

**ORDER**

**Sub: Entrusting additional charge of Nodal Officer and Assistant Nodal Officers for Sanitation Services.**

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In partial modification of earlier orders regarding entrusting additional charge of Nodal Officer and Assistant Nodal Officers for cleanliness of Block 'E' of GMCH, Chandigarh, the following staff is hereby appointed as Nodal Officer and Assistant Nodal Officer of **Block 'E'** in addition to their own duties with immediate effect:-

- |    |  |   |                         |
|----|--|---|-------------------------|
| 1. | Sh. Rajinder Singh, Sr. Lab Technician,<br>Deptt. of Pharmacology.                               | - | Nodal Officer           |
| 2. | Ms. Adarsh Bala, Assistant Library<br>Central Library. ( <u>Level V, VI &amp; VII</u> )          | - | Assistant Nodal Officer |
| 3. | Sh. Sunil Sharma,<br>Jr. Scale Stenographer,<br>Deptt. of Anatomy. ( <u>Level III &amp; IV</u> ) | - | Assistant Nodal officer |
| 4. | Sh. Rajinder Pal Singh, Lab Attendant<br>Deptt. of Physiology. ( <u>Level I &amp; II</u> )       | - | Assistant Nodal Officer |

The Assistant Nodal Officers, so deputed, will observe the following:

1. The supporting staff associated with the Nodal Officers will look after the particular parts of the area of the Nodal Officer, so as to ease the burden of the Nodal Officer.
2. The staff so associated with the Nodal Officers have been given at least two floors of a particular block for monitoring the Housekeeping Services.
3. These Associated Members will be provided the Roster and Scope of Work of Safai-karamcharies. They will monitor the cleanliness in their respective areas and ensure that the cleanliness and sanitation services in that area are up to the mark and in accordance with the Scope of Work. They will report to the concerned Nodal Officers.
4. The duties so assigned to the Associated Members will be in addition to their own duties.
5. The Nodal Officers and the Associated Members will coordinate with each other and shall try to solve the day to day problems / issues at their own level by taking up the matter with the concerned Agency/ Service Provider.

6. Though the Associated Members will assist the Nodal Officers in the monitoring of cleanliness, yet the ultimate responsibility of that area will rest with the Nodal Officers.
7. The Nodal Officers and Associated Members will ensure that the lunch break and tea break is properly made available to the Safai-karamcharies.
8. Any major deficiency / issue if any arise, may be brought to the notice of higher authorities for further necessary action.
9. In case, any deficiency in the cleanliness and sanitation services is found in any area during the surprise visit of the Senior Officers, the responsibility thereof shall rest with the concerned Nodal Officers and their Associates.
10. The status of cleanliness and major issue, if any, will be reviewed by the Senior Officers.

Mr. Satish Kaushik, Sr. Modeller will continue as Nodal Officer, in addition to his own duty, for Outer Areas of the hospital.

**Additional Director (Admn.)**  
**Govt. Medical College & Hospital,**  
**Sector -32, Chandigarh.**

Endst. No. GMCH/ADA/CR/2016/1095

Dated: 16.11.2016

A copy is forwarded to the following for information:-

1. HOD-Pharmacology.
2. HOD-Anatomy.
3. HOD-Physiology.
4. Dr. Har Kaur, Librarian.
5. System Analyst for e-circulating to all.
6. OS-E-IV for keeping these orders in record.
7. Chief Dietician & Store Officer.
8. Nursing Superintendent, GMCH, Chandigarh.
9. All the Nodal Officers, GMCH, Chandigarh.
10. PA/DP, PA/ADA & PA/MS for kind information of DP/ADA/MS.
11. The Manager, M/s Keshav Security Services Pvt. Ltd., Chd.
12. All the concerned officials, GMCH, Chandigarh.
13. Master file

**Additional Director (Admn.)**  
**GMCH, Chandigarh**