**Circular**

M/s Aroon Aviation Services Pvt. Ltd. has been engaged for providing Sanitation Services in the University Campus (Dwarka & Kashmere Gate). The sanitation staffs of the agency are working and are in proper uniform & I-Card with the Logo of M/s Aroon Aviation Services. The detail of deployment in the University is as under-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Area for Sanitation Services</th>
<th>Name of the Supervisor</th>
<th>Branch/School Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admin. Block – “A” Wing G.A. Branch, Stores &amp; Examination Branch, (Ground Floor, First Floor &amp; Second Floor)</td>
<td>Mr. Amit Kumar Ph.: 9999553943 8377806178</td>
<td>Sh. Sanjeeb Sahu, A.R. (Exam.) Ph.: 999008469</td>
</tr>
<tr>
<td>2</td>
<td>Admin. Block – “B” Wing Academic Branch (Admin.), Academic Branch-II (Coord.), Affiliation Branch, Planning &amp; RTI Branch, Personnel Branch, Coordination Branch &amp; Seminar Hall.</td>
<td>Mr. Ajay Arora, A.R. (Acad.) Ph.: 9999383510</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>“A” Block USBT, USEM (Ground Floor to 5th Floor)</td>
<td>Mr. Sanjay Prasad Ph.: 8802397568</td>
<td>Dr. K. K. Aggarwal, Asso. Prof (USBT) Ph.: 98182771439 Dr. Varun Joshi, Asso. Prof. (USEM) Ph.: 9971122817</td>
</tr>
<tr>
<td>5</td>
<td>“B” Block USBAAS, USCT (Ground Floor to 5th Floor)</td>
<td>Mr. Yogesh Ph.: 9250465664</td>
<td>Sh. Jitesh Mehra, S.O. (USBAA) Ph.: 9211845760 Sh. Binay Shah, Asst. Prof. (USCT) Ph.: 25302462</td>
</tr>
<tr>
<td>6</td>
<td>“C” Block USHSS, USLLS, USE (First Floor to 6th Floor, Seminar Hall &amp; Parking Area)</td>
<td>Mr. Vikas Tiwari Ph.: 8375963483 / 8377806307</td>
<td>Sh. Naresh Vats, Asst. Prof. (USHSS) Ph.: 9899260322 Sh. Zubair Ahmad Khan, Asst. Prof. (USLLS) Ph.: 9811892294 Dr. Sangeeta Chauhan, Fac. Incharge, (USE) Ph.: 9810233803</td>
</tr>
<tr>
<td>7</td>
<td>“D” Block USMS &amp; UCITIM Office (First Floor to 6th Floor, Seminar Hall &amp; Parking Area)</td>
<td>Dr. Ashish Kumar, Asst. Prof. (USMS) Ph.: 9871322676</td>
<td>Dr. Ashish Kumar, Asst. Prof. (USMS) Ph.: 9871322676</td>
</tr>
<tr>
<td>8</td>
<td>“E” Block USICT (First Floor to 6th Floor, Seminar Hall &amp; Parking Area)</td>
<td>Mr. Dharmender Ph.: 9717920440</td>
<td>Dr. Ravinder Purwar, Asst. Prof. (USICT) Ph.: 991897906 Sh. Sartaj Singh* sodhi, Asst. Prof. (USICT) Ph.: 987348666</td>
</tr>
<tr>
<td>9</td>
<td>Library (UIRC) First Floor, Second Floor &amp; Outer Area (staircase)</td>
<td>Mr. Kamal Kapoor Ph.: 9873494114</td>
<td>Sh. Chetan Sharma, Asst. Librarian (Library) Ph.: 9891917176</td>
</tr>
<tr>
<td>11</td>
<td>USMC, PRO &amp; Sanitation Office</td>
<td>Sh. Deepak Sharma, Cameraman (USMC) Ph.: 9810792263</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Girls Hostels – I &amp; II (Satpura &amp; Araval) (Ground Floor to 9th Floor including mess)</td>
<td>Ms. Manisha Ph.: 858609018</td>
<td>Ms. Jyotsana, Warden (GH-I) Ph.: 9971274455 Ms. Gayatri Sahu, Warden (GH-II) Ph.: 8510018469</td>
</tr>
<tr>
<td>13</td>
<td>Boys Hostels I &amp; II (Shivalik &amp; Nilgiri) (Ground Floor to 9th Floor including mess)</td>
<td>Mr. Amit Ph.: 9818438099</td>
<td>Sh. Rakesh Kumar, Warden(BH-I) Ph.: 9818540108</td>
</tr>
<tr>
<td>14.</td>
<td>Outer Area (Open Space)</td>
<td>9654495033</td>
<td>Sh. Anuj Kr. Vaksha, Warden (BH-II) Ph.: 9911235615</td>
</tr>
<tr>
<td>15.</td>
<td>V.C. Residence</td>
<td>Mr. Anil Kumar</td>
<td>Ph.: 9634191990</td>
</tr>
<tr>
<td>17.</td>
<td>DSW Office, Bank Premises, Shopping Complex, Day Care Centre &amp; Health Centre</td>
<td>Prof. K. Kamani, (USBT) Ph.: 9810104667</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Residence Area (Type I, II, III, IV &amp; V)</td>
<td>Sh. Devendra Singh, S.O. (GA) Ph.: 9717597089</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>USAP Kashmere Gate</td>
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</tbody>
</table>

The Sanitary agency has also engaged Manager (Operation), Sh. Sushil Kaul – Ph.: 9811087853 & 9212720923. For any further assistance please contact Mr. Keshav Prasad, University Sanitary Supervisor (Mob. No. 9654339357) and Mr. Kamal Jit Dhiman, Gen. Asstt. at 25302139

(A) **Sanitation job works to be carried on on daily basis**

1. Sweeping, mopping & cleaning of all the offices, labs, faculty rooms, class rooms, toilets etc. & common space (open area)
2. Cleaning of all toilets/urinals (around 300 at Dwarka & Kashmere Gate Campus)
3. Dusting of all furniture items & work stations
4. Cleaning of window frames & walls
5. All stairs, interconnected gallery brooming, mopping & scrubbing
6. All lift & lift area, parking area cleaning
7. Mosquito, Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies
8. Daily Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc.
9. For Hostels – Staircase, all toilets & interconnected gallery cleaning except rooms.
10. For Residence Quarters – Staircase, interconnected gallery cleaning except flats.

(B) **On weekly basis**

1. Machine and hand scrubbing thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
2. Dusting of walls, roofs etc. from top downward and removal of cobweb, bee hives.
3. Polishing of Brass/ copper fixtures.
4. Cleaning of windowpanes and partition doors.
5. Cleaning of drinking water Cooler area, dustbins, buckets etc. with detergents.
6. Weekly cleaning and dusting of ventilators blinds and brushing of upholstered chairs and sofas.
7. Removal of Poster, Banners and hoarding inside and outside university covered in the tender.
8. Insect control treatment should be extensively carried out in the site on every weekend.

(C) **On fortnightly basis**

1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
2. Adult Mosquito insect control treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of adult insects hidden in A.C ducts, behind the furniture and all other hidden places.
3. Larva control treatment (along the Boundary wall) will be done by spraying of pesticides to stop breeding on any places of stagnant water.
4. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
5. General cleaning/dusting of panels, poster, paintings, etc.
6. Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
7. Removal of cobwebs in back/hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
8. Removal of weeds from edges of paths/roads, paved-laid area, corners, crevices in terraces, etc.
9. Insect & Pesticide Control/Disinfection treatment will be done by means of spraying in Toilets to get rid of ticks, cockroaches, ants, beetles, etc.

All Dean/Head of Deptt./Branch Heads are requested to take the optimum utilization of Sanitation Services from Sanitation Staff of the agency for proper cleanliness of their offices and labs etc. A certificate of Satisfactory Report for cleanliness is to be given to the Sanitation Supervisor at the end of the month in the enclosed format.

(Sanjay Kumar Jha)
Registrar

Copy to:
1. All Deans / Directors
2. Controller of Finance
3. Controller of Examination (P)
4. Controller of Examination (O)
5. Librarian
6. Chief Engineer
7. Chief Warden
8. All J.R. / DR/ Branch Head
9. PRO
10. Warden, Shivalik Hostel
11. Warden, Aravali Hostel
12. Warden Nilgiri Hostel
13. Warden, Satpura Hostel
14. M.O. Health Centre
15. A.R. to Hon’ble VC Sectt. for information please
16. A. R. to Registrar for information please
17. Office Copy
18. Guard File

Encl.: as above

(Pankaj Agrawal)
Dy. Registrar (GA)
Satisfactory Report for Cleanliness

This is to certify that Sanitation Services in respect to the sweeping, mopping and cleaning of window glasses/doors/walls/toilets/urinals/furniture/workstations/common space/open space are being done satisfactorily for the month of ______________ by the sanitary staff.

Branch/School Coordinators

Dean/HoD/Branch Head
(Signature with Stamp)

D.R.(GA)