



GOVERNMENT OF THE PUNJAB,
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY,
GENERAL MANAGER (OPERATIONS)
96-GULBERG ROAD, LAHORE.
TELEPHONE NO. 042-99263055-9 FAX NO. 042-99268064

Web Site: www.tevta.gop.pk

NOTIFICATION:

Subject: **SOP REGARDING DENGUE ERADICATION**

No. TEVTA/GM(O)/206/ 730 In order to streamline the anti-dengue campaign in all TEVTA institutions, following committees are constituted to ensure dengue eradication in their respective jurisdiction:

1. Institution Committee (All institutions including offices etc).
2. District Committee.
3. Zonal Committee.

1. INSTITUTION COMMITTEE

i. The Composition of the committee shall be as under:

- | | |
|--|--------------------|
| a. Principal / Head | Convener |
| b. Senior most faculty member | Member |
| c. Focal person from among the
faculty, to be notified by the principal | Member / Secretary |

ii. The committee shall ensure compliance of following guidelines:

- a. Conduct regular inspection of all the premises (indoor as well as outdoor) and take corrective measures immediately.
- b. Ensure complete cleanliness of washrooms, kitchens, grounds and lawns etc. on regular basis.
- c. Ensure that there is no stagnant water in the premises and ensure timely removal after rains etc.
- d. All sewerage and drain of institutions should work properly.
- e. The tanks, barrels drums and buckets should be cleaned on daily basis.
- f. Trimming of unwanted grass and plantation should be done on regular basis.
- g. Measures will be taken to keep water cooler, air coolers empty from water after office hours.
- h. Leakage of water taps should be stopped in the institutions / offices.
- i. Cleanliness of roofs of buildings should be done.
- j. No dumping of garbage in the open areas.

- 44
- k. No open empty bottles /broken pots are lying anywhere in the institute premises.
 - l. Measures regarding spray and disposal of old tyres shall be ensured in the light of Government instructions.
 - m. Banners and charts highlighting precautionary measures against dengue mosquito will be displayed at prominent places of the institute.
 - n. Lecture of resource persons on dengue awareness/workshop would be arranged in the institute on weekly basis.
 - o. The committee shall submit weekly report to the district committee through e-mail/fax on the attached proforma.

2. DISTRICT COMMITTEE

- i. The Composition of the committee shall be as under:

a. District Manager concerned	Convener
b. One senior most Principal of GCT, GTTI, GVTI and GTTC	Member
c. Assistant Manager (Technical) of DM office/ Focal person	Member / Secretary

- ii. The committee shall ensure compliance of following guidelines:

- a. Analysis of weekly reports received from institutes and issue necessary instructions where required.
- b. To conduct surprise visits of the institutes with regard to dengue related issues.
- c. To facilitate and advise Heads of Institutions.
- d. Ensure cleanliness of the DM office building and check the points as mentioned in the institute committee's functions.
- e. Mosquito killer medicines approved by the concerned authority should be sprayed in the complete building and outer premises.
- f. The District Committee will submit a consolidated report of the institutes to Zonal Manager on fortnightly basis on 1st and 15th of each month.

3. ZONAL LEVEL COMMITTEE

- i. The Composition of the committee shall be as under:

a. Zonal Manager concerned	Convener
b. District Manager of zonal Headquarter	Member
c. Assistant Manager (Technical) of ZM office /Focal Person	Member / Secretary

- iii. The committee shall ensure compliance of following guidelines:

- a. To review reports of the district committees and verify actions taken by the district and institute committees.
- b. To resolve issues pointed out by the District Committees.
- c. Mosquito killer medicines approved by the concerned authority should be sprayed in the complete building and premises.
- d. Ensure cleanliness of the ZM/DM office building and check the points as mentioned in the institute committee's function.
- e. The Zonal Committee will submit verified consolidated report of the districts to General Manager (Operations) on fortnightly basis on the 5th and 20th of each month.

Dated:
April 25, 2013

CHAIRPERSON TEVTA

Copy to:

1. All General Managers, TEVTA Secretariat, Lahore.
2. The Advisor (Projects/Planning) TEVTA Secretariat, Lahore.
3. All Deputy General Managers TEVTA
4. All Managers, TEVTA Secretariat Lahore.
5. All Zonal Managers, TEVTA.
6. All District Managers, TEVTA with the request to ensure compliance and circulate the notification to lower formation under their jurisdiction.
7. Manager (MIS) TEVTA – with the request to place circular on website.
8. SA to Chairperson TEVTA
9. PS to C.O.O TEVTA


(Engr. M. Haroon Naseer)
Manager (Operations-II)

DAILY REPORT PROFORMA

Sr. No	Activity	Standards			Observation of committee with date	Action taken by the institution committee on the observations with date	Remarks, if any
		A	B	C			
1	Cleanliness of wash rooms.						
2	Cleanliness of grounds.						
3	Cleanliness of lawns.						
4	Control of water stagnant places						
5	Cleanliness of the tanks, barrels drums and buckets.						
6	Trimming of unwanted grass and plantation.						
7	Keep water cooler, air coolers empty from water after office hours.						
8	Stoppage of leakage of water taps						
9	Cleanliness of roofs of buildings.						
10	No dumping of garbage in the open areas.						
11	No open empty bottles /broken pots are lying anywhere in the institute premises.						
12	No old tyres and bucket are lying in the open areas.						
13	Display of banners and charts etc.						
14	Auction of old item or any redundant stock						

Signatures of:

1. Convener of committee
2. Member
3. Member/ Secretary