

Government of West Bengal
Directorate of Health Services, Hospital Administration Branch
Swasthya Bhawan, GN 29, Sector V
Salt Lake City, Kolkata 91

Memo. No. HHM/1H-278-2017/21

Dated : 17.01.2018

To

The MSVPs, All MCHs and teaching institutions
The CMOHs, All Districts including Health Districts
The Superintendent, all decentralised hospitals

A meeting is convened on 19.01.18 from 11 AM to 2 PM at 2nd Floor Auditorium of Swasthya Bhawan for discussion on Quality Scavenging Services at Facilities and basic data to be submitted by the facilities for additional manpower requirement at the facilities as per present concept and keeping in mind about already approved contractual manpower of the facilities and present availability of the permanent Group D/ Sweepers. The participants in the meeting from the facilities and district representatives are as follows:

- I. **Assistant Superintendent** of 16 MCHs/ teaching institutions, 21 DHs & 37 SDHs, Total 58
- II. **Assistant Superintendents** / Superintendents of 14 Decentralised Hospitals
- III. **Dy. CMOH-I** of 26 districts including health districts to represent the SGHs, RH & BPHCs, where such services are available.

Salient points of discussion will be to nominate one Nodal Officer to look after Scavenging Services and Calculation of Manpower.

Service area of scavenging service being:

- a. One or more ward/s consisting of minimum of **30 beds** and up to a maximum of **60 beds** along with the toilets, adjacent rooms including nursing stations, adjacent corridors, side walls, windows, ledges, ceiling for cob webs, fittings and equipment lying therein. (Wards each having less than **60 beds** each are to be clubbed together to be eligible for posting of one sweeper). [NB- Beds imply number of sanctioned beds in actual position in the ward. Extra and Floor beds are not to be counted]. OR
- b. One or more adjacent OT (Operation Theatre) complex/es having minimum of **six (6) OT tables** to a maximum of twenty (**20**) tables with all adjacent rooms including pre operative room/s, post operative recovery room/s, nursing stations,

doctors' rooms, cylinder storage areas, autoclave room/s, dirty utility room/s, toilets, corridors, patient waiting areas and all areas within and adjoining OT complex. OR

- c. One or more adjacent Labour room (LR) complex/es having minimum of six (6) **Labour tables** to a maximum of twenty (20) **tables** / Labour Room Complex with all adjacent rooms including pre delivery room/s, post delivery recovery room/s, nursing stations, doctors' rooms, cylinder storage areas, autoclave room/s, dirty utility room/s, toilets, eclampsia room/s, corridors, patient waiting areas and all areas within and adjoining LR complex. OR
- d. One or more adjacent ITU/ICU/SNCU/SNSU/PICU/NICU complex with minimum of **6 beds** and maximum of **30 beds** with all adjacent rooms including nursing stations, toilets, attached Lab, store etc. OR
- e. Minimum **8 Paying Cabins** (where such beds exist) to maximum **30 paying cabins** with their adjacent toilets, ante rooms, adjacent rooms including nursing stations (Less than 8 paying cabins will be tagged with adjacent wards and each cabin will be considered as 4 sanctioned beds).

Every sweeper will be expected to **clean a minimum of 3000 sq feet to a maximum of 5,000 sq feet** of non bedded floor space daily in each shift (This includes offices, training schools, nurses hostel, diagnostic labs; radiology, blood banks, OPDs, Emergency, immediately hospital- adjoining open space etc).


The staffs engaged have also to render additional Housekeeping services as Trolley pushers/ stretcher boys/ Assistance to the ward sisters as & when necessary.

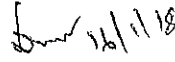
Manpower required in three shifts:

- a. No. of wards X 3 shifts+ No. of wards X 1 Leave reserve + 1 Scavenger lifting Bio Medical Wastes in each floor of the building.
- b. LR/ SNCU/ OT/ CCU/ PICU/ NICU/ PICU/ ICU etc. X 3 shifts+ 1 Leave reserve.
- c. Non-bedded service areas (3000 sq. ft to 5000 sq. ft.) X 2-3 (according to shifts of service rendered/ day) may be clubbed together as per space + 1 Leave reserve + 1 scavenger lifting Bio Medical wastes where necessary clubbed together.
- d. For service at RH/ BPHCs/ bedded PHCs, where such service is available or will/ may be sanctioned, there should be at least 1 person per shift + 1 leave reserve to cater all service areas of the hospital.

The participants are to come with the proposal for required Manpower of their establishments & submit the same to the authority during the meeting for

discussion. They are to submit sanctioned manpower for Gr D staff, available Manpower of Gr D staff and manpower sanctioned for Scavenging services through agencies and additional manpower so determined. They should also submit the name of the Nodal Officers of their establishments to look after the Scavenging services.


16/1/18
Director of Health Services
Govt. of West Bengal



16/1/18
Director of Medical Education
Govt. of West Bengal


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Dated : 17.01.2018

Copy forwarded for information & taking necessary action to the:

1. Secretary MS, Dept. of Health & Family Welfare, Govt. of West Bengal
2. Special Secretary (MERT), Dept. of Health & Family Welfare, Govt. of West Bengal
3. Addl. Secretary (MERT), Dept. of Health & Family Welfare, Govt. of West Bengal
4. Jt. Secretary (MS), Swasthya Bhawan, Kolkata
5. Principals/ Directors, all MCHs and teaching institutions
6. Jt. DHS (HA), Swasthya Bhawan, Kolkata
7. In charge, IT Cell with a request for web posting of the order.


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