

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.

*(Signature)*  
16/01/09  
(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

*(Signature)*  
16/01/09  
(NARESH KUMAR)  
ASSISTANT DIRECTOR (AR)

Enclosure to O.M. No. F.50(33)/87-SIU

Dated 22-09-1989

Norms for assessing the strength of Safai Karamcharis and Farashes

No.	Jobs	Considerations to be taken note of for applying the norms	Proposed Norms
1.	2.	3.	4.
	Sweeping office rooms including record rooms stationery rooms, Committee rooms, reception rooms etc.	<ol style="list-style-type: none"> <li>1. Area of the rooms which is swept daily</li> <li>2. Area of the rooms which is not swept daily</li> <li>3. The intervals at which the area at (2) above is swept</li> </ol>	<p>1,025 Sq. Mtrs..</p> <p>(11,000 Sq. Ft.)</p>
	Sweeping, washing, scrubbing and swabbing etc. of the verandahs, vestibules and stair-cases and cleaning the articles lying therein such as spittoons, fire-fighting equipment etc.	<ol style="list-style-type: none"> <li>1. The area in Sq. Ft. of the Verandahs etc. cleaned daily (but excluding the area of the steps of staircases)</li> <li>2. Area which is cleaned occasionally and the interval at which it is cleaned</li> </ol>	<p>2,415 Sq. Mtrs.</p> <p>(26,000 Sq. Ft.)</p>
	Sweeping open spaces like roads, courtyards, garages etc.	<ol style="list-style-type: none"> <li>1. Area of the roads etc. which is swept daily</li> <li>2. Area of the roads etc. which is not swept daily</li> <li>3. The interval at which the area at (2) above is swept</li> </ol>	<p>5,575 Sq. Mtrs.</p> <p>(60,000 Sq. Ft.)</p>
	Cleaning open spaces like lawns, play-grounds etc. swept extensively but which are kept clean by picking paper-bits etc. and by partial sweeping, where necessary.	<ol style="list-style-type: none"> <li>1. The area in Sq. Ft. of the open spaces</li> <li>2. How often they are cleaned in a year</li> </ol>	<p>18,585 Sq. Mtrs.</p> <p>(200,000 Sq. Ft.)</p>
	Cleaning latrines, bathrooms, urinals etc. including the dressing rooms, passages etc. attached thereto and mirrors, dressing tables, and other articles contained therein	<ol style="list-style-type: none"> <li>1. The number of latrines</li> <li>2. The number of wash-basins</li> <li>3. The number of urinals</li> <li>4. The total number of person who use the latrines etc.</li> </ol>	80 items (i.e. latrines, wash-basins and urinals) per man per day if the number of items cleaning 3-4 times per day
	<b><u>FARASH</u></b> Dusting and cleaning the office furniture, doors, windows etc.	<ol style="list-style-type: none"> <li>1. Strength of the Gazetted Officers accommodated in the Office Building.</li> <li>2. Strength of other staff excluding the staff who are not supplied any substantial furniture e.g. class IV staff.</li> </ol>	5 minutes Per G.O. & 1 minutes and 45 seconds per other staff excluding Class IV.

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:-**

- 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
<b>I. Administrative and Academic Block</b>				
<b>A. General Offices/Rooms/Lecture Rooms etc.</b>				
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		
<b>II. Varandah/Stair case etc.</b>				
(a)	Varandah	Twice per day		
(b)	Stair case	Twice per day		
<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 day		
(b)	Playground	Once per week		
(c)				
<b>V. Walls having 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		

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.