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

No. F- 4/20/08/AR/981-1080 IC

Dated: 16/01/09

**OFFICE ORDER**

In pursuance of Cabinet 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 cleanliness 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 Safai Karamcharis is assessed in accordance with SIU Norms fixed 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 sanitation 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, Staircase, open area, Latrines and Washbasins etc.

2. The Departments should assess the manpower requirement by applying the norms fixed by SIU, and arrive at the minimum number of Safai Karamcharis which need to be deployed for the purpose by the contractor, after deducting the manpower of Safai Karamcharis available with the department on regular basis such as Sweeper, Sweeper-cum-Farash, Sweeper-cum-Chowkidar etc. As per the Cabinet 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 saving 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.

3. All the departments/organizations are requested to assess their manpower requirement of Safai Karamcharis 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.

4. 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 work should be maintained for each Floor/Block and it should be counter checked by Supervisor/Care Taking Staff regularly.

5. The Model NITs already circulated vide No. F-4/20/AR/08/5409-5519/C dated 25-06-2008 are being modified. However, the HOD's may use those templates by carrying out suitable modifications wherever called for.

(NARESH KUMAR)  
ASSISTANT DIRECTOR (AR)

To

1. All Pr. Secretaries/ Secretaries
2. All HODs

No. F- 4/20/08/AR/981-1080 IC

Dated: 16/01/09

Copy to:

1. Principal Secretary to L.G./C.M.
2. Secretaries to Ministers.
3. Staff Officer to Chief Secretary

(NARESH KUMAR)  
ASSISTANT DIRECTOR (AR)

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
<b>A. General Offices/School Rooms/Lecture Rooms etc.</b>				
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		
<b>II. Varandah/Stair Case etc.</b>				
(a)	Varandah	Twice per day		
(b)	Stair case	Twice per day		
(c)				
<b>III. Open Space</b>				
(a)	Roads	Once per day		
(b)	Court Yards	Twice per week		
(c)	Garages	Once per week		
(d)				
<b>IV. Other Areas</b>				
(a)	Lawn	Once per week		
(b)	Playground	Once per week		
(c)				
<b>V. Walls with tile work</b>				
(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.