

JAL VAYU VIHAR

SWEEPER : DUTIES & RESPONSIBILITIES

(Common to all the sweepers)

1. They are responsible to in charge Conservancy/Secretary Sweepers must attend the office in time in uniform and leave the office after completion of Working hours.
2. Manager will assign the job to the Sweepers on every day morning. Sweepers are responsible to update the day to day work to the Manager at the end of the day.
3. Sweepers are to clean the roads and removal of grass as assigned by the Manager/in-charge Conservancy.
4. Sweepers are to clean Akash Ganga, Akash Ganga premises along with bath rooms before and after the function also as and when needed which will be informed by the Manager/In-charge Akash Ganga.
5. In the same way sweepers are to clean the Steps and Roof on every Wednesday for the convenient of Flat residents.
6. Sweepers are responsible for the tools, keys which are handed over to them through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Concerned Sweeper.
7. Sweepers are to attend the office in uniform in time and leave the office after completion of office hours.
8. Sweepers should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
9. Working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
10. Sweepers are authorized to have one day leave in a month other than paid weekly off and paid public holidays. Incase if Sweepers are on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
11. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
12. Any other job assigned from time to time by the Board of Managers.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHOWA

