

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION; CARE TAKING BRANCH**  
**ROOM NO: - 256, OLD SECTT.DELHI-I 10054**

F.I/CTB/430/15-16/673

Date:- 06/05/2016

**CIRCULAR**

**Sub: Directions to furnish the Certificate in r/o performance of the sanitation agency.**

It has come to the notice of the Department during the processing of first bill of the sanitation agencies that some Schools/offices have not furnished certificate in any form in respect of Sanitation & Housekeeping Services given by the agency concerned due to which it could not be decided whether the services of the concerned agency is upto the mark.

It is also mentioned here that as per decision taken in the meeting dated 17.12.2015 the agency was given some breathing time to the service providers to cope up with the initial situation. Now, the grace period is over.

Now to process the forthcoming bills the report of service is required from all concerned HOS/incharge of designated locations.

Therefore, all the HOSs/stadia/office incharges are hereby asked to furnish their report in the given format to the agency latest by date 23<sup>rd</sup> day of every month.

Further, the material for cleaning will be utilized by the agency as per requirement only. The non consumable items will be provided on one time basis. The agency is liable to provide new or repaired non-consumable items as and when such situations arise.



Further all the incharge of designated locations may note that non-receipt of report within three days of communication of billing cycle will be deemed that the agency is providing services as per satisfaction and the payment to the agency will be processed and disbursed as it involves payment of wages to the sanitation workers.

This issues with the prior approval of Competent Authority.



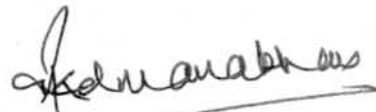
**(A.B. CHAKRABORTY)**  
**DY. DIRECTOR OF EDUCATION**

**(CTB)F.I/CTB/430/15-16/673**

**Date:- 06/05/2016**

Copy for information & Necessary action to:-

1. P.S. to Pr. Secretary (Education)
2. P.S. to Director (Education)
3. P.A. Spl. Director (C.T.B).
4. The DDE all Districts
5. HOS of all schools under Dte. of Education, GNCTD
- ✓ 6. The O.S (IT) with the direction to upload the same on the link of sanitation of website of this Directorate.
7. All sanitation ageicies.
8. Guard File.



**(K. PADMANABHAN)**  
**SUPERINTENDENT (C.T.B)**

