



DELHI DEVELOPMENT AUTHORITY
NAZARAT BRANCH

No. F.5(34)/2019/DDA/Naz/819

Dated: 24-4-19

OFFICE ORDER

Frequent complaints are being received regarding the poor housekeeping of premises at DDA office at Vikas Sadan. These pertain to unhygienic washrooms, untidy corridors and common areas, inadequate illumination, etc., The maintenance work of the building is being executed through a private agency by the Engineering Department.

2. To provide periodic reports and feedback about the cleanliness and sanitation of the premises, the Competent Authority has decided to constitute teams of 2-3 officers of the level of Dy.Directors/Asstt.Directors. Accordingly, the following teams are constituted:

Sl.No.	Block	Floor	Team	Name & Designation of the officer S/Shri/Smt.
1.	A + E	GF + FF	Team-1	(i) Purshottam Dass, AD/LPC (ii) Nanda Ballabh, AD/Damage (iii) Anita Sharma, PS
2.	A	SF + TF	Team-2	(i) J.P.Meena, DD/Survey (ii) Shadi Ram, Tehsildar/New Lease (iii) Sarla Kushwaha, PS/Dir.(RL)
3.	B + F	GF to 3 rd floor	Team-3	(i) Pravesh Kr.Tyagi, AD/OL (ii) Sunil Rathi, AAO/F&E (iii) Shashi Arya, PS (iv) Jyoti Bala, PA/PR Cell
4.	B	4 th floor to 7 th floor	Team-4	(i) Suresh Kr.Kohli, AD/MC (ii) Shyam Lal, AVO-6 (iii) Raj Kumari, ASO (iv) Rashmi, AD/Legal
5.	C-1 + Press Bldg.	GF to TF	Team-5	(i) S.N.Meena, DD/Trg. (ii) S.K.Singhal, AE/Bldg. L&I (iii) Renu Bhatnagar, AD (iv) Rajni Chopra, AD/Bldg.
6.	C-2 + C-3	GF to TF	Team-6	(i) Mona Arya, AAO/Pension (ii) D.K.Garg, AE/QAC-II (iii) Savita Bajaj, AD/GH (iv) Kamla Pant, PA/QAC
7.	D	GF to TF	Team-7	(i) Madhu, AD/Housing (ii) K.K.Dwivedi, JLO/Housing (iii) Anurag Gupta, AAO/HAC (iv) Sapna, ASO/Estt.(H)

3. The above teams will inspect their assigned areas and check cleanliness, specifically of washrooms and corridors, twice a day and send their feedback/report as per the enclosed proforma weekly, i.e., on every Friday to Dy.Director (Nazarat), who would consolidate the reports and send them to the concerned Executive Engineer. The concerned Ex.Engineer would examine the feedback/reports and determine release of payment and invoke penalty clauses, as per terms and conditions of the contract, if required.

4. Dy.Director (Naz) will be the 'Nodal Officer' for monitoring of feedback/reports from all the above teams and also co-ordinate with the concerned Ex.Engineer.

[D.Sarkar]

Commissioner-cum-Secretary

Encl.: as above

DATE: _____
TIME: _____

**CHECK LIST ON FOLLOWING POINTS TO BE GIVEN
BY TEAM- 1 TO TEAM-7 (FOR BLOCK – A, B, C, D, E, F AND PRESS BUILDING, VIKAS SADAN.**

Block	TEAM	Floor	4		5		6		7		8		9
			Cleanliness in washrooms	Cleanliness in corridors and common area	Sufficient water supply in each block	Adequate illumination in washrooms & corridors and common areas	Availability of other basic amenities like soap, tissue papers, freshener etc. (Please specify)	Suggestions, if any					
1	2	3											
A+E	Team-1	GF & 1 st Floor	10.00AM	4.00PM	10.00AM	4.00PM	10.00AM	4.00PM	10.00AM	4.00PM	10.00AM	4.00PM	
A	Team-2	2nd Floor & 3 rd Floor											
B+F	Team-3	GF to 3 rd Floor											
B	Team-4	4 th to 7 th Floor											
C-I & Press Building	Team-5	GF & Top Floor											
C-II & III	Team-6	GF to Top Floor											
D	Team-7	GF to Top Floor											

Note: For Column 4,5,6,7 & 8 Please give grading from 1 to 5
(1-Poor, 2-Average, 3-Good, 4-Very Good, 5-Excellent)

Member-1 Member-2 Member-3

Name & Signature of Team Member

Dy. Director (Nazarat)

EE,SED-II