

Immediate

F.No. D-31011/8/2018-GAR
Government of India
Ministry of Finance
(Department of Revenue)

New Delhi, 23rd December, 2021

CIRCULAR

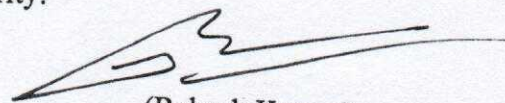
Subject:- Assigning duty of opening/ closing of offices & subsequent dusting etc. to the Multi-Tasking Staff (MTS)-regarding.

Instances have been noticed that opening/ closing of rooms in this department is delayed due to paucity of regular Farashs. Due to this, the sections/ offices remain closed till late hours in the mornings and thus regular cleaning is not done. Similarly, during the evening, the offices remain open till late even after leaving of officers sometimes till midnight, thus becoming vulnerable to Security Risk. The existing number of farashs are unable to cope up with huge magnitude of the said work & are thus unable to do justice to the work of closing/ opening of rooms & sweeping/ dusting due to too much of workload.

2. In view of the above, it has been decided that MTS (regular/ outsourced) deployed with sections/ offices in the Department may henceforth be given the duties of opening/ closing of offices & subsequent dusting/ cleaning of furniture/rooms, General cleanliness & upkeep of the Section/ Unit etc. by the Supervisory officers, as deemed fit, on regular/ rotation basis as per existing strength in each section/ office so that the offices of Department of Revenue, especially in North Block are opened/ closed on time & proper cleanliness is maintained in every office. The keys of the office rooms may be collected by the deputed M.T.S. from Room No.-53, North Block after proper entry in the register and the same may be deposited back in the evening after closing the rooms. Similar practice may be followed in other buildings of the Department. Overall supervision will be done by the staff deputed by GAR Section. Further, GAR Section will also undertake general cleanliness (sweeping/ mopping) of all the rooms/ open area as is being done at present. A copy of the duties & responsibilities of MTS are enclosed for reference.

3. This issues with the approval of the Competent Authority.

[Encl. As stated above]



(Rakesh Kumar)

Under Secretary to the Government of India

Tel. No. 23095366

To:

1. All Heads of Divisions, Department of Revenue.
2. All Sections of the Department of Revenue.
- ✓ 3. SO (Computer Cell), DoR - for uploading the Circular in DoR/ E-Office portal.

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

New suggested designation: MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/ Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/ Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.