

nvDR wKwcs bxwZgvjv I c×wZ (Housekeeping Policy and Procedure)				
WKzṡg>U bs (Document No)	Bmy" ZvwiL (Issue Date)	wiwfkb bs (Revision No)	wiwfkb ZvwiL (Revision Date)	Abyṡgv`bKvix (Approved By)

f~wgKvt

House Keeping kṡāi A_© mvwRṡq ,wQṡq ivLv I Zvi mwVK ZĖjveavb Kiv| Mvṡg©>Um KviLvbn GKwU Drcv`bg~Lx wkí cÖwZôvb| KviLvbnṡK GKwU evox wnmvṡe weṡePbn Kiṡ mvRvṡbn ṡMvQvṡbn Ges cwi"Qbœ KviLvbn cÖṡqvRbxqZv Acwimxg| GKwU KviLvbnq GKṡĬ KṡqK nvRvi ṡjvK PjvPj Kṡi I wbR wbR Kg© mṡúv`b Kṡi| GLvṡb gvjvgvj, ṡgwkbĈ Ges Ab`vb" mKj AvmevecĬ h\_vh\_fvṡe ,wQṡq bv ivLṡj cÖ\_gZ `vb msKyjvb mṡœ nṡe bv| dṡj Mv`vMvw`fvṡe ivLv wRwbmĉĬi Pvṡc KvṡRi cwiṡek webó nṡe| Drcv`bkxjZv Kṡg hvṡe| GgbwK ṡKvb AbvKvswLZ `~N©Ubn NṡU hvlqv Amṡœ bq| GRb" d`vṡix cwi`<vi cwi"Qbœ I mvwRṡq ,wQṡq ivLvi Rb" KwZcq wbqgbxwZ Abymib Kiv LyeB Riæix|

Dṡik`ṡ

House Keeping mṡ^ṡÜ mywbw`©ó bxwZgvjv cÖ`vb Kiv Ges me©`v Kg©`jṡK my`i, my-k,,•Lj I wbw`©ó gvb Abyhvqx nvDRwKwcs Abymib Kiv|

cwiwat

KviLvbn nvDRwKwcs Gi Rb" weṡkLZ ṡh ṡh Gwiqv,ṡjv Gi AšĬ©f~³ nṡe ṡm,ṡjv nj ṡMBU GjvKv, d`vṡixi AvwObv, ṡdweªKm I Gṡªmwir ṡóvi, KvWUs ṡmKkb, myBs ṡmKkb, wdwbwks ṡmKkb, Awdm Gwiqv, KvU ṡcṡbj wKwcs Gwiqv, KvWUs ṡUweṡji bxP, wmwö, myBs jvBṡbi wfZi, ṡgwkb ivLvi `vb, wewfbœ ṡmjd, ṡgwWṡKj ṡm>Uvi, ṡW-ṡKqvi ṡm>Uvi, WvBwbs, UqṡjU mn KviLvbn mKj Gwiqv GB bxwZgvjv I c×wZi AvlZvf~³|

Kvh©KiY ev weeiYt

1| **ṡMBU GjvKvt** d`vṡix PjvKvjxb mKj ṡMBU ṡLvjv ivLṡZ nṡe| ṡMBṡUi wfZṡi Ges evBṡi ṡKvb cÖwZeÜK \_vKṡe bv| ṡKvb cÖKvi hvbevnṡ ṡMBṡU `uvovṡbn _vKṡe bv| ṡMBṡU ṡKvb ṡjvK mgvṡek ev RUjv _vKṡebv| ṡjvK PjvPj wbwe©Nœ Kivi Rb" me©`v mṡPó _vKṡZ nṡe|

2| **d`vṡixi AvwObvt** me©`v cwi`<vi cwi"Qbœ ivLṡZ nṡe| dzṡji Ue Ggb `vṡb ivLṡZ nṡe hvṡZ my`i ṡLvq| Ue,wj cwi"Qbœ Ges mṡZR ivLṡZ nṡe| Mvox,wj cvwK©sṡqi `vb Qvov Ab" ṡKvb RvqMvq ivLv hvṡe bv| mg`Ĭ Mvox evBṡi w`ṡK gyL Kṡi ivLṡZ nṡe| hvṡZ AbvKvw•LZ `yN©Ubn mgq `ªæZ evBṡi ṡei Kiv hvq| Mvöxi Pvwe Aek`B cÖkvmb-G iw¶Z Pvwei evṡ: ivLṡZ nṡe| ṡKvb Ae`vq PvjṡKi cṡKṡU ivLv hvṡe bv| gvjvgvj ṡjvwWs Ges AvbṡjvwWs Gi `vb cwi"Qbœ ivLṡZ nṡe| ṡdṡj hvlqv KvUy©b, iwK, gqjv AveR©bv RgṡZ ṡqv hvṡe bv Ges mṡ½ mṡ½ mwiṡq ṡdjṡZ nṡe|

3| **ṡóvit** GKwU AZ`šĬ ,æZjc~b© RvqMv| gvjvgvj Ggbfvṡe ivLṡZ nṡe hvṡZ Kg RvqMvq Awak gvjvgvj myk,,•Ljfvṡe ivLv hvq| Fabric Roll ,wj Pallet/Dunnage Gi Dci Stack Kṡi ivLṡZ nṡe| `cK...Z A_ev Qwoṡq wQwUṡq ivLv hvṡe bv| evqvi Abyhvqx Ges Style, Order I Colour Abyhvqx Stack Kṡi ivLṡZ nṡe| wiṡRṡ ṡdweª c,,K Stack G ivLṡZ nṡe| Stack ,wj 6 dzU ch©šĬ DuPz ivLv hvq| Stack Gi mvwii gvSLvṡb PjvPṡji iv`lv ivLṡZ nṡe| cÖwZ Stack G Bin card _vKṡZ nṡe| Accessories wba©vwiZ Rack G ,wQṡq ivLṡZ nṡe| cÖwZ Rack Gi gvSLvṡb

4| KvwUs †mKkbt KvwUs †Uwej me©`v cwi"Qbœ ivL‡Z n‡el Kvc‡oi UzKiv, c`v‡KR mvgMÖx †hgbt wc.wc e`vÛ, cwj e`vM cÖf,wZ m‡½ m‡½ Acmvib Ki‡Z n‡el †Uwe‡ji bx‡P KLbl AcÖ‡qvRbxq gvjvgvj ivLv hv‡e bv| †Kvb †dwe^a, c‡KwUs A_ev B>UvijvBwbs AwZwi³ †_‡K †M‡j h_vh_fv‡e †óv‡i Rgv w`‡Z n‡el KvwUs †gwkb Ges bvBd wbivc` `v‡b ivL‡Z n‡el AcÖ‡qvR‡b KvwUs †gwkb,wj cøvM jvMv‡bv Ae`vq †Uwe‡j ivLv hv‡e bv| e`eüZ bvBd †óv‡i †dir w`‡Z n‡el GB bvBd w`‡q Ab` †Kvb KvR Kiv hv‡e bv| †dwe^a †ivj Stack K‡i ivL‡Z n‡el Stack ,wj †Uwej †_‡K wbivc` `y'‡Zj_ vK‡el cwi`<vi cwi"QbœZv eRvq ivL‡Z n‡el AwMœewbe©vcK mvgMÖx ch©šl †cuŠQvi iv`lv Db¥~³ ivL‡Z n‡el

6| wdwbwks †mKkbt wdwbwks †mKkb my›ifvƚe ,wQ†q ivL†Z nƚe| Finished gvjvgv†j
KvUz©b h_v`v†b bvwg†q ivL†Z nƚe| hv†Z †mKkb G `vb msKzjv†bi Amyweav bv nq|
cÖ†qvR†bi AwZwi³ KvUz©b †mKkb G ivLv hvƚe bv| Avjwcb, h†Z† Qwo†q wQwU†q ivLv
hvƚe bv| G†Z `~N©Ubv NUvi mæœvebv \_v†K| KvR †k†| Avq†bi cœvM Aek`B Ly†j ivL†Z
nƚe| cœvM jvMv†bv Ae`vq †Kvb Avqib Mv†g©›Um Gi Dci ivLv hvƚe bv| Kvco cy†o wM†q
AwMœKvÛ N†U †h†Z cv†il cwj Kivi ci Mv†g©›Um ,†jv h_v mæœe `ªæZ KvUy©b G f†i
†dj†Z nƚe| Ah v †d†j ivL†j Wv÷ ††M qqiv n†q †h†Z cv†il

8| vn c v @ t †hgb Solvey (Acetone) Thinner, Hydrogen Peroxide, Lubricant Oil etc. Ges Abvb` vM DVv†bvi mvgMÖx Ges Rjvjvbx ‡Zj †hgb- Diesel, Petrol BZvw` wbivc` v†b Rgv ivL†Z n†e| Mvm Gi Ae`eüZ (bZzb) Ges e`eüZ Dfq cÖKvi wmwjÜvi wbivc` v†b ivL†Z n†e G.†ivi cv†k †Kvb fvix qvjvqvj ivLv hv†e bv|

10| **wmuwoṭ** wmuwoṭZ KLbl †Kvb gvjvgvj ivLv hvṭebv| me©`v Svo- w`ṭq wmuwoṭK
AZ`šl cwi”Qbœ ivLṭZ nṭe hvṭZ wmuwoi gqjv wfZṭi bv ṭḥṭZ cvṭil †gwk b GK`vb ṭ_ṭK Ab`
`vṭb ev GK †d-vi ṭ\_ṭK Ab` †d-vi G Avbv ṭblqvi mgq hvṭZ †gwkṭbi ṭZj wmuwoṭZ bv cṭo
ṭmB w`ṭK jll` ivLṭZ nṭel †Qṭṭṭ`i wmuwo †Qṭṭiv Ges †gṭqṭ`i wmuwo †gṭqiv e`envi Kiṭel
_y _y l gqjv ṭdjvi cvl h_v`vṭb ivLṭZ nṭe Ges wbqwgZ cwi`vi ivLṭZ nṭel gqjv l _y _y,
†Qov KvMR Ges AcÔṭqvrBxbq wRwbmcl ṭhLvṭm ṭmLvṭb ṭdjv hvṭe bv|

11| **Baby Care Centret** wkiṭṭi evṭmvcṭhvMx Kivi eēv KiṭZ nṭel cwiṭvi cwi"QbœZv eRvq ivLṭZ nṭel wkiṭṭi emv, ṭLjv Kiv, Nygvṭbv Ges ṭv"Qv Pjvṭdivi eēv ivLṭZ nṭel Nṭi Ggb ṭKvb Avmevecṭ, KuvṭPi ṭevZj ivLv hvṭe bv ṭLqvj ivLṭZ nṭe hvṭZ wkiiiv AvNvZ cÖvß bv nqṭ wkiṭṭi ṭLjvayjvi Rb" myṭi myṭi ṭLjbv ivLṭZ nṭel Zṭe Ggb ṭKvb ṭLjbv ivLv hvṭe bv hvṭZ ṭLjbv ṭṭKB wkiiiv AvNvZ cvqṭ G iæṭg iay mswkøó wkṭ gvṭqiv Qvov Abṭi hvZvqvZ wbwṭxṭ wbiṭc "wdwWs" cÖvṭbi Rb" GLvṭb cṭK eēv vKṭZ nṭel wkiṭṭi ṭLṭv ibvi Rb" cÖwkṭṭb cÖvß Avqv vKṭZ nṭel KṭwU KZ©eṭiZ wPwKrmK KZ...©K wbqwgZ cwiṭkṭbi eēv ivLṭZ nṭel wZwb wkiṭṭi ṭv cixṭvq cvkvvcwk KṭwU wbiṭc ivLvi eṭvcvṭi h_vh_ Dcṭk ṭṭebṭ

12| **UqṭjU t** UqṭjU mg~n AZṭṭi cwiṭvi ivLṭZ nṭel UqṭjṭUi ṭgṭS I KṭgvU Nṭi ṭgṭR cwiṭvi ivLṭZ nṭel nvZ ṭavqvi mvevb ivLṭZ nṭel meṭv cvwbi eēv ivLṭZ nṭel UqṭjṭU cṭvi eēv vKv DwPrṭ wKṭbviṭṭiK mveṭṭwbK ZṭviwKi gṭa ivLṭZ nṭel hvṭZ ṭKvb KvṭR wkw_jZv bv Avṭmṭ UqṭjU Gi Wvṭweb meṭv cwiṭvi ivLvi eēv KiṭZ nṭel UqṭjU G ṭZvqvṭj ivLṭZ nṭe Ges mveṭṭwbK jvBU vKṭZ nṭel

13| mKj ṭdṭvi, dṭvṭixi AvwObv, wmuwo, wjd&U, AwdmKṭ, UqṭjU, ev_iæg, WvBwbs nj mn mKj RvqMv meṭv myṭifvṭe mvwRṭq ,wQṭq Ges cwiṭvi cwi"Qbœ ivLṭZ nṭel hvṭZ cÖ_g ṭkṭbB GKUv mymwṭZ cwiṭek jṭṭ Kiv hvqṭ ṭKvb Aisles Mark, Distribution Board I AwMœwbeṭvcK mvgMÖx mgṭni mvgṭb ṭKvb cÖwZeÜK ṭKvb AeṭvṭZB ivLv hvṭe bvṭ ṭgwkb cṭ mn mKj gvjgvj memgq h_v wbqṭg mvwRṭq ,wQṭq ivLṭZ nṭel Gi eṭwZṭg Kiv hvṭe bvṭ

14| dvó GBW eṭ mg~n mymwṭZ ivLṭZ nṭel KZ©eṭiZ wPwKrmK I mswkøó ṭvwqZj cÖvß eṭwṭ Gṭjvi wbqwgZ ṭPK Kivi eēv Kiṭebṭ dṭvṭix PjvKvjxb eṭ Gi Zvjv Lyṭj ivLṭZ nṭel

Dcmsnvit

cwiṭvi cwi"Qbœ vKv GKwU fvj Afṭvmṭ G Afṭvm mKṭji mgvbfvṭe iß KiṭZ nṭel ṭKvb GKK eṭwṭ ev ṭṭji cṭṭ me wKQy cwi"Qbœ, wQg Qvg I myṭi ivLv mṭṭe bqṭ GRb" mKṭji mwṭṭwjZ cÖṭPón cÖṭqvRbṭ cÖṭZṭK BDwbU ev ṭmKkb cÖavbMY Zvṭi Awabṭṭi Abṭvb ṭUṭwbs cÖvṭbi mgq cwiṭvi cwi"QbœZvi I ṭUṭwbs ṭqv DwPrṭ GṭZ cwi"Qbœ vKvi eṭvcvṭi fvj Afṭvm Mṭo DVṭel dṭvṭixwU nṭq hvṭe AZṭṭi ṭMvQvṭbv, cwi"Qbœ I AvKl©Yxqṭ

cÖ ⁻ ‘ZKvix (Prepared By)	Aby†gv`bKvix (Approved By)	Aby†gv`bKvixi -^ṽi (Approval Signature)	mxj (Seal)
	wbev©nx cwiPvjK, -----MÖæc - mvfvi †Rvb		