

## SCHOOL EDUCATION DEPARTMENT

*Guidelines on engaging the services of personnel by the School Management Committees in Schools during the academic year 2017-18 for maintenance of Toilets, cleaning of School premises, watering of Plants etc., and Job Chart*

### **Introduction:**

The Government has taken adequate measures to ensure provision of boys and girls toilets in all the Government and Local Body Schools in the State. Sanitation facilities are foremost important in maintaining health & hygiene and for overall development of the students. Further, the Government has also taken a prestigious programme “Telanganaku Haritha Haram” and saplings were planted in all the Schools in the State. In order to sustain the Sanitation facilities in the Government & Local body Schools and also to water the plants in the School premises, necessary funds and guidelines are provided to ensure maintenance of the toilets clean and also to water the plants in the School premises.

### ***I. Primary and Upper Primary Schools:***

Services of **one person** for maintenance of toilets, cleaning of School premises, watering of plants etc., is permitted under SSA for the academic year 2017-18 for a period of 10 months.

#### ***i) Honorarium:***

- An amount of **Rs.2,000/-** per month (Max) has to be paid to the person in the Schools with enrollment **up to 40**.
- In case of the Schools with enrollment **above 40**, **Rs.2,500/-** per month (Max) has to be paid to the person.

#### ***ii) Job Chart:***

- The person has to attend the School at 7.30 AM and stay in the School till the closure of School hours.
- To clean the School premises, Classrooms and toilets in the morning and evening as required.
- Watering of the plants in the School premises daily.
- Providing water in tubs in the Toilets wherever running water not available.
- To attend to the duties assigned by the Headmaster during the School Hours.
- Providing drinking water to Children.

### ***II(A) High Schools with enrollment up to 100:***

- Services of **one person** for maintenance of Toilets and Day Watch & Ward is permitted under SSA for the academic year 2017-18 for a period of 10 months.
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

### ***II(B) High Schools with enrollment from 101 to 300:***

- The School Management Committee of the School may engage **two persons** for the academic year 2017-18 for a period of 10 months if the School do not have either Attender or Part-time worker or watchman. **One person** for maintenance of Toilets & Day Watch & Ward and the **other person** for **Night Watch & Ward**.
- If the School is having either attender/part time worker or watchman, then **one person** may be engaged exclusively for maintenance of toilets and Day Watch & Ward.
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

### ***II (C) High Schools with enrollment above 300:***

- The School Management Committee may engage **three persons** if the School do not have either attender or part time worker. **Two persons** for Maintenance of Toilets and Day Watch & Ward and the **other person** for Night Watch & Ward.
- If the School is having 1 part time worker/attender or watchman, then **two persons** may be engaged. **One person** for Maintenance of Toilets and Day Watch & Ward and the **other person** for Night Watch & Ward.
- If the School is having two attenders (1 attender & 1 part time worker/watchman), then **one person** may be engaged exclusively for **maintenance of toilets and Day Watch & Ward**.
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

### ***III. Job Chart:***

#### **A. Person engaged for maintenance of toilets and Day Watch & Ward:**

- The person has to attend the School at 7.30 AM and stay in the School till the closure of School hours.
- To clean the School premises & Classrooms in the morning & evening and toilets in the morning, afternoon and evening i.e., after school hours.
- Watering of the plants in the School premises daily.

- Providing water in tubs in the Toilets wherever running water not available.
- To attend to the duties assigned by the Headmaster during the School Hours.
- Providing drinking water to Children.

**B. Person engaged for Night Watch & Ward:**

- The person has to attend the School at 4.30 PM and he has to safe guard the School as watch and ward and he has to stay in the School till 9.00 AM in the next morning.
- Cleaning the School premises and Classrooms.
- Cleaning of toilets in the morning.
- Watering the plants in the School premises in the morning.
- Providing water arrangement in the toilets.
- To attend to the duties assigned by the Headmaster.