



APPRENTICESHIP CURRICULUM
for
Household Multipurpose Executive
Under
Domestic Workers Sector Skill
Council
for
NSQF compliance

National Apprenticeship
Promotion Scheme

DOMESTIC WORKERS SECTOR SKILL COUNCIL: NAPS

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| 1 | Program Title | Household Multipurpose Executive |
| 2 | Program Code, if any | DWC/Q0103 |
| 3 | Any related NSQF approved QP/Course/ NOS and code | Household Multipurpose Executive, DWC/Q0103 |
| 4 | Hours for Basic Training (Block I) | 340 (2 Months) |
| 5 | Hours for On the Job Training (Block II) | 1600 (10 Months) |
| 6 | Certifying body for Basic Training Program | DWSSC |
| 7 | Certifying Body for On the Job training | DWSSC jointly with Industry where apprenticeship is carried out |
| 8 | Any Licensing requirements, wherever applicable | NA |
| 9 (a) | Minimum eligibility criteria (Educational and/ or technical Qualification) | 10 th Standard |
| 9 (b) | Basic Training Exemption (BTE) criteria | Certified in Household Multipurpose Executive under PMKVY/ Graduation/ Diploma in hospitality |
| 10 | Trainer's Qualification and Experience | <p>Certificate/ 2 Years Diploma/ Graduate/ Post Graduate in Hotel Management/ Restaurant Management/ Hospitality Management / Food Science and Nutrition Or Equivalent or Relevant Higher Education/ Any Graduate</p> <p>With 48 months/ 48 months/ 36 months/ 24 months/ 60 months of experience as Home Science Teacher/ Housekeeping Supervisor in any housekeeping agency/ Facility Management Company/ Teacher of cooking or running crockery classes or supervising Pantry/ Mess etc. & also among total years of experience may or may not include 1 year of training delivery experience</p> |
| 11 | NCO code and occupation | NCO-2015 /9111.0100/ Housekeeping |
| 12 | Proposed NSQF level | 4 |
| 13 | Indicative list of training tools required to deliver this qualification (may be attached) | Attached as annexure I |

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| 14 | Formal structure of the curriculum | | | | |
| | | Modules | Notional hours-Theory | Notional hours-Practical | Total duration |
| | Basic Training Program | 1. Introduction to Domestic Worker sector | 5 | 5 | 10 |
| | | 2. Housekeeping and Replenishment of Supplies | 15 | 30 | 45 |
| | | 3. Administrative Tasks | 20 | 45 | 65 |
| | | 4. Management of Visitors/ Guests | 25 | 50 | 75 |
| | | 5. Hygiene and Work Etiquette | 20 | 35 | 55 |
| | | 6. Cleanliness and Security of Workplace | 20 | 35 | 55 |
| | | 7. Digital Devices and Basic Software Applications | 15 | 20 | 35 |
| | On the Job Training Program | 1. Introduction to Domestic Worker sector | 5 | 0 | 5 |
| | | 2. Housekeeping and Replenishment of Supplies | 30 | 250 | 280 |
| | | 3. Administrative Tasks | 40 | 300 | 340 |
| | | 4. Management of Visitors/ Guests | 35 | 250 | 285 |
| | | 5. Hygiene and Work Etiquette | 30 | 200 | 230 |
| | | 6. Cleanliness and Security of Workplace | 30 | 200 | 230 |
| | | 7. Digital Devices and Basic Software Applications | 30 | 200 | 230 |
| 15 | Total Pass marks | | | | |
| | | Pass Marks-Theory %age | Pass Marks- Practical %age | | |
| | Basic Training Program | 70 | 70 | | |
| | On the Job Training Program | 70 | 70 | | |

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| 16 | Job description-brief - Household Multipurpose Executive typically functions out of households set up for home-based businesses, performing administrative and work support activities such as housekeeping, managing telephone calls, management of files and other documents. | |
| | Progression from the qualification (Please show Professional and academic progression) | <ol style="list-style-type: none"> 1. Housekeeping Executive (THC/Q0208) 2. Multipurpose Worker(THC/Q5712) 3. Front Office Associate (THC/Q0102) 4. Counter Sale Executive (THC/Q2903) 5. Front Desk Officer - QSR (THC/Q2907) 6. Bell Boy (THC/Q0104) 7. Room Attendant (THC/Q0202) 8. Multipurpose Worker (THC/Q5712) 9. Multipurpose Worker - Office (THC/Q5710) |
| 18 | Employment avenues/ opportunities | Domestic Sector, Manufacturing and Service Industry, Hospitality, Facility Management |
| 19 | Assessment strategy (Basic training and On the Job) | <ol style="list-style-type: none"> 1. Weekly Quiz, Assessed Practical, they will be recorded, and evidence maintained in terms of exercise papers and answer papers. 2. Monthly reports for each trainee by the Trainer/ Supervisor. They shall be recorded for each trainer. These will be in terms of description arrived at from the marks obtained during weekly quiz and practical/ exercises. 3. Consolidated 3rd party assessment along with Industry where employed as apprentices. Block 1 assessment by 3rd party. It shall have the component of Theory, practical and viva voce, and <p>On the Job Training</p> <ol style="list-style-type: none"> 4. Consolidated assessment after apprenticeship period jointly (Block-2) With Industry. This consolidated assessment shall have NOS wide assessment of practical and viva voce components. Their evidence and records shall be maintained and results promulgated to all the stakeholders <p>5. General Guidelines</p> <ul style="list-style-type: none"> • Each QP will be assessed as per the standard AC given in the qualification pack. Such AC (Assessment Criteria) may be revised by the |

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| | | <p>SSC (periodic version control) or as and when deemed necessary.</p> <ul style="list-style-type: none"> ● Assessment Agency (s) will ensure quality and validity of each assessment and will contribute to the (re) design of AC as well as DTM (Detailed Test Matrix), as and when deemed necessary. ● Each QP assessment may be arranged as a set of multiple test modules. Choice of modules is a design perspective only. Ideally, a QP based assessment should be single seamless interface (and perceived module) for assessee. ● However for NOS based assessments the assessment can be seamless but must cover all the PCs as articulated in Assessment Criteria and Detailed Test Matrix ● Before launch of any new assessment, the assessment provider/ assessor will prepare a DTM as per standard format of the SSC and get concurrence of the SSC and its members firms. If already existing, SSC will share the detailed test matrix with the assessment agency. ● Assessment Agency/ Assessor may exercise the flexibility of +-10% in duration and number of Assessment Items (AIs) to suit their backend engine (e.g. test modules and test strategy). ● In case of any change in the design of assessment then the time to roll out the revised assessment will not be more than 2 weeks, unless approved by the SSC. |
| 20 | Curriculum update version and date | Version 1.0 dated 19 Dec 2018 |
| 21 | Curriculum revision date | 26 Sep 2022 |

Curriculum

| Module Name with Duration | Key Learning Outcomes |
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| Theory/Basic Training Program- Block I | |
| Introduction to Domestic Workers Sector Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code Bridge Module | <ul style="list-style-type: none"> • Discuss Domestic Workers Sector in India. • Describe the draft national policy and different statutory provisions for Domestic Workers in our country • Explain the categorization of domestic workers in India. • Understand the reasons for the growth of Domestic Workers Sector in India. • Discuss the emerging trends in Domestic Workers Sectors in India. • Understand the roles and responsibilities of Household Multipurpose Executive |
| Housekeeping and Replenishment of Supplies Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 30:00 Corresponding NOS DWC/N0110 | <ul style="list-style-type: none"> • Operate and clean workplace equipment • Ensure equipment is dust free and in working condition • Apply techniques to clean workplace premises including furniture, glass panes, windows, floors etc. • Identify how to do a quick and efficient cleaning of premises • Ensure the cleanliness and maintenance of workplace equipment to ensure their functionality • Clear out garbage bins on a daily basis • Ensure discarded papers or documents are shredded • Monitor external cleaners • Change or refill cartridges in printers and in other equipment • Coordinate maintenance and repair of equipment as instructed • create a record of office stationary supplies and its utilization • Purchase stationary to replenish stocks as instructed • Ensure proper utilization of office supplies • Ensure to oversee maintenance work as required • Report any hazards to the relevant person |

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| <p>Administrative Tasks</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 45:00</p> <p>Corresponding NOS DWC/N0111</p> | <ul style="list-style-type: none"> ● Record and verify any expenditure/ receipts (e.g. Sale and purchase of supplies) in the book ● Explain the significance of time management ● Operate computers, digital devices (smart phones, laptop, tablet), MS-Office ● Operate photocopiers, fax, printers, paper shredders and other machines ● Verify all the bills/ challans/ invoices ● Record all the accounting entries in a log book ● Follow the described organizational standards while attending to guests and visitors ● Demonstrate the use of technology for booking cabs, trains, flights and hotels ● List acceptable identify / proof documents ● Compose emails ● List types of mail methods and how to send packages, couriers etc. ● Schedule meetings and manage calendar ● Support the concern individual authorities with various tasks such as taking print outs, scanning as requested ● Administer proper filing and documentation ● Verify and record any bank related transaction/ receipts (visiting banks, ATM, sale and purchase of supplies) in the book/ electronic system ● Manage invoices and release payments to suppliers accurately and on time ● Schedule meetings as requested ● Schedule daily agenda and appointments of supervisor as instructed ● Identify how to receive and distribute the received mails to intended recipients ● Explain how to maintain record of incoming/ outgoing mails ● Practice to alert supervisor if suspicious packages are found ● Complete all the tasks related to delivery or collection of documents/packages/messages from workplace to external site ● Facilitate pick and drop service for child from home, school or tuition centre. |
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| <p>Management of Visitors/ Guests</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS DWC/N0112</p> | <ul style="list-style-type: none"> • Follow basic etiquette when answering calls and addressing visitors. • Make the visitor feel comfortable by offering a smile • Demonstrate aspects of personal grooming. • Ensure the visitor is comfortable • List the products and services available at workplace • List mandatory details to be received from the visitor/ caller • List types of beverages and snacks that to be served • Illustrate the use of the basic functionality of multi-line telephones • Follow basic etiquette when answering calls and addressing visitors. • Collect and verify identification document from the visitor • Make and serve different types of tea or coffee and snacks as requested • Practice to answer all phone calls promptly, in a courteous manner • Speak with callers in pleasant and polite voice after greeting them appropriately • Understand the caller's requirement and act accordingly • Record caller's details for future reference in a maintained notebook, in case of unavailability of the contact person. • Write messages from the callers in a legible handwriting in a notepad |
| <p>Hygiene and Work Etiquette</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS DWC / N9902</p> | <ul style="list-style-type: none"> • Follow proper gestures to greet visitors • Listen attentively and respond tactfully and politely • Ensure professional and ethical conduct • Demonstrate interpersonal skills for the required job role • Recognize importance of hygiene and cleanliness for the benefit of the employer as well as oneself |
| <p>Cleanliness and Security of Workplace</p> <p>Theory Duration (hh:mm) 20:00</p> | <ul style="list-style-type: none"> • Apply appropriate safety measures promptly and efficiently, as dictated by existing procedures and instructions. • Follow the emergency procedures promptly, calmly and efficiently when confronted with an emergency event |

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| <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS DWC / N9903</p> | <ul style="list-style-type: none"> ● Identify and recommend opportunities for improving health, safety, and security to the concerned person ● Illustrate ways for safe handling of waste ● Illustrate the importance of using different types of dustbins for waste disposal. ● List the reasons for keeping waste areas clean, tidy and sanitized at all times ● Identify relevant personal protective equipment required for different types of waste ● Apply methods of cleaning waste/ garbage from the work area as per the procedures and statutory provisions |
| <p>Digital Devices and Basic Software Applications</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS DWC / N9904</p> | <ul style="list-style-type: none"> ● Identify how to read and write in English ● Explain how to operate CCTV ● Explain how to attach various components and install/uninstall various programs on the computer ● Explain how to use different input devices such as scanners, camera, mouse, keyboard etc. Efficiently ● Recognize how to take print outs of required documents and transmit documents to external storage devices such as hard disks, pen drives, DVDs etc. ● Identify how to compose emails - draft, format and send attachments ● Explain how to create a basic presentation with slides ● Explain how to use internet for search and specific work needs ● Practice creation of word documents – create, edit, save, send. Similarly, for excel files, PowerPoint presentations ● Identify how to draft, format and type emails for office communication, to create mailing lists, memos etc. ● Recognize the main shortcut keys to be used for basic functions |
| <p>Total Duration Grand Total: 120+220</p> | <p>Theory Duration 120:00, Practical Duration 220:00, Employability and Entrepreneurship-40:00</p> |

| On the Job Training Program- Block II | | |
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| Introduction to Domestic Workers Sector Bridge Module Training Hours Theory Practical/ OJT 05 00 | <ol style="list-style-type: none"> 1. State the objectives of the program 2. Describe the draft national policy and different statutory provisions for Domestic Workers in our country 3. Explain the categorisation of domestic workers in India 4. Understand the reasons for the growth of Domestic Workers Sector in India. 5. Discuss the emerging trends in Domestic Workers Sector in India 6. Understand the roles and responsibilities of Child Caretaker (Non Clinical) | |
| Housekeeping and Replenishment of Supplies DWC/N0110 Training Hours Theory Practical/ OJT 30 250 | <ol style="list-style-type: none"> 1. Clean office area including furniture, windows efficiently 2. Maintain workplace equipment and ensure they are functional 3. Oversee maintenance work as required 4. Report any hazards to the relevant person 5. Keep a record of items used regularly for the workplace 6. Purchase consumable items, supplies, tools, equipment and PPE (Personal Protective Equipment) at workplace to replenish stocks as instructed. | |
| Administrative Tasks DWC/N0111 Training Hours Theory Practical/ OJT 40 300 | <ol style="list-style-type: none"> 1. Take print outs, photocopies, scan the documents and other such tasks 2. File required documents in a proper manner 3. Use MS office tools for office support 4. Verify and record any financial transaction/ receipts (e.g. sale and purchase of supplies) in the book/ electronic system 5. Perform banking related tasks such as deposit, withdrawal, handling cheques, passbook updation, getting demand drafts prepared, etc. 6. Receive, deliver, check invoices/ bills/ challans for correctness 7. Solve basic arithmetic calculations including fractions, divisibility, and percentages accurately 8. Account for receipts and expenses from the petty cash issued to him/her 9. Schedule meetings as requested and keep minutes of meetings 10. Draft, format or edit routine internal memos as per the requirement 11. Book air ticket, train ticket, hotel or local cabs as per requirements | |

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| | <ol style="list-style-type: none"> 12. Receive and distribute the received mails to intended recipients 13. Maintain record of incoming and outgoing mails 14. Send outgoing mails and deliveries as per mode of delivery. For ex. courier, speed post etc. 15. Deliver or collect documents, packages, and supplies or messages between workplace and other locations 16. Drop or pick up children from school or tuition centre |
| Management of Visitors/ Guests DWC/N0112 Training Hours Theory Practical/ OJT 35 250 | <ol style="list-style-type: none"> 1. Welcome the visitor in a courteous manner and inquire about the reason for visit 2. Respond appropriately to visitors' queries 3. Collect and verify identification document from the visitor 4. Notify concerned authority about the visitor and direct him/ her to the waiting area or to the concerned authority as required 5. Make and serve different types of tea or coffee and snacks as requested 6. Answer all phone calls promptly, in a courteous manner 7. Handle callers' requirements in an apt manner 8. Maintain telephone register and circulate the same in office |
| Hygiene and Work Etiquette DWC/N9902 Training Hours Theory Practical/ OJT 30 200 | <ol style="list-style-type: none"> 1. Interact in a courteous and disciplined manner with all 2. Dress appropriately and maintain a well-groomed personality 3. Ensure not to argue with the employer/guest 4. Listen attentively and answer back politely 5. Maintain personal hygiene 6. Follow hygiene practices at workplace, such as covering one's mouth while coughing or sneezing, washing hands regularly etc. 7. Do not eat or chew while talking 8. Report any personal health issues related to injury, food, air and infectious diseases to the appropriate person 9. Establish and agree your work requirements with the person concerned 10. Report any kind of issue to the appropriate person. |
| Cleanliness and Security of Workplace DWC/N9903 Training Hours Theory Practical/ OJT | <ol style="list-style-type: none"> 1. Perform first aid techniques including CPR in case of such a situation 2. Report any identified breaches in health, safety, and security to the designated person 3. Identify any hazards and deal with them in safe and competent manner within the limits of one's authority 4. Identify and wear appropriate cleaning gear for waste disposal as required |

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| 30 | 200 | <ol style="list-style-type: none"> Clean waste from the work area thoroughly and according to instructions Collect and segregate waste according to type Reduce the volume of waste through appropriate techniques and throw waste in appropriate waste container/ assigned bins Change disposable garbage bags when full and clean the waste bins regularly Inspect the work site and ensure they are clear of waste Clean the place of dust or any particulate matters Arrange for adequate ventilation Make use of techniques to manage pollution such as noise, air etc. |
| Digital Devices and Basic Software Applications DWC/N9904 Training Hours Theory Practical/ OJT 30 200 | | <ol style="list-style-type: none"> Use different devices such as printer, photocopier, projector, binder, laminator, telephone, A/V equipment scanners, camera, mouse, keyboard etc. efficiently Take print outs of required documents and transmit documents to external storage devices such as hard disks, pen drives, DVDs etc. Replenish material/ supplies needed to run each equipment Inform/ maintain about material/ supplies required for each equipment to the appropriate person Know/ inform and act on the appropriate channel of communication in case of major breakdown Create a word document and type, edit, save and send it Compose emails - draft, format and send attachments Create a spreadsheet and perform some basic arithmetic operations on it Create a basic presentation with slides Use internet for search and specific work needs |

LIST OF ASSESSABLE OUTCOMES/ASSESSMENT CRITERIA

| Modules/ NOS Code No | Assessable outcomes/ Assessment criteria |
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| DWC/N0110 (Perform housekeeping and replenish supplies at the workplace) | <ol style="list-style-type: none"> 1. Clean office area including furniture, windows efficiently 2. Maintain workplace equipment and ensure they are functional 3. Oversee maintenance work as required 4. Report any hazards to the relevant person 5. Keep a record of items used regularly for the workplace 6. Purchase consumable items, supplies, tools, equipment and PPE (Personal Protective Equipment) at workplace to replenish stocks as instructed. |
| DWC/N0111 (Perform administrative related tasks) | <ol style="list-style-type: none"> 1. Take print outs, photocopies, scan the documents and other such tasks 2. File required documents in a proper manner 3. Use MS office tools for office support 4. Verify and record any financial transaction/ receipts (e.g. sale and purchase of supplies) in the book/ electronic system 5. Perform banking related tasks such as deposit, withdrawal, handling cheques, passbook updation, getting demand drafts prepared, etc. 6. Receive, deliver, check invoices/ bills/ challans for correctness 7. Solve basic arithmetic calculations including fractions, divisibility, and percentages accurately 8. Account for receipts and expenses from the petty cash issued to him/her 9. Schedule meetings as requested and keep minutes of meetings 10. Draft, format or edit routine internal memos as per the requirement 11. Book air ticket, train ticket, hotel or local cabs as per requirements 12. Receive and distribute the received mails to intended recipients 13. Maintain record of incoming and outgoing mails 14. Send outgoing mails and deliveries as per mode of delivery. For ex. courier, speed post etc. 15. Deliver or collect documents, packages, and supplies or messages between workplace and other locations 16. Drop or pick up children from school or tuition centre |
| DWC/N0112 (Manage visitors/guests) | <ol style="list-style-type: none"> 1. Welcome the visitor in a courteous manner and inquire about the reason for visit 2. Respond appropriately to visitors' queries 3. Collect and verify identification document from the visitor 4. Notify concerned authority about the visitor and direct him/ her to the waiting area or to the concerned authority as required 5. Make and serve different types of tea or coffee and snacks as requested 6. Answer all phone calls promptly, in a courteous manner 7. Handle callers' requirements in an apt manner 8. Maintain telephone register and circulate the same in office |

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| DWC/N9902 (Display standards of hygiene and work etiquette) | <ol style="list-style-type: none"> 1. Interact in a courteous and disciplined manner with all 2. Dress appropriately and maintain a well-groomed personality 3. Ensure not to argue with the employer/guest 4. Listen attentively and answer back politely 5. Maintain personal hygiene 6. Follow hygiene practices at workplace, such as covering one's mouth while coughing or sneezing, washing hands regularly etc. 7. Do not eat or chew while talking 8. Report any personal health issues related to injury, food, air and infectious diseases to the appropriate person 9. Establish and agree your work requirements with the person concerned 10. Report any kind of issue to the appropriate person |
| DWC/N9903 (Maintain a clean and secure working environment) | <ol style="list-style-type: none"> 1. Perform first aid techniques including CPR in case of such a situation 2. Report any identified breaches in health, safety, and security to the designated person 3. Identify any hazards and deal with them in safe and competent manner within the limits of one's authority 4. Identify and wear appropriate cleaning gear for waste disposal as required 5. Clean waste from the work area thoroughly and according to instructions 6. Collect and segregate waste according to type 7. Reduce the volume of waste through appropriate techniques and throw waste in appropriate waste container/ assigned bins 8. Change disposable garbage bags when full and clean the waste bins regularly 9. Inspect the work site and ensure they are clear of waste 10. Clean the place of dust or any particulate matters 11. Arrange for adequate ventilation 12. Make use of techniques to manage pollution such as noise, air etc. |
| DWC/N9904 (Work with digital devices and basic software applications) | <ol style="list-style-type: none"> 1. Use different devices such as printer, photocopier, projector, binder, laminator, telephone, A/V equipment scanners, camera, mouse, keyboard etc. efficiently 2. Take print outs of required documents and transmit documents to external storage devices such as hard disks, pen drives, DVDs etc. 3. Replenish material/ supplies needed to run each equipment 4. Inform/ maintain about material/ supplies required for each equipment to the appropriate person 5. Know/ inform and act on the appropriate channel of communication in case of major breakdown 6. Create a word document and type, edit, save and send it 7. Compose emails - draft, format and send attachments |

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| | <ul style="list-style-type: none">8. Create a spreadsheet and perform some basic arithmetic operations on it9. Create a basic presentation with slides10. Use internet for search and specific work needs |
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Annexure A**LIST OF TOOLS AND EQUIPMENT (BATCH SIZE -30)**

| Equipment Name | Minimum Required | Unit Type | Is it mandatory? (Yes/No) |
|-------------------------|-------------------------|------------------|----------------------------------|
| Air Conditioner | 1 | Number | No |
| Air Freshner | 2 | Number | Yes |
| Almirah | 1 | Number | Yes |
| File Cabinets | 2 | Number | Yes |
| Bucket (20 Ltr.) | 2 | Number | Yes |
| Carpet | 1 | Number | Yes |
| Ceiling Fan | 2 | Number | Yes |
| Cloth Duster | 5 | Number | Yes |
| Cloth Mop | 5 | Number | Yes |
| Gas Stove with Cylinder | 1 | Number | Yes |
| Utensils for Pantry | 1 | set | Yes |
| Cutlery | 1 | set | Yes |
| Detergent Powder | 1 | unit | Yes |
| Door Mats | 1 | Number | Yes |
| Dust Pan | 2 | Number | Yes |
| Exhaust Fan | 1 | Number | Yes |
| Fire Extinguisher | 1 | Number | Yes |

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| First Aid Box | 1 | Number | Yes |
| Floor Cleaning Liquid | 2 | Ltr | Yes |
| Floor Wiper | 5 | Number | Yes |
| Garbage Bags Black | 10 | packets | Yes |
| Glass Cleaning Liquid | 2 | Number | Yes |
| Tea set/ Glasses | 12 | Number | Yes |
| Hand Wash | 2 | Number | Yes |
| Hard Broom (Tili Jhadu) | 10 | Number | Yes |
| Liquid Detergent | 2 | bottle | Yes |
| Microwave | 1 | Number | No |
| Paper Napkins | 5 | packets | Yes |
| Small/ Mini Fridge | 1 | Number | No |
| Serving Tray Set | 1 | Number | Yes |
| Soft Broom (Indian) | 10 | Number | Yes |
| Tiles Cleaning Liquid | 2 | Number | Yes |
| Toilet Brush/ Cleaner | 2 | Number | Yes |
| Toilet Roll | 2 | Unit | Yes |
| Hand Towels | 2 | Number | Yes |
| Utensils Cleaning Liquid/ Bar | 1 | Number | Yes |
| Office Tables | 2 | Number | Yes |

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| Office Chairs | 2 | Number | Yes |
| Visitor's Chairs | 2 | Number | Yes |
| Centre table and rug | 1 | Number | No |
| Sofa Set, two seater/ chairs | 1 | Number | No |
| Computer and internet connection/ wifi, and computer accessories | 1 | set | Yes |
| Tele exchange/ Telephones/ Fax | 1 | set | Yes |
| Printer cum photocopier cum scanner | 1 | set | Yes |
| Pendrive, DVD, External hard disk | 1 | Number | Yes |