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IFA Circular No 03 of 2013.

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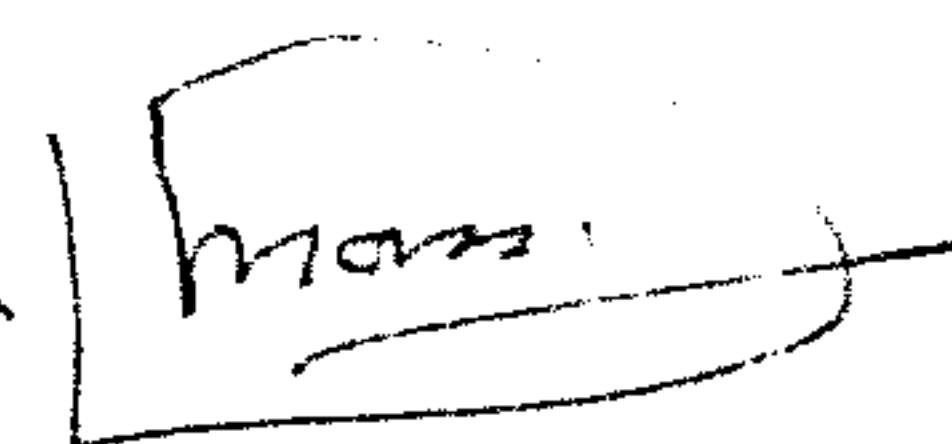
Dated :- 25-03-2013

To

Sub :- Sanction for Outsourcing of Conservancy Services by the Indian Army  
in Non- Cantonment Military Areas.

A copy of Govt. Of India Ministry of Defence letter No. 6(2)/2011/D(Q&C) Dated 18.03.2011 on the above subject is forwarded herewith for information and guidance please.

Encl :- As above.

  
Sr AO (IFA Wing)

To,

The Chief of Army Staff

**Sub: SANCTION FOR OUTSOURCING OF CONSERVANCY SERVICES BY  
THE INDIAN ARMY IN NON-CANTONMENT MILITARY AREAS**

Sir,

1. I am directed to say that consequent upon ban on recruitment of Conservancy Safaiwalas in the Indian Army vide MoD ID No. 1603/D(A)/02 JS(E)/2004 dated 14 Jun 04, MoD had delegated powers to Officer Commanding Stations to enter into contracts with Cantonment Boards and Municipalities under Military Conservancy Agreement vide Schedule XIII of MoD letter No. A/89591/FP-I/1974/2006/D(GS1) dated 26 Jul 06.

2. However, due to rapid urbanisation in the country and/or non existence of municipalities in remote/border areas, certain **Non Cantonment Military Stations** are not being provided Conservancy Services by the municipalities. This issue has been engaging the attention of the Government. After due consideration of the matter by the Govt, it has been decided to convey the sanction of the President for **Outsourcing of Conservancy Services in the Indian Army in Non Cantonment Military Stations** in accordance with the instructions as enumerated below:-

- (a) These instructions are applicable to **Non Cantonment Military Stations** only.
- (b) The Outsourcing of Conservancy Services will be carried out in accordance with **General Financial Rules 178 to 185**.
- (c) Outsourcing of Conservancy Services will be carried out only in Non Cantonment Military Stations provided that the local municipal body grants a **Non Availability Certificate (NAC) for such service**. In those non Cantonment Military Stations where no municipal body exists within 10 Kms of the station, Sub Division Magistrate will provide the NAC.
- (d) Payment of Outsourcing Conservancy services will be made under **Major Head 2076, Minor Head 800B**. Army HQ (FP Dte) will make budgetary provisions and allot separate Code Head for the same in consultation with MoD(Finance).

3. **Distribution of Conservancy Duties.**

- (a) **Military Authorities.** The military authorities are responsible for conservancy arrangements within the line of troops and non combatants as under:-
  - (i) Conservancy arrangements in the barracks of troops and other military buildings and offices maintained from the Defence Service Estimates;
  - (ii) The cleanliness of latrines used wholly or partially by military personnel or their families; and
  - (iii) Collecting filth and rubbish from places listed in clauses (i) and (ii) above and placing it in receptacles conveniently located and supplied by the Cantonment Boards/Municipalities/ Station HQ (through outsourcing).

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(b) Cantonment Boards/Municipalities/Station HQ (through Outsourcing).

- (i) The provision of receptacles for filth and rubbish at convenient places;
- (ii) The collection and removal of filth and rubbish from these receptacles;
- (iii) The collection and removal of sullage water;
- (iv) Arrangements for disposal of filth, rubbish and sullage water;
- (v) Sweeping and cleaning of roads and drains, pavements and open areas adjoining the roads;
- (vi) Cutting and removal of undergrowth and foliage on drain and roads;
- (vii) Lifting of dead animals on occurrence;
- (viii) Levelling of minor water pits;
- (ix) Periodic desilting of drains;
- (x) Cohesive and meaningful conservancy drives for periodic hygiene and sanitation launched centrally or on even basis depending upon need and urgency; and
- (xi) Any other road/drain inside or outside unit line specified by station commander for reasons of administration.

4. Scales of Conservancy Staff.

- (a) Street and Roads - 650 to 750 Meter (RMT) per sweeper per day
- (b) Open Spaces like Lawns, Play Grounds, Trg Areas outside unit lines - One sweeper per 18585 Sq Meter of space.
- (c) Drain and Nallahs - One sweeper per 1.6 Kms

\* Note. The roads which have central verge or divider should be considered as two roads. In such cases, the length of the road allotted for sweeping should be reduced to half or alternatively separate sweeper may be engaged for sweeping two sides of the road.

5. Broad Guidelines for Undertaking Outsourcing of Conservancy Services in Non Cantonment Military Stations.

(a) Data on areas to include roads, nallahs and open areas will be obtained by physical measurement by a Board of Officers convened by the Station HQ annually and finalised by December each year for next financial year. Board will inter-alia adopt the scales as specified in Para 4 above to calculate the authorisation.

(b) The board will take into account the existing Safaiwalas in the station (till completely wasted out) to calculate the actual strength to be outsourced (by reducing the same from overall requirement in the Station).

(c) Station Headquarters will submit proposals along with NA Certificate of Municipalities/SDM to GOC-in-C Command who will accord the administrative sanction in consultation with **Integrated Financial Advisor (IFA)**.

(d) Once administrative sanction is accorded, **Station Commanders** will enter into Conservancy Agreement with outsourced Conservancy Service Providers after carrying out Tender Enquiry and Invitation of Bids in accordance with GFR Rules 180 to 185.

(e) Each Station HQ will prepare and maintain list of all likely and potential agencies that can provide Outsourced Conservancy Services in the station before carrying out Tender Enquiry and Invitation of the Bids.

(f) The payment to the Outsourced Conservancy Services will be made in twelve equal monthly instalments, the first payment being made in April for services provided during March and subsequent payments being made in arrears within 30 days of the expiry of the month to which they relate.

(g) Antecedents of all outsourced staff will be verified and if found acceptable, will be issued security passes by Station HQ to enter the defence area for carrying out conservancy services.

(h) LMA will render a certificate that no municipal taxes are being paid in the Station to the municipality.

6. Conservancy Service in Cantonment and Non Cantonments Pockets of 62 Cantonments of the country will be provided by Cantonment Boards as per Govt of India/MoD letter No. 49/1/G/L&C/58-790-G/L&C/59 dated 30 Jan 1959. List of 52 Cantonments is at Appendix attached.

7. Schedule XIII of MoD letter No. A/89591/FP-1/1974/2006/D(GS-I) dated 26 Jul 2006 will be amended subsequently.

8. Army HQ will issue detailed instructions to be followed by each Station HQ on the subject.

9. This issues with the concurrence of Ministry of Defence (Finance Division) vide their UO No. 155/Fin/W-1 dated 15.3.2011.

Yours faithfully

  
(S. K. Jha)

UNDER SECRETARY TO THE GOVT OF INDIA

Copy to:-

1. The Principal Director/Director, DE.
2. CGDA, New Delhi.
3. DADS - New Delhi.
4. Sr DDADS Southern, Western, Northern, South Western, Central and Eastern Comds.
3. CDA Southern, Western, Northern, South Western, Central and Eastern Commands.
6. Ministry of Defence (Finance Division/W-1).
7. QMG Branch/ADG LWE/Plg (Lands).
8. D(Q&C).

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**STANDARD OPERATING PROCEDURE FOR OUTSOURCING  
CONSERVANCY SERVICES**

**AIM**

1. The aim of this Standard Operating Procedure (SOP) is to lay down the instructions required to be followed for outsourcing of the conservancy services in non-Cantonment Military Stations.

**DIVISION OF PARTS**

2. The instructions/SOP is covered under the following heads:-

- (a) Services to be outsourced, responsibility and payments.
- (b) Norms for calculation of requirement of Conservancy staff.
- (c) Monitoring of services to be outsourced.
- (d) Working norms for various tasks.

**SERVICES TO BE OUTSOURCED/RESPONSIBILITY/PAYMENTS**

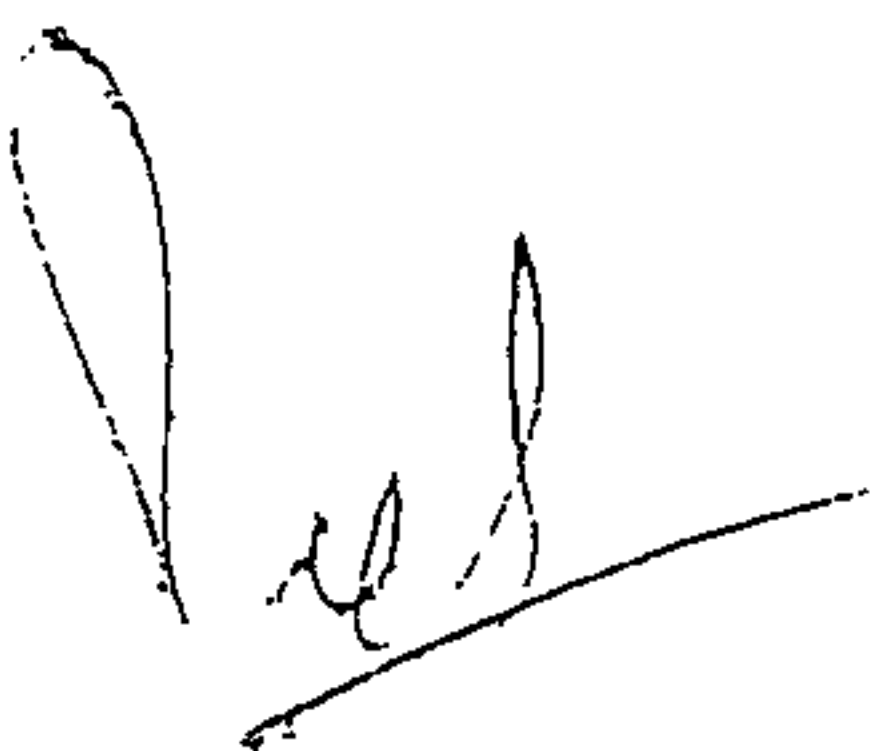
3. Scope: The outsourcing of conservancy services will be restricted to financial powers delegated by GoI/MoD by issue of separate administrative order.

4. Responsibility: The distribution of responsibilities for conservancy services on defence lands/buildings will be as under:-

- (a) Military Authorities: Military authorities will be responsible for conservancy services within the unit lines/barracks/troops, military buildings and offices, cleanliness of latrines used by military personnel and families and collecting filth and rubbish from their places and placing it in receptacle located and supplied by Contractor/Agency to whom the conservancy services are to be outsourced.

(b) Cantonment Board Authorities/Municipal Bodies/Station HQ: These bodies are responsible for carrying out conservancy services outside the areas as specified under sub para 4(a) above in Military Station/Cantonments. However, no outsourcing in Cantonments where Cantonment Boards are located shall be permitted by Station HQ. The conservancy services in Cantonments will be demanded from Cantonment Boards under Military Conservancy agreement as approved by Govt of India 49/1/G/L&C/58-790-G/L&C/59 dated 30 Jan 1959. In the non-Cantonment Military Stations, the services to be provided under outsourcing in case local municipal body do not undertake these are:-

- (i) Provision/receptacle for filth and rubbish at convenient places.
- (ii) Collection and removal of filth and rubbish from them.
- (iii) Collection and removal of sullage water.
- (iv) Management for disposal of filth, rubbish and water.
- (v) Sweeping and cleaning of roads and drains.
- (vi) Sweeping and cleaning of pavements/open areas adjoining road on both sides.
- (vii) Cutting and removal of undergrowth and foliage on drains and roads.
- (viii) Lifting of dead animals on occurrence.
- (ix) Levelling of minor water pits.
- (x) Cohesive and meaningful conservancy drives for periodic hygiene and sanitation launched centrally or on area basis depending upon need and urgency.
- (xi) Periodic desilting of drains.



(xii) Any other roads/drains outside unit lines specified by Station Commander for reasons of administration.

(xiii) Clearing of and maintenance of areas of, barracks and training areas, unless provision of conservancy staff for the same has been specifically made in Peace Establishment/War Establishment.

5. Payments for Conservancy Services

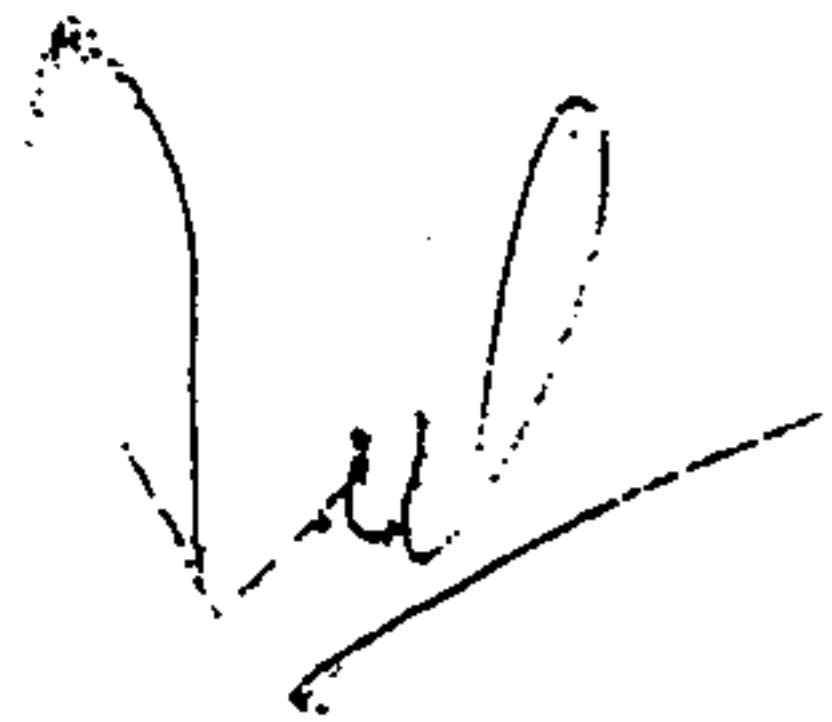
(a) Under Annual Conservancy Contract to Cantonment Boards/Municipal Bodies: Payments for expenditure on conservancy arrangements as required to be undertaken as per annual conservancy contracts with Cantt boards/local municipal bodies are to be debited to Defence Estimates under Major Head 2076, Minor Head 800A.

(b) Under Outsourcing by Station Commanders: Payments for expenditure on outsourcing of conservancy arrangements as required to be undertaken in Military Stations where same are not provided by municipal bodies will be made under Major Head 2076, Minor Head 800B Conservancy.

**NORMS FOR CALCULATION OF REQUIREMENT OF CONSERVANCY STAFF**

6. To assess the conservancy requirements in a Station/Cantt, following details will be required to be calculated by the Board of Officers:-

- (a) Total number of habitat areas with number of buildings.
- (b) Total length of various interlinking roads and drains.
- (c) Length of Nallahs.
- (d) Dimensions of open spaces.



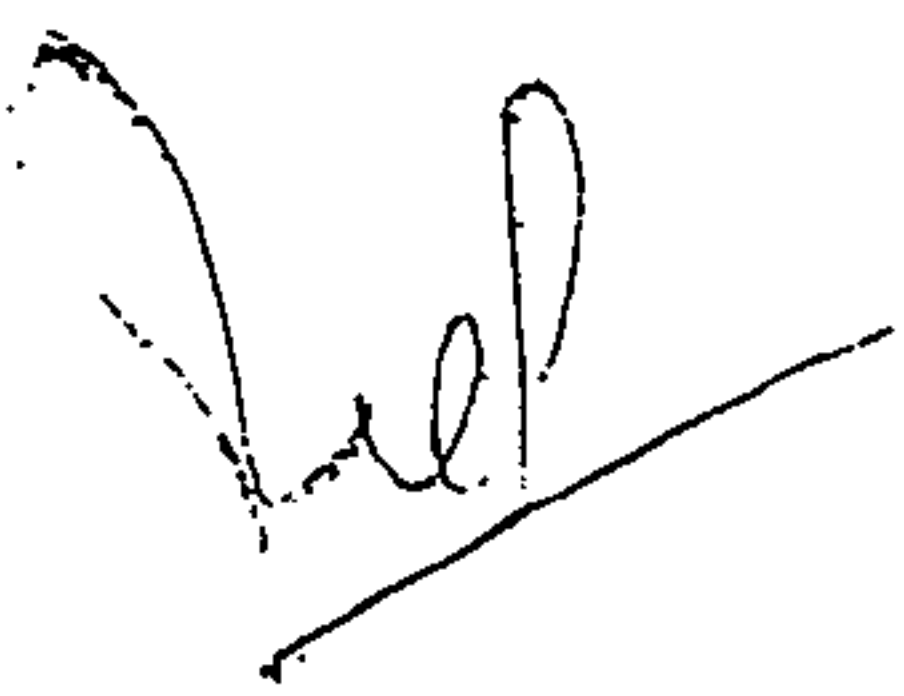
7. Scale of Authorisation: Norms for authorisation of Conservancy Staff laid down by Ministry of Urban Development (MoUD) in its Manual of Solid Waste Management will be adopted. Details are as given below:-

Scales of authorisation of conservancy staff will be as under:-	
(a) Street/Roads	650 to 750 Running Meter (RMT) per sweeper per day @
(b) Open Space like lawns, Trg Areas etc	One sweeper per 18585 Sq Meter of space.
(c) Drain/Nallah	One sweeper per 1.6 Kms
<u>@ Note:</u> The roads, which have a central verge or divider, should be considered as two roads. In such cases, the length of the road allotted for sweeping should be reduced to half or alternatively separate sweeper may be engaged for sweeping two sides of the road.	

**MONITORING OF SERVICES TO BE OUTSOURCED**

8. The monitoring of quality of conservancy services rendered by the establishment or outsourced agency can be done by adopting following ways:-

- (a) User units/establishments will forward certificate for quality of Conservancy Services rendered on monthly basis to Station HQ.
- (b) Officer Commanding Station Health Organisation (SHO) will be responsible for monitoring overall hygiene and sanitation in station and inform Administrative Commandant for remedial actions in the Military Stations.
- (c) He will be assisted by Sanitary Supervisors detailed by Station HQ. They will report at least once a week to OC SHO for feedback, briefing and guidance.
- (d) OC SHO and the outsourced agency will keep Station Commander informed about hygiene and sanitation in station and will assist him in these matters.





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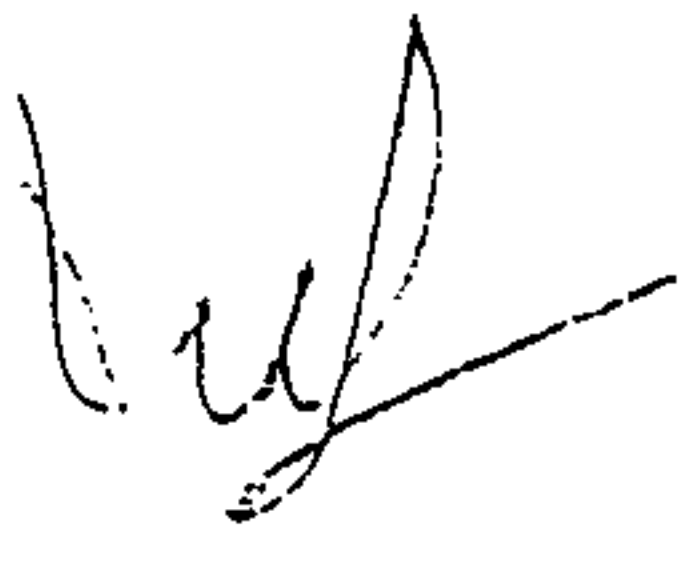
9. Authentication of Requirement: The need for conservancy staff depends largely upon the data gathered from Station HQ and user units. The following measures can be adopted for authentication of requirement of conservancy staff:-

- (a) Initially the data in respect of habitat area, roads & nallans be verified through physical measurement by Board of Officers and shall be forwarded to Station HQ duly vetted by controlling establishments i.e. respective Garrison Engineers (GEs).
- (b) Station board of Officers be convened annually to assess the requirement of conservancy services for the station. **The board so ordered shall be finalised latest by month of December for next financial year.**
- (c) Periodic assessment of the requirement be carried out at unit level and forwarded to Station HQ for vetting.
- (d) Area wise vetting of number of conservancy personnel provided viz-a-viz services rendered.

#### WORKING NORMS FOR VARIOUS TASKS

10. Each and every employee employed by the outsourced agency shall have the right for suitable working conditions and environment as applicable vide Govt of India policies. An employee cannot be forced to work in inhuman conditions by virtue of concluding any agreement or contract deed. Hence it is imperative that clauses of agreement be suitably drafted to accommodate all these. Certain working conditions which must be applicable are enumerated below:-

- (a) Daily employment for maximum eight hours only.
- (b) Duties of hours for various categories be fixed by Station HQ.
- (c) Entitlement for weekly off/rests be given. If services are required on holidays then off/rest be given on other days.
- (d) Suitable number of reliefs shall also be catered for uninterrupted services.



- (e) Suitable categories of persons are employed for various kind of works.
- (f) Work be given as per the authorised capacity only and not more.
- (g) Individuals below age specified vide Govt of India policies shall not be employed.
- (h) Working conditions and working norms as applicable to the various categories of work shall be clearly specified in the Contract Deed.

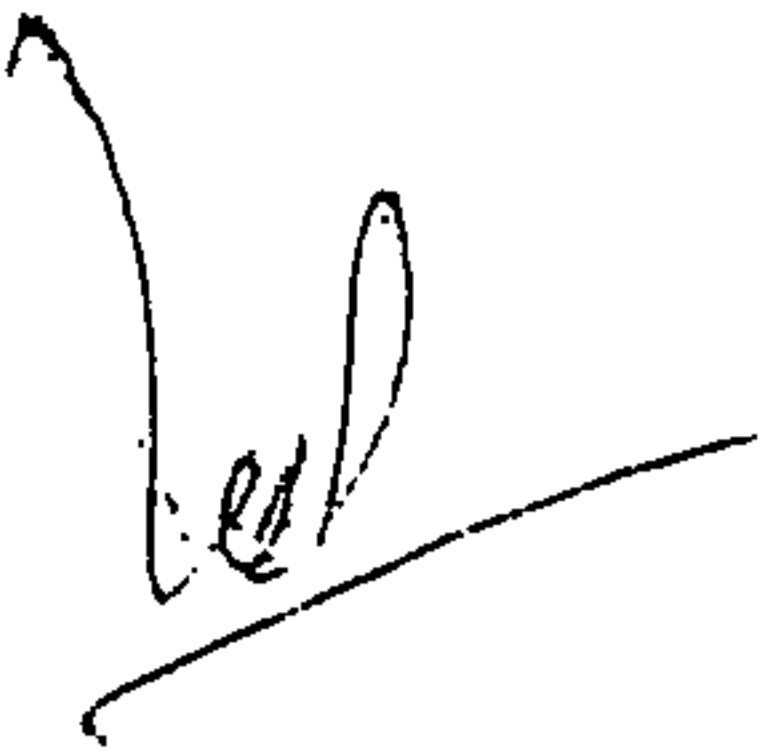
### SPECIMEN FORMS/DOCUMENTS

11. The various documents required for assessment of requirement & the outsourcing of conservancy services be laid down by lower formations/Command HQs.

### PROCEDURE

12. The provisions for outsourcing of conservancy services already exists in General Financial Rules. However actual contracts for outsourcing of conservancy services would need to be examined on case to case basis. In view of the above the following procedure will be adopted:-

- (a) NOC from the Municipal Commissioner of the nearest Local Municipal bodies will be obtained and attached with the Statement of Case to establish need for outsourcing.
- (b) Proposals for outsourcing of conservancy services in stations will be prepared based on record assessment in real time by the Station HQs through a Statement of Case.
- (c) Proposal will thereafter be considered and administrative sanction accorded by Competent Authorities as per delegated powers to be promulgated by GoI/MoD separately. All proposals will be finally approved by GOC-in-Command after consultation with Integrated Finance Advisor (IFA) in this regard.



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(d) Station HQs will prepare a list of all likely and potential agencies who can provide outsourced conservancy services in the Station.

(e) The tender enquiry and mutation of Bids should be in accordance with Rule 180, 181 of General Financial Rules.

13. Once the proposals are approved, Station HQs may resort to outsourcing of conservancy services as specified.

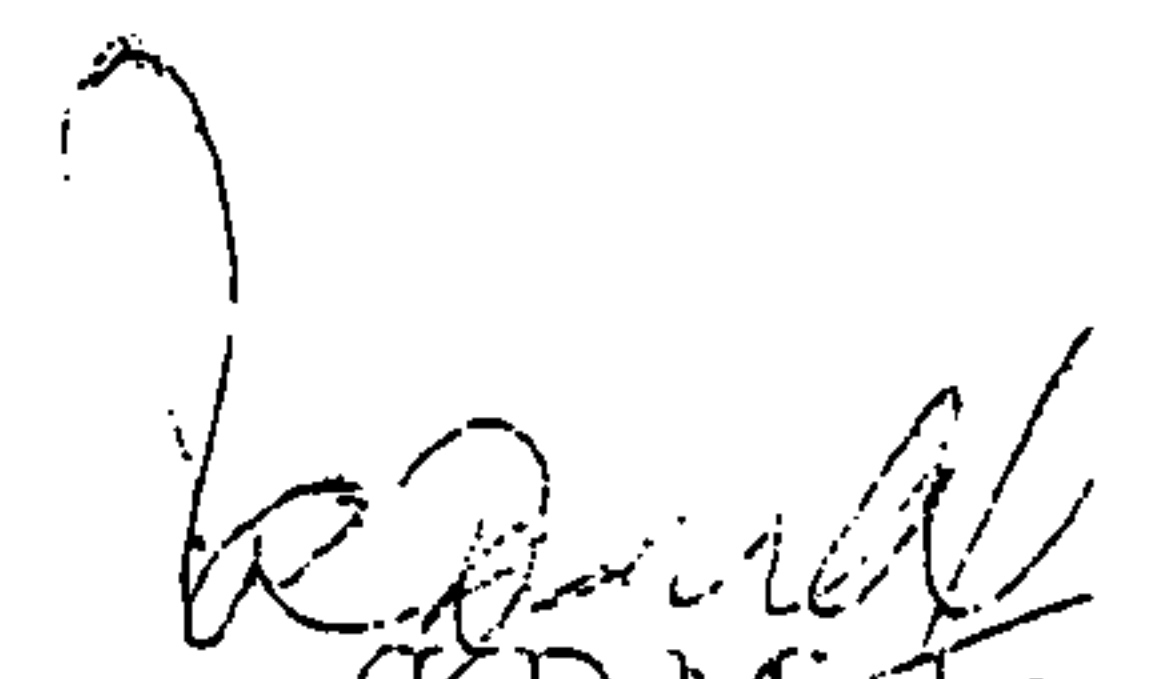
14. The payments to the outsourcing agencies will be made in twelve monthly instalments, the first payment being made in April for services provided during March and subsequent payments being made in arrears within 30 days of the expiry of the month to which they relate.

15. All stations will order Board of Officers to work out the requirements for conservancy staff required for maintenance of area and will inter-alia contain the details as specified in Para 6 & 7 of SOP.

16. Provision of outsourcing of conservancy services will be ordinarily undertaken in non-Cantonment Military stations only when Local Municipal Bodies are unable to provide the Conservancy Services. Information will be obtained from municipal bodies in this regard. Cantonment Boards will provide Conservancy Services in 62 Cantonments of the country in Cantonment and non-Cantonment pockets as per Govt of India/MoD letter 49/1/G/L&C/58-790-G/L&C/59 dated 30 Jan 1959.

CONCLUSION

17. Outsourcing conservancy services can be undertaken in non-Cantonment Military Stations in accordance with the instructions issued above. The instructions have been formulated for reference purpose and should be used as guidelines. It is reiterated that the local LAO/CDA representative should invariably be associated in outsourcing process from the Tender Enquiry stage till the finalisation of the contract agreement.

  
(KD Minhas)  
Director  
Pol(Cants)  
09 May 11

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