

The following were present :-

1. Chairman.
2. F.A./Member.
3. Member (Administration).
4. Director Coordination,
Directorate General Works.
5. Statistical, Programming &
Coordination Officer.

The Chairman apprised the Members of the discussion and decision taken in the Secretaries Committee meeting held in the Cabinet Division on 5.9.1968 to consider the d.o. letter of Chief Election Commissioner regarding the cleanliness & maintenance of the Central Secretariat Buildings, Islamabad. The Chairman also informed the Members about the conditions observed during his visit to the Secretariat Buildings early in the morning on 7.9.1968.

The Board reviewed the arrangements made by the CDA for the cleanliness & maintenance of the Secretariat Buildings and felt generally disturbed at the conditions about the cleanliness and the operation of the lifts. The Board felt that the officers responsible for supervising the work, for which a large staff was engaged, were not taking due interest, and desired that this fact should be recorded in the A.C.Rs. of all concerned. In order to make the arrangements more effective, the following decisions were taken :-

- (i). A Comptroller of Secretariat Buildings should be appointed. The maintenance staff of the Secretariat Buildings should be under his charge. He should initiate the A.C.Rs. of the maintenance staff, so that he could have control over them.
- (ii). The old, lazy & inefficient lift operators should be discharged. A number of good & smart youngmen should be selected and properly trained, and those who prove to be really smart & efficient should be appointed.
- (iii). The lift operators should be given at least three sets of uniform, so that they are properly & cleanly dressed when on duty.
- (iv). In order to ensure that the lifts are always in proper working order, the suppliers should be asked to keep their staff at the site so that the maintenance & servicing can be done immediately.
- (v). C.D.A. should train its own staff for servicing & maintenance of the lifts.
- (vi). Daily cleaning of the buildings should be completely done in the evening after the office hours, and not in the morning just before the office time.
- (vii). Standing instructions should be drawn up for all the staff engaged for lift operations & cleanliness etc.

- (viii). Bath rooms should be properly attended to and kept clean throughout the day. Clean towels etc., should be adequately & timely provided.
- (ix). Proper & frequent liaison should be maintained between the Comptroller and a Joint Secretary or at least a Deputy Secretary of each Ministry/Division on each floor. The Comptroller and the J.S./D.S. should keep a register wherein the complaints are recorded. They should see the registers of each other and sign them, and then attend to the complaints urgently.
- (x). A scheme for the creation of the Comptroller's department should be prepared, and a detailed charter of duties/responsibilities of the Comptroller should be drawn up urgently by the Directorate General Works and submitted to the Board, for approval.