

## CIRCULAR

Subject: Improved Work Culture and Working Environment including Hygiene and Cleanliness of the work space in NBT offices

Recently, the Cabinet Secretariat and the Ministry of Human Resource Development, Government of India have issued instructions to the National Book Trust to bring improvement in the Work Culture and Work Environment including hygiene and cleanliness of the work space in the offices of the National Book Trust. It has been indicated that the Hon'ble Minister or Senior level functionaries would pay surprise visits from the Ministry to the field offices like NBT at any time in the near future.

2. On 12.7.2014, the undersigned paid a visit to every floor of the building of Hqrs office including stores, canteen etc. along with DD (Estt), AD(Admn).

The observations are summarized as under:

- (i) It was found a lot of old almirahs, which are unserviceable, were kept in the sections in different colours and shaps with files staked over them in a haphazard manner. (Action by: All Sectional Head and AD/Admn)
- (ii) Un-cleaned utensils (Thalis) with left over foods and teacups were scattered everywhere in the corridors and inside sections. (Action by Sectional Heads)
- (iii) Old and junked Micro oven were found in the corridors and inside sections haphazard way (Action by Sectional Heads).
- (iv) In the second floor, the corridor was blocked with a number of steel almirahs with full of files, which left with no or little room for movement of visitors. (Action by Sectional Heads & AD/Admn)
- (v) The furniture was not neatly arranged and files were not stacked neatly. On enquiry it was found that no weeding out exercise undertaken by NBT for the last many years and papers, files and publications are dumped in the basement without proper accounting by every section.(Action by Divisional Heads)
- (vi) Nameplates on different sizes were found hanging in the chambers of officers and sections. There is a need to bring uniformity in its sizes and colours etc. (Action by AD/Admn)
- (vii) Many of the sections like Establishment, Accounts and Administration were found overcrowded On the other hand certain areas; enough spaces were found not utilized properly or under utilized. Hence there is a need to undertake an exercise to evenly spread the staff according to their functional needs to utilize the office space optimally. Small cabins, which are blocking the open spaces, need to be removed to create an open office layout and give a good work environment for staff and visitors.(Action by DD/Estt, AD/C&F & AD/Admn)
- (viii) New furnitures/Almirahs wherever necessary should be procured (Action by AD/Admn).

- (ix) Seepages along the shaft and walls especially in Establishment section were noticed and the same should to be attended immediately (Action by AD/Admn).
- (x) Exhaust/Outlets of old air-cooling ducting found opened at several places and breeding of mosquitos was noticed. These mosquitos and insects may pose a serious threat to the health of the staff and visitors. Perhaps the breeding of mosquitos may be for the good reasons that the air-cooling plant installed in the Trust become in operational for 3-4 years. Since we have installed ACs in the office, there is a need for review of the air-cooling plant and ducting through an engineer for removal or condemnation etc. to avoid breeding of mosquitos.
- (xi) The toilets should be kept neat and clean and minor repairs can be carried out (Action by AD/Admn).
- (xii) The raw spaces along the walls and corners of various sections need some woodwork to keep files and storages as the CPWD at the time of handing over the office building did not carry out any wood work at any place not the administration took steps thereafter to undertake such work. AD (Admn) may use the services of the carpenter who is on the rolls of NBT to undertake in-house woodwork on phased manner.
- (xiii) There is a need to fix sign board (with back lit) of NBT written in bilingual form at the top of the office building. Similarly all the signboards at the approach road to the campus should be replaced or painted.(Action by AD/Admn & DD/Art)
- (xiv) There is a need to create a pole with proper directional boards in front of ATM to give visitors about the information and direction of Administrative block, Book Shop, NCCL Library, Warehousing, Guest House, Essential Staff Qtrs, Director's Residence, Bank, NRO office etc. (Action by AD/Admn & DD/Art)
- (xv) Some of the cars of staff were parked permanently in the parking shades unauthorizedly for a long time, which are to be removed immediately (Action by Security/AD-Admn)

4. In order to implement the above instructions issued by the Government of India and to ensure hygiene and cleanliness, the following instructions are issued in this regard:

- (i) Maintenance of cleanliness and hygiene in the office premises/complex is the prime responsibility of all sections.
- (ii) No office material/Almirahs etc. should be kept in corridors and stairways of the building.
- (iii) All files/papers should be neatly stacked inside office so that a positive work environment is created.
- (iv) The records, which are required to be preserved, must be kept in the record room after their classification as per the guidelines of the Govt. of India issued in this regard.
- (v) The Trust is in the process of floating a tender for digitalization of records and a Records Officer in terms of Destruction of Records Rules will be issued separately for this purpose.
- (vi) All sections must identify records and files for weeding out process as per the life prescribed for each category or records in accordance with the rules of record keeping. This exercise should be completed within 15 days time.
- (vii) All un-used/broken/old furniture and obsolete office equipment's should be identified and processed for write off and subsequent auction after

following due process under GFR once in six months in HQrs office and once in a year at Regional Offices and BPCs.

6. All the Divisional Heads should also ensure for punctuality in attendance of the staff members working under their administrative control. It was also reported that a number of staff were found spending a considerable time on social media for their private use while on duty. Instructions should be issued to all staff not to misuse Internet services being provided by NBT for official use. The undersigned or any senior officers of the Trust to ensure punctuality will carry out surprise checking.

7. All the Divisional Heads are, therefore, requested to undertake exercise for improving hygiene and cleanliness of the office complex of all offices of the NBT.

8. The second round of the Inspection will be carried out by the undersigned some time next week.

(Dr MA Sikandar )  
DIRECTOR

Copy to:

All Divisional Heads  
Regional Offices and BPCs  
All Group A Officers at HQrs office  
DD/Estt, AD/Admn, AD(C&F), DD/NRO, DD/Exh, JD/AD(P)  
Computer Cell ( to place the circular on the web)  
Caretaker  
Notice Board