

Jammu and Kashmir
Institute of Management, Public Administration & Rural Dev.
Main Campus Moulana Azad Road, Srinagar-190001.

IMPA Order No. 207 of 2015
Dated 22 -06-2015

In order to ensure perfect cleanliness, sanitation and maintenance of the Administrative Block, Hostel Block & the Front Lawns at IMPA&RD Main Campus, Srinagar following arrangements are hereby ordered:

1. Team Composition for the cleanliness, Sanitation and Maintenance of the Administrative Block:

Sr. No	Name of the Official with Design	Composition
1	Mr. Mohd. Yaqoob Khan, Section Officer(Trgs.)	Team Head
2	Ms. Sumiya Akhter, Sr., Library Assistant	Member
3	Mr. Mohd. Maqbool Bhat, Junior Asstt/Storekeeper	Member
4	Mr. Tariq Ahmad Ahanger, Projector Operator	Member
5	Mr. Mehraj-ud-din, Plumber	Member
6	Mr. Irshad Hussain, Electrician	Member
7	Mr. Gh. Ahmad Malik, Library Attendant	Assistant
8	Mr. Mohd. Akbar Sheikh, Mr. Bilal Ahmad Sheikh Mr. Jan Mohd. Sheikh, Mr. Bashir Ahmad, Sweepers	Staff for sanitation

2. Team Composition for the cleanliness, Sanitation and Maintenance of the Hostel Block:

Sr. No.	Name of the Official with Design	Composition
1	Mr. Waseem Javaid, Sr. Scale Steno/ I/C Hostel Warden	Team Head
2	Ms. Hanifa Akhter, Senior Assistant	Member
3	Mr. Gh. Mohd Wani, Jr. Assistant	Member
4	Mr. Lateef Bajar/ Ab. Rashid Malik Orderlies	Member
5	Mr. Ab. Rashid Dar I/C/ Electrician)	Member
6	Mr. Mohammad Shafi Mir (Daily wage Plumber)	Member
7	Hired Labour for Sweeping (if any)	Sanitary Staff

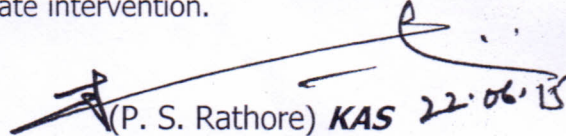
3. Team Composition for the cleanliness and Maintenance of the Lawns, Roads and other open spaces at IMPA&RD Main Campus, Srinagar

Sr. No.	Name of the Official with Design	Composition
1	Mr. Hakeem Altaf Hussain, Section Officer	Team Head
2	Ms. Yasmeen Ara	Member
3	Qazi Musadiq , Sr. Assistant	Member
4	Gardeners	Support Staff
5	SMC Sanitation Staff	Sanitary Staff

Further, following instructions shall be strictly adhered to :

1. The Team Heads in addition to their present roles and responsibilities shall ensure cleanliness, sanitation and maintenance on daily basis, preferably twice a day, in their respective areas of operation as specified above. For this purpose the Roasters shall be prepared and maintained by the respective Team Heads. The allocation of the timings shall be made in such a manner that the cleanliness and other maintenance tasks are undertaken well before and after the office hours.
2. The Class IV employees attached with different Officers, Faculty Members and Sections, shall be accountable to the respective Team Heads and also to the respective Officers, Faculty Members and Section Heads for purposes of cleanliness, sanitation and maintenance of office rooms.
3. For necessary support services and sanitary items, the respective Team Heads shall make proper requisitions to the Deputy Director (K) who in turn shall ensure that all the necessary items are provided on priority basis.
4. The respective Team Heads shall inspect all areas under their operation on daily basis and the inspection report as per **Format-I** shall be submitted to the Deputy Director (K) by 11.00 a.m. daily.
5. Head(Academics and Trainings) and the Deputy Director (K) shall undertake random inspections and record their observations on the given format in the specified column. In case of any adverse observation, the Inspecting Team shall forward the observations alongwith the necessary recommendation(s) to the Head of the Institute through the Joint Director for appropriate intervention.

No: IMPA/Adm/D-3/384
Dt: 22-6-2015


(P. S. Rathore) KAS 22.06.15
Joint Director, J&K IMPA&RD.

Copy for information to the:-

1. Head, Academics & Trainings, J&K IMPARD, Kashmir.
2. All Faculty Members, J&K IMPA&RD.
3. Financial Advisor/CAO, J&K IMPA&RD.
4. Deputy Director, J&K IMPA&RD Srinagar/Jammu
5. Administrative Officer, J&K IMPA&RD, Srinagar
6. P.A. to Director, fkie the Director, IMPARD.
7. System Administrator for uploading on IMPA website.
8. Concerned file.

INSPECTION FORMAT –I
(Ref. IMPARD OrderNo 207 2015 dated 22-6-2015)

DATE: _____

ADMINISTRATIVE BLOCK				
S.No	Performance Area	Activity Undertaken		Work Satisfaction on the scale of 1-5
		Yes	No	
1	Cleaning Sweeping/Dusting/Mopping of Corridors in Admn. Block			
2	Cleaning Sweeping/Dusting/Mopping of Training Halls			
3	Proper functioning of training gadgets and electricity supply			
4	Cleaning of Toilet blocks			
5	Cleaning Sweeping/Dusting/Mopping of Canteen and Dinning Space			
6	Cleaning Sweeping/Dusting/Mopping of library			
7	Cleaning Sweeping/Dusting/Mopping of Computer Lab			
8	Cleaning Sweeping/Dusting/Mopping of individual office Rooms /sections and attached Toilets			
9	Any other activity that may be necessary for proper cleanliness, sanitation and maintenance			
HOSTEL BLOCK				
1	Cleaning Sweeping/Dusting/Mopping of Corridors in Hostel Block			
2	Cleaning Sweeping/Dusting/Mopping of Rooms/Suits			
3	Cleaning of Toilet Blocks in Hostel Block			
4	Cleaning Sweeping/Dusting/Mopping of Canteen and Dinning Space			
5	Proper functioning of electricity and electronic items.			
6	Any other activity that may be necessary for proper cleanliness, sanitation and maintenance			
LAWNS, ROADS AND OTHER OPEN SPACES				
1	Brooming of lawns, roads and open spaces			
2	Development, Deweeding and Maintenance of Lawns			
3	Watering and Maintenance of Flower Beds /Pots			
4	Any other activity that may be necessary for proper cleanliness, sanitation and maintenance			

Name of the Team Head: _____

Signatures: _____

Observations of the Head(A&T)/Deputy Director:

(Signature of Head, A&T)

(Signature of Deputy Director)

Confirmation Note:

(Signature of the Joint Director)