
 - All the departments/organizations are requested to assess their manpower. requirement of Safai Karamchans before inviting bids and ensure that the tenderers who are found technically qualified, must provide the manpower in accordance with the norms (Annexure-I). In case any of the tenderer suggests provision of lesser staff in the technical bid submitted by him, it would be treated as exploitation of contract workers and his financial bid shall not be opened.
 - It is further requested that the HODs should develop proper mechanism for ensuring that sanitation work is carried out as per frequency fixed in (Annexure-II,iII) and minimum standards of sanitation are maintained. A daily worksheet for monitoring sanitation workshould be mail ained for each Floor/Block and it should be counter checked by Supervisor/Care Taking Staff regularly.

 The Model NITs already disculated vide No. F-4/20/AR/08/5409-5519/C dated
 25-08-2008 are being modified. However, the HOD's may use those templates by carrying out suitable modifications wherever called for,

> (NARESH KUMAR) ASSISTANT DIRECTOR (AR)

1. All Pr. Secretaries/ Secretaries

2. All HODs

No. F. 4/20/08/ARV 48/-/686 16

Copy to:

1. Principal Secretary to L.G./G.M.

Secretaries to Ministers.

3. Staff Officer to Chief Secretary

INAFIESH KUM ASSISTANT DIRECTOR (A

Horme	mes, west-basins am per day if the number of filmes per day	6 minutes Per G.O. & 1 minutes and 45 seconds per other staff excluding Class N. V. Class Of the Control of the
	2,413 344 EL) (26,000 Sq. RL) (50,000 Sq. RL) (700,000 Sq. RL)	
B7-SIU north of Safai Karamcharis and Farashes no to be taken note of for applying the norms of Safai Safai dally coors which is swept dally coors which is not safar dally coors which is not safar dally	The intervals at which the area at the intervals at which the area of the verandars are deaned daily (but the area of the sieps of stancases) and the interval at which exchange the mean of the sieps of stancases) and the interval at which is sweek daily and the roads etc. which is not sweet daily area of the roads etc. which is not sweet daily the area of the roads etc. which is not sweet daily. The area in Sq. P. of the open speces. The area in Sq. P. of the open speces. The area in Sq. P. of the open speces. The number of latines are deaned in a year. The number of latines etc. The number of west thesis.	Stearing fauries, passages etc. attackes contained 3. The folal number of person with the same passages etc. and other articles contained 4. The folal number of person with a same and other articles accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Office final part of the Gazetted Officers accommodated in the Officers accommodated
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Enclosure to O.M. No. E. 50(33) W. Norm's for assessing the street Consideration Consideration and rooms 1. Area of the server	200 年 20 10 10 10 10 10 10 10 10 10 10 10 10 10	files furniture, doors if Street supplies
Jobs Engle	Sweeping office moints including reception rooms 3, stationary rooms, controlling and swabbing etc. of tel. etc. sweeping, weshing, scrubbing and swabbing etc. of tel. Sweeping, weshing, scrubbing and swabbing etc. of the articles lying tierein such as solutions, fre-lighting the articles lying tierein such as solutions, fre-lighting articles lying tierein such as solutions, fre-lighting the articles lying tierein such as solutions, fre-lighting articles lying tierein such as solutions, play-grounds etc. 1. Sweeping open spaces like lawns, play-grounds etc. 1. Cleaning open spaces like lawns, play-grounds etc. 1. Sweeping open spaces like lawns, play-grounds etc. 1.	cleaning launtees passages etc attackes contained of sessing rooms passages etc attackes contained mirrors, dressing tables, and other strickes contained fraction and cleaning the office funiture, doors vindews getc.
	Sweeping office rooms including stationery rooms, committee rooms, efficiency rooms, committee rooms, sweeping, washing, combing and sweeping, washing liferein such as splitting and experience, like mads, coc. Sweeping open spaces like mads, coet. Cleaning open spaces like lawns, clearing pages of the clearing open spaces like lawns, clearing pages of the clearing open spaces like lawns, clearing pages.	Clearing lauther dressing froms. Programme Chessing from the chess

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ame 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
	Seneral Offices/School s/Lecture Rooms etc.	(4), 22 (5)) (1) (1)		
(a)	Office Rooms/Class	Salar Sa	F 674 - 136 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130 - 130	
	Room/Lecture/Hall	Once per day	Section 2 Control of C	
(b)	Committee Room	Once per day	Per all sales of the life	edeler av delt.
(¢)	Reception Room	Thrice per day	Barrier and Barrier and American State of the Company of the Compa	的 种的对象
(d)	Record Room/ Stationery Room	Once per week		
(e)	Hostels	Once per day	the section of the	Cara-
(f)	Labs/Workshops of Educational Institutions	Once perday	3135 (7)	
II. Var	andahi/Stair Case etc.	Table 1		
(a) ·	Varandah	Twice per day	a distribution of the control of the	a contract to a large
(b)	Stair case	Twice per day		
(0)		Signature and the second secon	A Thirties was to be a	
	oen Space	A service of the serv	The state of	
(a)	Roads	Once per day	The second secon	
(b)	Court Yards	Twice per week	rd. To be Finding to	
(c)	Garages	Once perweek	Property and the	
(d)	The second second	Lines Wiles	Transaction of the	
the second second	ther Areas	An steer and for the steer and	The Color Salve.	
(a)	Lawn	Once per week	Part that his pa	BOZW A
(b)	Playground	Once per week	E NOTE AND ADDRESS.	1 July Christ March
(c)		Commence of the second		al same Abia?
	alls with tile work			
(a)	Varandah, where wall the are installed	Once per day		
(6)	Rooms, where wall tiles are installed	Once per fortnight		AND THE STATE OF T
(c)	Glass walls/window pans	Once per formight	TO A STEEL OF THE PROPERTY OF THE PERSON	

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

Note:-

The area should be get measured from the U.E.s of PWD.
 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.
 The frequency could be changed under compoling circumstances with due justification with the approval of HOD.
 Some Skelton staff should be available for emergent cleaning ever after 3 PM.

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1	-	. (
-	4.1.	2

Annexure-III

(A)

Name of the Hospitel/Medical Institution

Details of area to be swept at regular intervals:

3.No.	Details of identified areas	Frequency at	Area in Sq. Meters (duly verified by JE)	Remark		T
. Adr	ninistrative and Academic	Account Company of the Company of th	Mary Mary			1
Block A.	General Offices/Rooms/	enter de la companya				_
All the section in	e Rooms etc.	wagen a				
i. (a)	Office Rooms/Class Room/Lecture Hall	Once per day		To the second		
(b)	Committee Rooms	Once per day	e residente de la completa esta consequencia de la completa en la		Parties and the second	
(c)	Reception Room	Thrice per day	The second secon		20 53 1 4 4 4 6 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
(g)	Record room/Stationery	Office per week	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
(e)	Hostels	Once per day		True Til	dr.	1
·(f)	Labs Workshops of Education Institutions	Once per day				•
		And the second s	The state of the s			
Mar.		Spirite State Committee				
	randah/Stair case etc.	100 Table 1				***
(a)	Varandah	Twice per day			4	10
(p)	Stair case	Twice per day				613
III. O	ر ما در المحمد المح المحمد المحمد المحم		100 A 100 M			
(a)	pen Space Roads	Once per day	200 mm 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1	-
(b)	Countyains	Twice per week	A Court of the same for the same of the sa	100		
(c)	Garages	Once per week	A South Commence of the Commen	THE MELTING AND ADDRESS OF THE PARTY OF THE		afair Tar
(d)	The state of the s	The Water and the Control of the Con				
	Other Areas		And the second of the second o			101
(a)	Lawn	Once per day	100000000000000000000000000000000000000		Carried Control	
(b)	Playground	Once per week				
(c)			The state of the s			
	Valls having tie work	Section of a second				
(a)	are installed	4 - 10 - 27 - 10	D. A. C. A.			
(b)	Rooms, where wall tiles are installed		Trans. 12 has			
(c)	Glass walls/window pans	de incour Enformiel	t i	NAC CONTRACTOR		10

Items to be swept regularly

RNA	Details of Items	Minimum	No. of Item	Remarks
		frequency at	The second section of the second seco	
		which to be		
Marin Land		cleaned	First Philippin Committee	The state of the s
1.	Latrines/Bathroom	Thrice per day	Section of	Mes to the state of
2,	Urinal Pots	A Thirlice per day	all a grant folder (day) of the control of the cont	
2.	Minore/Wash Basin	Once per day	from the foreign (F. Spanish from P. Spanish f	A STATE OF S
4.	Other Articles	Once per day		

i.No.		Minimum frequency at Which to be cleaned	No. of item	Romarks
	Casualty/Emergency/ Trauma	Trinice per shifts during day shift; Twice per shift during evening shift; Twice per shift during night shift;	The state of the last	
Π.	lou	Twice per shift in each of 3 shifts	And the second of the second o	Fig. (a)
	Registration Block/ OPD Block/ Pharmacy/ Dressing foom and other rooms having one shift operation such as Labs/Radiography etc.		1	
V.	Wards	Thrice per shift during day shift; Twice per shift during evening; Twice per shift during night;		
	Burns Ward	As per actua requirement	may system that it is a second state of the se	
VI.	Olis	Tiwice per shift per day as pe number of shift. operated in OT.	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
VII	Units providing round the clock services like Laba/Blood Bank etc.	per day in each c the 3 shifts		
VIII	Hostels and its varandah. Stair Case/Lift etc.	// Once per day		
IX	Kitchen	Twice per shi (for two shifts)		

Item to be regularly ewept in Hospital

S.No.	Details of items		a, of item	Remarks
1000		Frequency at	1	
		which to be control of the control o		
1,	Latrines/Bathroom	Thrice per shift	AV. 1 Page 10 ASS Transfer	
2.	Urinals Pots	Thrice per shift		
3.	Mirrors/Wash Bash	Once per day	The state of the s	
4.	Other Articles	Once per day	Land Called Au	

- The area should be get measured from the JEs of PWD.

 For assessment of manpower regulament the area will be multiplied by the frequency at which cleanliness is to be done and then divided by froms fixed by SIU for each item.
- The frequency could be changed under compelling circumstances with due justification with the approval of HOD.

 Some Skelton staff should be available for emergency cleaning.

 Strict supervision and control should be kept over the staff deployed by contractor.