

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: CARE TAKING BRANCH
OLD SECRETARIAT, DELHI-110054

No. F1/115/CTB/2013-14/2066

Dated: 12/02/2019

CIRCULAR

Sub: - Sanitation & Housekeeping Services in Govt. Schools- Reg.

This has a reference to the circulars/orders issued earlier in respect of sanitation & cleanliness in Govt. Schools under Directorate of Education. Despite directions issued earlier time to time, it has been observed that some Govt. Schools are not being sanitized as per standards despite deployment of adequate sanitation workers. The matter has been taken very seriously by this Directorate.

Therefore, all HOSs /Estate Managers are hereby directed to ensure that the school premises are cleaned exactly as per terms of contract. The HOS /Estate Managers shall ensure the optimum utilization of deployed manpower. It shall be ensured that the outsourced sanitation workers perform their duties 08 hours daily regularly.

It is seen that the sanitation workers deployed in evening shift don't get sufficient time to do cleaning etc. as only 30 minute window is available to the school for cleaning, which also gets utilized in departure of girl students & arrival of boy students. Under such circumstances, processing of the resources of schools in both the shifts i.e. Sanitation worker & material is essential for optimal utilization of resources & proper cleaning of schools. Therefore, in respect of double shift schools; HOSs/Estate Managers of both the shifts shall ensure that each sanitation worker perform 08 hours duty every working day. The regular duties (08 hours per day) of sanitation workers and sanitation material shall be ensured by way of pooling of workers deployed in both shifts.

Further, all HOSs/Estate Managers shall also ensure that cleaning machines provided by concerned sanitation services providing agency is functioning and being used regularly by well trained worker(s). For this purpose, the agency concerned may be asked to arrange training to their deployed sanitation worker(s).

Further, in case the sanitation agency is not performing their work properly or not providing the consumables items as per terms & conditions of tender documents, the appropriate penalty be proposed against the sanitation agency by the HOS concerned. The penalty proposed shall be finalized by concerned Zonal DDEs.

Any laxity in supervision of the same will lead to strict action against concerned HOS / Estate Manager.

This issues with the prior approval of the Competent Authority.


(RAVINDER KUMAR)
OSD (CTB)

No. F1/115/CTB/2013-14/ 2066

Dated: 12/02/2014

Copy for necessary action to:-

1. All District DDEs.
2. All Zonal DDEs.
3. All HOSs through Zonal DDE.
4. All Sanitation Agencies (Cluster-A, B, C & D) with the direction to furnish standard cleaning as per terms & conditions of the Contract.
- ✓ 5. OS (IT) for uploading this circular on website of this Directorate.
6. Guard File.


(RAVINDER KUMAR)
OSD (CTB)