

PESHAWAR HIGH COURT, PESHAWAR

SANITATION & CLEANLINESS POLICY, 2020

“Cleanliness is half of the faith”

“Neatness and cleanliness is not a function of how rich or poor you are but that of mentality and principle”

To enhance the performance and productivity of the employees and to provide a neat and clean environment the following policy and cleaning rules and regulations have been devised which needs to be enforced on regular basis in order for them to have any impact.

1. Personal Hygiene: All employees shall observe:

- Official dress code.
- Wear neat and clean uniform, polished shoes.
- Wear cologne / deodorants.
- Branch In charge(s) / Asst. Registrar(s) / Private Secretaries of the Courts are the immediate supervisors to ensure its implementation and Addl. Registrar (Admin) overall supervisor.

2. Workspace Cleanliness: All employees shall ensure:

- Offices are organized and kept in neat and tidy condition.
- Files and official material shall be properly arranged/placed on desks / cup-boards / shelves.
- Ensure electrical cords/wires are neatly bundled.
- All the basic requirements are in order in the office.
- Sanitation Attendants are responsible to daily sweep all the corridors, offices, Court Rooms and Chambers of the Hon'ble Judges.
- Naib Qasids attached with offices and Courts are responsible to perform dusting and cleaning of furniture and fixtures.

3. Sanitation Attendants shall:

- Make sure all areas are immaculately clean, corner-to-corner, top-to-bottom. Maintain cleanliness of floors of all offices, court rooms & passages on daily basis in their allocated area.
- **Daily clean the driveways and wash areas of both front and back face of the High Court building once a week.**

4. Naib Qasids shall:

- Ensure furniture and fixtures of offices / courts are properly dusted daily. **Clean windows with glass cleaners on weekly basis.** Make sure closets, cabinets, Record Rooms / Racks are also kept clean.
- Branch in-charge (s) and Secretaries of the Courts shall ensure cleanliness on daily basis.
- **Shall refrain from washing utensils in wash rooms.**

5. Washrooms:

- Sanitation Attendants to daily clean washrooms with disinfectants.
- **All staff to observe washroom etiquettes and shall ensure it remains in hygienic conditions.**

6. Corridors: All the officials shall:

- Refrain from spitting snuff or dumping cigarette's butts on floor.
- Office of Assistant. Registrar (Management.) shall place dustbins in corridors and ensure cleaning of glass windows of corridors once a week with glass cleaners.
- Head Mali shall ensure watering and cleaning of flower pots in the corridors.
- He shall weekly replace/shift the plants.

7. Front & Back Lawn of High Court:

- Head Mali to ensure cleaning of Lawns on daily basis. Trimming of trees, removal of dry leaves / branches.
- Plant Rose flowers in seedbeds and maintain proper landscaping.

The above policy is to be implemented forthwith in letter and spirit. Additional Registrar (Admin) will supervise and perform inspection once a week. Those found not adhering to the above policy shall be liable to disciplinary action under the rules.

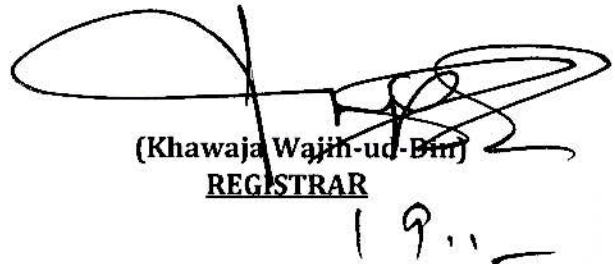

(Khawaja Wajih-ud-Din)
REGISTRAR

Endst: 2.3746-784 - ADMN

Dated: ...19...../...12..../2019

Copy forwarded for information & compliance to:-

1. All the Principal Officers, Peshawar High Court, Peshawar.
2. P.S.O to Hon'ble the Chief Justice, Peshawar High Court, Peshawar.
3. All the Private Secretaries to Hon'ble Judges, Peshawar High Court, Peshawar.
4. All Asst. Registrar(s), Branch Incharge(s), Peshawar High Court, Peshawar.
5. Head Sanitation Attendant, Peshawar High Court, Peshawar.
6. Head Mali, Peshawar High Court, Peshawar.
7. Notice Board.


(Khawaja Wajih-ud-Din)
REGISTRAR
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