

**GOVERNMENT OF TRIPURA
HEALTH & FAMILY WELFARE DEPARTMENT**

AGARTALA

No. F.3 (4-59)-PLAN/DHS/2013 (Sub) / 2804-10

December, 21.12.2016

ORDER

Henceforth, sweeping, cleaning & round the clock up-keeping services to all health facilities below District Hospitals under Health & Family Welfare Department, Govt. of Tripura shall be arranged by respective Hospital authority through Rogi Kalyan Samiti (RKS). Hospital Authority may engage Self Help Group (SHG) / Registered Private Party subject to observance of codal formalities and the following terms and conditions as specified below:

A. Cleaning Works / Job Description:

1. Cleaning & sweeping of all rooms of OPD and IPD, Laboratory, Bathrooms, Corridors, Staircase, Ramps etc twice daily (7-8 AM & 5-6 PM).
2. Cleaning of drains around the Hospital building once daily.
3. Cleaning of wash basins, toilet pans etc. twice daily (7-8 AM & 5-6 PM).
4. Cleaning of courtyard of Hospital building once daily.
5. Cleaning of electric fans & light fittings of hospital building once a fortnight (any holiday)
6. Cleaning of walls and roof of the hospital building once in a month (second Friday).
7. Cleaning of window panels of the hospital building once in a month (any holiday).
8. Cleaning of Laboratory Tables, glass-wares, equipments daily in presence of on duty Attendant from 9.00 AM to 4.00 PM on all working days in laboratory of hospital building.
9. Besides these services, 24 hours coverage at Labour Rooms, Bathrooms, Corridors, Staircase, O/o the Head of Office(s) should be maintained.

B. Terms & Conditions

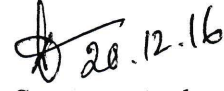
1. Minimum persons to be deployed per health facility per shift should be as follows:

Sl	Category of Hospital	Morning shift	Evening shift	Night shift	Total
1	Sub-divisional Hospital (100 -75 bedded)	6	4	4	14
2	Sub-divisional Hospital (50 bedded)	5	2	2	9
3	CHC	3	2	2	7
4	PHC	3	1	1	5

2. Payment of monthly wages to SHG / Private party shall be through D. B. T. SHG / Private party must ensure minimum wages to sweeping & cleaning workers as per prevailing wages rate that may be notified by the Labour Department time to time. Provision for PF must be done as per Law.
3. SHG / Private Party should arrange all the required consumable materials like detergents, chemicals, equipments, machineries etc required for the works by themselves.
4. Total list of personnel engaged for the works has to be submitted with documents like Photocopy of Aadhaar Card / Voter I. D. Card, Bank Documents and one copy of passport size photo to the respective Directorate of Health & Family Welfare Department, Govt. of Tripura once during engagement for identification purpose.

5. Financial involvement may kindly be intimated to the respective Directorate for providing fund.
6. Utilization Certificate should be submitted to respective Directorate in every month for previous month on or before 7th of every month.

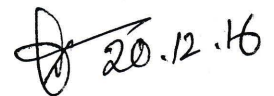
This is issued in pursuance of the Government decision vide U.O No. 3767- Pr. Secy (HFW)/16 dated 8th November, 2016.

 20.12.16

Under Secretary to the
Government of Tripura

Copy to:-

1. The PS to the Hon'ble Minister, Health & Family Welfare Department, Govt. of Tripura, Agartala for kind appraisal of the Hon'ble Minister (Health).
2. The P.S to the Principal Secretary, Health & Family Welfare Department, Govt. of Tripura for kind information of the Principal Secretary (Health).
3. The Director of Health Services, Govt. of Tripura for information.
4. The Director of Family Welfare & Preventive Medicine, Govt. of Tripura, Agartala for information. **He is requested to circulate this order to M.O./c of all CHC(s) and PHC(s).**
5. The Sub-Divisional Medical Officer, Belonia SD Hospital, Sabroom SD Hospital, South Tripura / Tripura Sundari SD Hospital, Udaipur, Amarpur SD Hospital, Gomati Tripura / Melaghar SD Hospital, Bishalghar SD Hospital, Sepahijala Tripura / B.S.M. SD Hospital, Kamalpur, Gandacharra SD Hospital, L.T.V. SD Hospital, Dhalai Tripura / Kanchanpur SD Hospital, North Tripura / R.G.M SD Hospital, Kailashahar, Unokuti Tripura for information and necessary action please.
6. The Chief Medical Officer (West) / (North) / (Dhalai) / (South) / (Sepahijala) / (Unokuti) for information.
7. The Medical Officer I/c of CHC / PHC -----for information.

 20.12.16

Under Secretary to the
Government of Tripura