

GOVERNMENT OF ARUNACHAL PRADESH
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT

NO. COMMR(GA/DA)-05/2016/35

Dated, Itanagar the 16th August/2016

SWACH- OFFICE MISSION: One step towards cleanliness.

Welcome to your new office in Block-2 of the Civil Secretariat !

The GAD was entrusted the responsibility of monitoring the construction of the Civil Secretariat, a landmark in the state capital since April 2014 and continue to do so till its completion and fully functional. An overview of the complex is furnished below for your information .

1. Total nos of Blocks	:	4
2. Total nos of Rooms & Halls	:	319
3. Total nos of general washrooms	:	244
4. Total nos of individual washrooms	:	148
5. Total built up area	:	39133 sqm

It will be a mammoth task to maintain the cleanliness of the complex without your individual cooperation. A clean workstation free of debris and clutter is critical to maintaining a safe and healthy work environment and this is a continual effort by all.

Hence, this Standard Operating Procedure (SOP)is circulated to all the Branches / Cells for compliance under the direct supervision of PS / SPA / PAs who will ensure this step by step compliance for maintenance of their work place(s) under **SWACH- OFFICE MISSION: One step towards cleanliness.**

1. Each Sweeper assigned with the office will sweep the office areas / entrance and clean the two toilets within the office daily by 9 am. The swept up dirt will be deposited in the dustbins in the main corridor. The cleaning of toilets should be done with Harpic and the floor should be mopped dry. The office rooms should also be wet mopped at least thrice a week.
2. The MTS staff will dust and clean the tables/chairs/windows /furnitures on a daily basis before the start of office. In view of centralised air conditioning, dust accumulation inside the room requires dusting to be done twice a day. Windows are to be wet cleaned weekly. They should work in tandem with the designated sweeper.
3. Waste / unwanted office papers should not be dumped into the dustbins but collected and burnt in the designated corner in front of Block-4.
4. The general washrooms will be cleaned by general sweepers. Hygiene should be maintained by all the users- no objects should be thrown into the toilet bowls to avoid clogging / blockade of the toilet chambers like sanitary napkins, cigarette butts, paper etc.
5. No food particles are to be dumped into the wash basins when washing your tiffin boxes. All left over food is to be disposed in to dustbins to avoid rodents & pests.

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R/N. 374083/2016/ARPSC

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NIG - ARSC, Itanagar

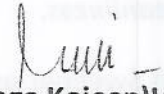
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Diary No. 267 Date. 18/8/16

6. There should be no spitting of pan/ gutka/tobacco etc in the walls of the staircase. In case you spot any person doing so please report to Dy Secretary GAD (Block-4 first floor).
7. Before leaving the office please ensure that all lights, gadgets are put off and the doors securely locked. Keys will be under your possession only.

For further assistance the following Officers / Officials may be contacted as under.

Sl no	Name of Officer / Official with designation	Contact no.	Services
1.	Shri Ikar Dirchi, DS (GA)	9402275039	Overall Supervision and Issue of Vehicle Passes as per entitlement.
2.	Shri Anil Gope, (GA)	9774090767	Telephone facility.
3.	Shri Taba Kanu, SO (Naz)	9402275282	Office requirements.
4.	Shri Gobind Sonar, Asst (Naz)	9436040836	-do-
5.	Shri Manik Sarkar, Store Keeper (Naz)	9436055793	-do-
6.	Shri C P Srivastav, JE PWD	9436040720	Maintenance/ problems in the rooms.
7.	Shri D K Srivastav, JE (Elect)	9089639574	Electrical faults etc.
8.	Shri Sandeep Das	9650027042	IP/Digital phones under installation.
9.	Shri Jyotish Roy, SIO NIC	9436221626	Internet Connectivity



(Hage Kojeen) IAS
Commissioner GAD

Memo NO. COMMR(GA/DA)-05/2016

Dated, Itanagar the 16th August/2016

Copy to :

1. All PS /SPA/PA for strict compliance.
2. Section Officer (Naz) .He will brief concerned sweepers /MTS for compliance and also detail the contractual sweepers to Block-2 for duty as above. Supervise the placements of signage's in Block-2.
3. Store Keeper (Naz). He will ensure provision of toiletries in all offices of Block-2 and place dustbins with garbage bags at designated areas.
4. Dy Secretary GAD. He will undertake daily inspection of all Blocks and monitor the works as entrusted to ensure smooth administrative services.
5. PS / PA to Chief Secretary, Principal Secretary, Commissioners for information of the concerned Officers.
6. PWD section for information and necessary action.
7. Office copy.


(Hage Kojeen) IAS
Commissioner GAD

Government of Arunachal Pradesh
Itanagar

Notice board and also nic website.
day.
19/8/16
SA(SKD) / MTS(SR)