

CIRCULAR

It is hereby circulated for the information of all concerned that the University Health Centre (UHC) has taken an important initiative to enhance the work efficiency of Sanitation Staff. The prime objective of this initiative is to improve Sanitation in the University for maintaining a clean and hygienic environment within the University premises on the basis of regular feedback.

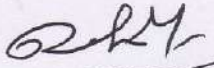
All the sanitary staff working under Health Centre shall therefore be provided a 'Satisfactory Work Registers' for seeking daily remarks from the Controlling Officers of their respective Departments.

All Heads/Directors of the Departments/Directorates and Controlling Officers of concerned Sections are therefore requested to kindly nominate an Official from their respective Departments/Directorates/Sections and intimate the name to Chief Medical Officer, University Health Centre within a week's time, who will be providing daily work satisfactory report on behalf of their Department/Directorate/Section on the registers provided to the concerned sanitary staff at the end of the shift.

- Medical Officer, University Health Centre shall circulate the duty roaster of Sanitation Workers of each Department to all the respective HODs every month.
- In case of any observation regarding failure on the part of any Sanitation Worker to maintain proper hygienic environment, the matter may be immediately brought to the notice of :
 - Mr. Suresh Sharma (I/C Sanitation Wing – 9796629991,7006676619)
 - Mr. Majid (Work Supervisor – 9055786930)

Further, these satisfactory work Registers shall be personally checked/examined by Mr. Suresh Sharma, Sanitary Supervisor every month before sending the attendance bills of the Sanitation Staff to Salary Section of the University along with the Satisfactory Work Report Certificate.

By order,


REGISTRAR
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No: Estab/2023/ 15054-153

Dated:- 03.10.2023

Copy to:

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice- Chancellor.
2. Dean Research Studies /Dean Academic Affairs/Dean Planning & Development for information.
3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIQA for information.
4. All Heads/ Directors of the Teaching Departments of the University
5. Dean Students' Welfare/ Provost (Boys/ Girls Hostels)/ Dean Student Placement/ I/c Librarian (Dhanvantri Library)/President JUTA
6. I/c Administrator, GZSAC/ Joint Registrar (Finance)/ Joint Registrar (CDC)
7. I/c Computer Centre/ I/c University Website (for uploading the same on the University Website) / Coordinator Campuses
8. Programme Coordinator, NSS
9. All Wardens of the University Hostels
10. All Deputy Registrar/ President, JUOWA/ SE/ XEN, UWD/ I/c Media Cell/ Manager Guest House/ Arboriculturist
11. Medical Officer, UHC with the request to write to all the HOD's/Directors to nominate Nodal Officers of their work areas who shall be responsible for signing the satisfactory report register.
12. Chief Accounts Officer
13. Chief Security Officer
14. Sanitary Inspector, UHC
15. President JUNTEU/ JUNGEU
16. All Sections
17. All Concerned
18. Guard file