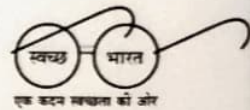




Guru Gobind Singh Indraprastha University
A State University established by the Government of NCT of Delhi
Sector 16-C, Dwarka, New Delhi



Dated 18-11-2022

F.No .IPU/SS/1318

Circular

M/s Aroon Aviation Services Pvt. Ltd. has been engaged for providing Sanitation Services in the University Campus. The Sanitation staff of the agency are working in proper uniform & I-cards with the Logo of M/s Aroon Aviation Services. The deployment detail of Sanitary Supervisors is as under:-

Sr No.	Area for Sanitation Services	Name of the Supervisor	Branch/ Deptt/ School Co-ordinators
1	Admin Block – “A” Wing GA Branch & Examination Branch, (Ground Floor, First Floor & Second Floor)	Mr. Parvinder 9873748060	Concerned Branch In-Charge/ Head or Representative
2	Admin Block - “B” Wing Academic Branch Affiliation Branch, Planning Branch, RTI & Legal Branch Personnel Branch Coordination Branch	Mr. Parvinder 9873748060	Concerned Branch In-Charge/ Head or Representative
3	Admin Block “C” Wing Registrar Sectt. Director (IA) Director Research & Consultancy Cell, Director, (AA), VC Sectt. (Ground & First Floor)	Mr. Parvinder 9873748060	Concerned Branch In-Charge/ Head or Representative
4	A Block USBT, USEM (Ground Floor to 5 th Floor)	Mr. Parvinder 9873748060	Concerned Dean or Representative
5	B Block USBAAS , USCT (Ground Floor to 5 th Floor)	Mr Amit 8700053419	Concerned Dean or Representative
6	C Block USHSS, USLLS , USE (First Floor to 06 th Floor , Seminar Hall & Parking Area)	Mr Anuj Mehta 8130446336	Concerned Dean or Representative
7	D Block USMS, & UITS Office (First Floor to 06 th Floor , Seminar Hall & Parking Area)	Mr Rahul 8800972355	Concerned Dean or Representative

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8	E Block USICT (First Floor to 06 th Floor , Seminar Hall & Parking Area)	Mr Rahul 8800972355	Concerned Dean or Representative
9	Library (UIRC) First Floor, Second Floor & Outer Area	Mr Aman Kumar- 8178050158	Library, In-Charge or Representative
10	Other Admn Departments Accounts Branch, UWD, Old Canteen Area, Purchase Branch, Estate	Mr Aman Kumar- 8178050158	Concerned Branch In-Charge/ Head or Representative
11	USMC, CEPT , USAP	Mr Aman Kumar- 8178050158	Concerned Dean / Director or Representative
12	PRO Office/ Faciliation Centre	Mr Aman Kumar- 8178050158	PRO or Representative
13	Girls Hostels- I & II (Satpura & Aravali) Ground Floor to 09 th Floor including mess	Ms Manisha- 9654057004 and Ms Beena- 7838394204	Concerned Warden or Representative
14	Boys Hostel I & II Ground Floor to 09 th Floor including mess	Mr Anuj Mehta 8130446336	Concerned Warden or Representative
15	Outer Area (Open Space)	Mr Aman Kumar- 8178050158	Supervisor, Sanitary (Univ.)
16	VC Residence	Mr Aman Kumar- 8178050158	Supervisor, Sanitary (Univ.)
17	DSW Office, Bank Premises, Shopping Complex,	Mr Aman Kumar- 8178050158	DSW or Representative
18	Day Care Centre & Health Centre	Mr Aman Kumar- 8178050158	Concerned In-Charge / Head or Representative
19	Residence Area (Type I II III IV V)	Mr Anuj Mehta 8130446336	Supervisor, Sanitary (Univ.)
20	Deep Cleaning & Overall Supervision	Mr Amit Kumar- 8700053419	Supervisor, Sanitary (Univ.)

The timing of the Sanitation staff for sanitation work is 8:00 AM to 04:00 PM. For any further assistance please contact Mr Keshav Prasad Sen, University Sanitary Supervisor (Mob No 9654339357).

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A. Works and activities of Sanitation Agency

Daily basis

- General cleaning (sweeping, moping, dusting and any other connected work etc.) of all the Office Rooms, Halls, Conference Rooms, Library, Reception, Corridors, Stairs, Toilets, Parking Areas, Service Area, Open Areas & Stair case of hostels and residential area, all road inside the University etc. and all unspecified areas/location within the University.
- Removal of Garbage from Dustbins and collected/segregated at place designated in the University Campus
- Cleaning of table top, chairs, almirahs, frames, panels railings, glasses etc.
- Cleaning of all the terrace, stairs of all building/blocks, hostels, residential complex of the University.
- Cleaning of flooring of dining area of Canteen, Kiosk, Hostel Mess except their kitchen, stores & Washing area.
- Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, auditorium, reception toilets etc. and stain removing of the furniture and equipments.
- Air freshener spray in conference room, auditorium, officer's rooms etc. on requirement basis as directed by the concerned department.
- Cleaning and dusting of lab equipments and machines lying on the site.
- Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon. Cleaning and scrubbing of toilets, floor area of toilets. Cleaning and wet dusting/ wiping of mirrors, frames etc., re-filling liquid soap dispensers.
- Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc.
- The bio degradable and non-biodegradable waste shall be segregated and disposed of.

Weekly basis

- Mechanized and hand scrubbing & washing of the entire floor area.
- Dusting of walls, roofs etc from top downward and removal of cobweb.
- Polishing of brass/copper fixtures.
- Cleaning of window panes and partition doors.
- Cleaning of area of drinking water cooler area, dustbins, buckets etc with detergents.
Cleaning and dusting of ventilation blinds and brushing of upholstered chairs and sofas
- Removal of poster, banners and hoarding inside and outside university.

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Fortnightly Basis

- Vacuum cleaning of upholstery of sofas and other upholstered chairs.
- Cleaning of name plates and painting with glass top.
- Cleaning of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
- Removal of weeds from edges of paths/roads, paved-laid area, corners, crevices in terraces etc.

Dean/Head of Deptt/Branch In- Charge/heads are requested to take the optimum utilization of Sanitation Service from staff of the agency for proper cleanliness of their offices and labs etc.

Smick
Registrar
HR

Copy for information and necessary action:

1. All Deans / Directors /In-charges/ Chief Warden /Wardens/ Proctor / Branch Heads, GGSIP University, Delhi.
2. Advisor Supdtt. Engineer.
3. Project Executive Engineer, UWD, GGSIP University, Delhi.
4. Medical Officer, University Health Centre, GGSIP University, Delhi.
5. All the residents of the GGSIP University, Delhi.
6. In-charge UITS Cell, GGSIP University, Delhi. with the request to upload the same on the University website.
7. M/s Aroon Aviation Services Pvt. Ltd(Sanitation Agency)
8. AR to VC Sectt. for kind information of Hon'ble Vice Chancellor, GGSIP University, Delhi.
9. AR to Registrar Sectt. for kind information of the Registrar, GGSIP, University, Delhi.
10. PS to COF, GGSIPU
11. Office Copy

HR
Dy. Registrar(SS)
HR