



# MAHARSHI DAYANAD SARASWATI UNIVERSITY AJMER

No. F.( )Reg. Office/MDSU/2026/ Digitally Signed on Rajkaj

Office Order

## Comprehensive Campus Cleanliness Drive (15 Days)

A comprehensive cleanliness drive shall be undertaken across the University campus, to be jointly executed by the Swachhata (Sanitation) Department and the Horticulture Department. The entire work must be completed within 15 days without fail.

In view of the likelihood of forthcoming rains, all concerned departments are directed to carry out the work on priority and at the earliest to prevent waterlogging and related issues.

### The scope of work shall include:

- Cleaning and desilting of all drains to ensure proper flow.
- Sweeping and cleaning of all roads and pathways.
- Complete sanitation of hostels, including toilets and surrounding areas.
- Deep cleaning of Satyarth Sabhagar (auditorium).
- Cleaning and maintenance of the cricket ground.
- Cleaning of all parks, including Constitution Park, and other green areas.
- Removal of weeds, unwanted grass, and overgrown vegetation.
- Pruning of trees and clearing of dense/jungle-like areas.
- Cleaning and upkeep of the front area of the University and entry points.
- The Swachhata Section shall be responsible for overall sanitation, waste removal, and deployment of manpower, while the Horticulture Section shall ensure maintenance of parks, lawns, trees, vegetation and removal of weeds, etc.
- Both Sections are further directed to prepare a detailed implementation plan on an urgent basis, clearly indicating area-wise work allocation, manpower deployment, and a day-wise execution schedule. The same shall be submitted to this office immediately for approval and necessary action.
- Daily progress reports shall be submitted, and strict monitoring will be carried out. Any negligence or delay will be viewed seriously.

This order shall come into force with immediate effect.

- Further, it is sad to note that neither the Horticulture nor the Swachhata Section has yet installed the biometric attendance machine for their employees.
- Both the Sections (one each for Horticulture and the other for Swachhata Karmis) are hereby instructed to install Biometric machines to mark the attendance of the employees; the payment shall be made on the basis of the biometric attendance throughout the year. These biometric machines must be installed in the Administrative Block with immediate effect.

This has the approval of the Competent Authority.

**Registrar**

RajKaj Ref No.:  
21825538

M e-Sign



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Copy forwarded to the following for the information & necessary action :-

1. All HoDs/Incharge, Teaching Departments, M.D.S. University, Ajmer
2. Dean- Students' Welfare/Directors- IQAC/ MMTT, M.D.S. University, Ajmer
3. Comptroller/Controller of Exams, M.D.S. University, Ajmer
4. All Dy. Registrar/ACP/Secretary Sports Board., M.D.S. University, Ajmer
5. Asstt Registrar- GAD/A&F/ Asstt. Accounts Officer, M.D.S. University, Ajmer
6. Garden Supervisor/Sanitary Consultant, M.D.S. University, Ajmer
7. Legal Consultant, M.D.S. University, Ajmer
8. V.C. Sectt. M.D.S. University
9. P.A. to Registrar, M.D.S. University, Ajmer
10. Guard File

**Registrar**