

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

No.F.1/06/2012/AR/5686-5845/L

Dated: 5/6/12

OFFICE ORDER

It has been observed that proposals for creation of new posts being sent by various departments contain highly inflated demand for new posts and administrative department routinely slash the demand based on queries from A.R. Department. The proposals do not reflect whether these posts are to be created on the plan side or non-plan and whether these are covered under plan-scheme? Proper justification for creation of new posts is found to be wanting. This creates a lot of problem in making realistic assessment of the posts by A.R. Department and the files have to be returned time and again for getting basic data and supportive documents. With a view to streamline the above, the following guidelines may please be adopted by the administrative department before sending the proposals to A.R. Department:

1. All proposals should be sent to the A.R. Department clearly specifying whether these posts are to be created on plan side or non-plan side. In case the proposals are to be created under plan scheme, a copy of the plan scheme should be attached in the file. Matching savings may please be shown in case the proposed posts are to be created under Non-plan.
2. The justification for each new post should be provided along with copies of norms/guidelines, if any on the subject.
3. Where no guidelines or norms are available, the department should give a justification based on realistic workload likely to be handled by the incumbents.
4. Each file may be sent to A.R. Department only after approval of administrative Pr.Secretary/Secretary concerned.
5. The Administrative Department should also conduct an in-house exercise to identify the redundant work which is no more required to be performed by them. They should also identify the posts which could easily be surrendered because of redundancy of work.
6. Proper / approved pay scales in full with pay band and grade pay for each post to be created should be mentioned.
7. The demand for creation of new posts in a category where there is already a large number of vacancy, need not be sent to A.R. Department as it would be difficult for the A.R. Department to recommend more posts in that category, when the existing posts are already lying vacant.
8. The Administrative Department should carefully scrutinize the demand vis-à-vis workload with reference to prevailing norms, if any. In case, new posts are not specified under the norms full justification with its job description be provided.

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9. It should also be scrutinized if the work of the proposed new posts could be handled by the existing functionary/functionaries, so that posts could be made multifunctional wherever possible.
10. The feasibility of introducing short term training for existing functionary to handle new jobs should also be explored.
11. The following basic information should be sent with each proposal:
 - a) Organization Chart (Existing and proposed).
 - b) Write up on working of department, its various units/field offices etc.
 - c) Sanctioned & working strength in Annexure-I for organization as a whole.
 - In case there is any diversion of staff/mal-adjustments then period since when the arrangement exists may be indicated with reasons therefore.
 - Impact of such mal-adjustment/diversion may also be spelt out.
 - d) Staff Deployment Chart in respect of working strength unit/Branch wise (Annexure-II).
 - e) For Assessment of sweepable area-please furnish information in Annexure VIII for each building/place separately.
 - f) For Assessment of Drivers – No. of vehicles in position (other than condemnable) may be indicated 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.
 - g) For Chowkidar/Guard duty (A list of duty roster may be provided indicating duty hours of each individual/shift timings). Number of persons deployed per shift, justification for more than one person per shift, if so deployed. Approximate cost of Assets (capital and non-capital separately). This information may be prepared for each building/office location separately.

All the HODs are requested to send their proposals for creation of new posts accordingly. It is reiterated that administrative Secretaries/HODs may ensure that highly exaggerated/inflated requirements are not projected to avoid delay in approval by the A.R. Department.

This issues with the approval of Pr. Secretary (AR).


(Dr. K.B. RAI)
ADVISOR (AR)

To,

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

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

Annexure-II

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.				
I(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		

Notes:-

- The area should be got measured from the J.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 compelling circumstances with due justification with the approval of HOD.
- Some Skelton staff should be available for emergent cleaning ever after 3 PM.
- 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		

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 varandah/ 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.