



**GOVERNMENT OF THE PUNJAB
LOCAL GOVT. & COMMUNITY DEVELOPMENT
DEPARTMENT**

Dated Lahore, the 24 November, 2017

To

- 1) All the Mayors,
Metropolitan & Municipal Corporations, in Punjab.
- 2) All the Chairmen,
Municipal Committees in Punjab.
- 3) All the Chief Officers,
Metropolitan Corporation, Municipal Corporations,
Municipal Committees in Punjab.

(EXCEPT IN AREAS WHERE OPERATION IS BEING PERFORMED BY WMCs)

Subject: **HIRING OF JANITORIAL SERVICES (SWEEPING AND COLLECTION OF MUNICIPAL WASTE) FROM CITIES THROUGH JANITORIAL SERVICE COMPANIES**

Various Local Governments are requesting for hiring of sanitary workers against vacant posts as per their SOEs (not filled on contract or daily wages) to overcome difficulties being faced in provision of delivery of sanitary services to the public.

2. The case has been examined in LG&CD Department. The empirical analysis has shown that the provision of daily wagers, contract employment and other modes of recruitments have been mis-used excessively in the past. A large number of employees were hired but not working in sanitation wing. Besides the sanitary worker appointed have either been illegally adjusted on other positions or not attending duties. The illegal arrangements are compromising delivery of Municipal Services by LGs and norms of good governance.


3. It has been decided by Competent Authority that now onward no sanitary worker other than already working on contract or daily wages, shall be hired or recruited on daily wages, contract, regular, leave vacancy and under any mode or pretext by the Local Governments except under Rule 17-A. The expenses incurred on such recruitments / appointment would be illegal and shall not be a valid charge on funds of LGs and termed as misconduct and can recovered from DDOs or appointing authorities.

4. Keeping in view the actual sanitation requirements of the cities, the Competent Authority is pleased to approve that all LGs will contract out sanitary services to Janitorial Companies through Service Management Contracts specifying separate areas where sanitary staff of LGs is not deputed, on the pattern of Hospitals or Solid Waste Management Companies. The Local Governments shall work out the exact number of vacant posts as per approved Schedule of Establishments (except filled on contract or daily wager) and outsource services to janitorial company for following tasks:-

- i. Sweeping of specific local area
- ii. Cleaning and opening of drains, sewerage and water ponds

Bh

- iii. Lifting of municipal waste from specific local area and throwing in containers or fixed dumping points in cities
5. For provision of above services, janitorial companies will be providing accessories (like wheel barrows, brooms, panjis, kasi, bailcha, drain bamboos and duty jackets, etc). The service contract shall include cost of workers and accessories. The Local Governments shall have no relationship with HR provided by the janitorial companies except supervising the services as per contract.
6. A Local Government being procuring agency under the Punjab Public Procurement Regulatory Act, 2009 and the Punjab Public Procurement Regulatory Authority Rules, 2014 is bound to observe the procurement procedure prescribed under the Rules ibid and are advise to adopt **Single Stage Two Envelop Procedure** for selection of contractor/ janitorial company as provided in Rule 38(2)(a) of PPRA Rules, 2014. A Local Government shall also include the following qualification criteria in the bidding documents:
- (a) Firms/ Companies/ Services providers shall be registered with Tax Department.
 - (b) Relevant experience and past performance;
 - (c) Capabilities with respect to personnel, equipment and plant;
 - (d) Financial position;
 - (e) Appropriate managerial capability;
 - (f) Any other factor that a local government/ procuring agency may deem relevant, not being inconsistent with PPRA Rules, 2014.
7. The rates of HR if any taken from janitorial companies should not exceed from the rate of division SWMC concerned or nearest SWMC if not SWMC is working in division. A detailed contract documents / bidding documents / RFP for hiring of services for labour has also put on the website of Local Government and Community Development Department and may be downloaded for use after necessary changes / incorporation of data, for facilitation.
8. The above instructions shall be strictly adhered to the Local Governments.


(Shahid Nasir Raja)
Secretary (LG&CD)

23/11/2017

PC:

- 1) The Chairman, Planning & Development Department, Lahore.
- 2) The Secretary, Government of the Punjab, Finance Department.
- 3) The Principal Secretary to Chief Minister Punjab.
- 4) All the Commissioners in Punjab.
- 5) All the Deputy Commissioners in Punjab.
- 6) The Director General, Local Government Punjab, Lahore.
- 7) The Secretary Punjab Local Government Board.
- 8) The Director General (I&M), LG&CD Department.
- 9) The Provincial Director, Local Fund Audit Punjab, Lahore.
- 10) All the Divisional Directors Local Fund Audit in Punjab.
- 11) All the Deputy Directors (Audit&Accounts) Municipal Committees in Punjab.
- 12) Master file.