CIRCULAR

Sub: Stop-Gap arrangement for sanitation in Govt. schools.

In continuation of circular dated 05-04-2013 the following norms are hereby circulated for further necessary action:-

1. The HOS of those schools where the sanitation agency does not do the sanitation work properly, may hire sanitation workers on daily wages basis and make deductions from the payment due to the concerned sanitation service agency in accordance with the clause -agreement.

2. The hiring order should be generated on MIS - School plant - Entry form - sanitation - ID generation form- click for sanitation worker hiring letter / relieving letter.

3. The sanitation staff hired by the HOS concerned should be paid the prescribed minimum daily wages @ Rs.311/- per day subject to revision by Labour Department, GNCT of Delhi from time to time.

4. The required material for sanitation will be procured from the open market as per rules, and paid from the VKS funds. All codal formalities as per GFRs should be ensured by the HOS concerned.

5. In past cases, where no payment has been made as yet and also in present cases bills supported by the Hiring Letter generated through online module, Sanction Order under sanitation head, Attendance Certificate issued by HOS for hiring of sanitation worker should be submitted to concerned PAO for payment.

6. It must be ensured that payments are made in respect of sanitation worker for the days for which he/she has actually performed his/her duties.

7. The hiring of sanitation workers should be barest minimum.

8. Sanitation workers can be hired in only those schools where the sanitation work has been outsourced and not where regular Safai Karamcharies are available.

9. Economy should be observed in purchase of required material of sanitation.

10. Person hired for sanitation should be asked to submit proof of his / her name, Father’s name, address like adhar card, voter ID, Ration Card or any other document issued by any Govt. Department.

11. Sanitation committee in each school should be constituted which shall on each day record a certificate to the effect that sanitation of the school has been checked and found the same to be satisfactory. The committee members should be rotated every fortnight.

12. DEO/EO/DDE concerned should also conduct surprise visit of the school concerned and record certificate of satisfactory sanitation service at the school concerned.

13. It should be ensured by the HOS that value of work done is commensurate with the actual expenditure.

14. The hiring is purely on emergent temporarily basis and no claim for regular appointment will be entertained.

15. Strict punctuality of hired sanitation staff must be ensured by each HOS.
16. No advance payment shall be made.
17. In girls schools, only female sanitation workers should be hired.
18. Any lapses found in the sanitary conditions of the school, the HOS shall be held personally responsible.

It is also ordered that all the penalties liable to be imposed on the private sanitation agency, which has been doing sanitation of the school will be deducted from the bills of sanitation agency concerned without fail.

Further hard copy of details of deduction as result of penalty imposed by HOS concerned on sanitation agency in terms of the agreements should also furnished to this office from time to time.

This issues with the prior approval of Competent Authority.

Encl. Annexure - A

No. F.1/115/CTB/Sanitation/11-12/ Dated:

Copy to:
1. PS to Prl. Secretary (Education), Old Sectt., Delhi.
2. PS to Director of Education.
3. Dy. Controller of Accounts, PAO GNCT of Delhi for information & further directions to PAOs.
4. All DDE’s concerned.
5. All HOS concerned
6. OS(IT) with the request to upload the same on the sanitation & Security Services website of the Department.

Dy. EDUCATION OFFICER (CTB)
Name of school
School ID No.
Letter for Hiring of sanitation worker

Mr/Mrs. _______________ is hereby hired as sanitation worker on daily wages purely on emergent and temporary basis in (school name) ______________ on the following terms and conditions:-

1. The hiring is to meet the temporary stop gap arrangement for sanitation of the school.
2. The term of the hiring is purely on emergent basis.
3. Daily wages will be paid as per minimum Wages Act prescribed/revised by Labour Department of GNCT of Delhi from time to time.
4. Such hiring on temporary and emergent basis will not confer upon her/him any right whatsoever for regular appointment under the Education Department Government of NCT of Delhi.
5. The person shall not be entitled to any benefit or perk to which the regular employees of the school is entitled.

WORK SCHEDULE

1. The sanitation worker shall work 06 days a week or as prescribed by HOS. His/her work shall begin according to the schedule of the school or any other time assigned by the School Head.
2. The duties and responsibilities of the work shall be prescribed by the HOS concerned from time to time. The basic requirement is to ensure sanitation of the school premises, cleanliness of class rooms, halls, toilets etc.
3. The sanitation worker shall render services diligently and honestly, in a responsible manner. The quality of the performance shall be of the highest standards and to the complete satisfaction of the HOS concerned. The sanitation worker shall devote his/her full time, attention and efforts exclusively to the school. The sanitation worker shall complete all sanitation activities entrusted to him/her within reasonable time and shall render his/her services himself/herself and shall not sub-hire any third person.
4. The payment shall be restricted only to the days on which he/she has actually performed the sanitation work in the school concerned.
**TERMINATION**

1. The Head of School may terminate his/her services, if the Sanitation Worker has furnished false information exhibiting dishonesty, indiscipline, moral turpitude, theft and loss to Govt. property etc.
2. That the hiring is liable to be terminated at any time without any notice and without assigning any reason.

**GENERAL**

1. This hiring on daily wages by the school neither creates nor shall be deemed to create any employer-employee relationship between the school and the sanitation worker and the school shall incur no liability in this regard. The sanitation worker shall render his/her services independently on daily hiring basis on minimum wages. Nothing in this arrangement shall constitute the sanitation worker as an employee, servant or workman of the school.

Signature of the Approving Authority.

( H O S )

( Accepted the above terms and conditions and offer my willingness )

Signature of the Sanitation worker
Ms./ Mr. _______________________

No. Dated:

Copy to:
1. PAO concerned.
2. Sanitation worker concerned.

( H O S )