

**MANUAL 1**  
**Particular of Section , functions and duties**

{Section 4(1) (b)(i) }

No .Arch -II/DUSIB/216/D-49

Dated: 22.07.16

**1. particular of the organisation function and duties -**

To assist organisation , for upliftment of Jhuggi dwellers by means of creating Town Ship , habitable houses , commercial centres ,community hall , Health & educational buildings with green surroundings under the guidelines of **Master Plan of Delhi - 2021**

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**MANUAL 2**

{Section 4(1) (b)(ii) }

**2. The Power and duties of officers and staff (Architecture Unit)**

S.no	Designation of post	Power		Duties attached
		Administrative	Financial	
1.	Director (T.P)	Head of the section	-	Monitoring of the work of Town Planning as its administrative Head
2.	Architect -1 & 2	Supervisory	-	Over all supervision of the work of T.P. Section.
3.	Asstt. Architect	Planning & designing of DUSIB Schemes including supervision of staff working under them	-	All the files generated in section by the Asstt. Architect for onward transmission to Higher Authority
5.	Arch . Assistant	Preparation of Architectural drawings as per MPD 2021 provisions	-	To assist the supervisory staff
6.	Upper Division Clerk	.	-	Receiving the dak and put diary no also maintain file records .

**Power and duties of officers and staff ( Survey Unit )**

S.no	Designation of post	Power		Duties attached
		Administrative	Financial	
1.	Dy. Director (survey)	Overall supervision of the survey section	-	Monitoring of the working of survey as its administrative Head
2.	Survey officers	Head of team of surveyor	-	Supervision of survey team.
3.	Surveyor	to assist the survey officer.	-	preparation /collection of Technical data in respect of geographical & topography area as per requirement of DUSIB Projects, with the help of survey instrument

**MANUAL 3**

{Section 4(1) (b)(iii) }

3. The procedure followed in decision making process including channels of supervision and accountability.

**Flow process chart**

Sr. no.	Activity	Level of Action
1.	Receive the dak and put a diary no.	LDC/UDC
2.	Dak put up to	Director (T.P.)
2.	To mark application/files to concerned officer for examination	Architect /Dy. Director (Survey)
3.	After examination process the case and forward the file to	Asstt. Arch./ Survey officer
4.	Forward the case to competent Authority for approval through Chief Engg. & Member (Engg.)	Director (T.P.)

#### MANUAL 4

{Section 4(1) (b)(iv) }

4. The norms set by it for the discharge of functions.

All the functions are discharges as per guidelines prevalent and on the basis of instructions/ orders of Govt. Of India issued from time to time

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#### MANUAL 5

{Section 4(1) (b)(v) }

5. The rules, regulations, instructions, manuals and records held by it or under its control or used/by its employees for discharging its functions.

All the functions are discharges as per guidelines prevalent and on the basis of instructions/ orders of Govt. Of India issued from time to time

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#### MANUAL 6

{Section 4(1) (b)(vi) }

6. A statement of the categories documents that are held under its control

Sr. no	Nature of Record	Details of information available	Unit/ section where available
1.	File related to DUSIB Scheme such as JJR & SRS colonies including copy of the LOPs of schemes therein	<ul style="list-style-type: none"><li>• Request of area representative</li><li>• Approval for Competent Authority to execute the proposal</li><li>• Survey plan</li><li>• Approved drawings on the subject &amp; minutes of Planning Board /Technical Committee Meeting .</li></ul>	Record available in Town Planning Section
2.	RTI file	Application of applicant Copy of reply sent to the applicant	Record available in Town Planning Section
3.	Appeal file w.r.t. RTI/ DRIA cases	Appeal letter of appellate and decision	Record available in Town Planning Section



## MANUAL 7

7. The Particular of any arrangement that exists for consultation with or representations of the members of the public in relation to the formulation of its policy of implementation thereof.

{Section 4(1) (b)(vii) }

NOT APPLICABLE

## MANUAL 8

8. A statement of boards, council, committees and other bodies constituted

{Section 4(1) (b)(viii) }

NOT APPLICABLE

## MANUAL 9

9. A Directory of its officers and employees

Sr. No.	Name & Designation	Office phone no.	Email Address
1.	Sh. Jeet Ram , Director (T.P.)	23370601 9717999158	<a href="mailto:jeetram.delhishelter@gmail.com">jeetram.delhishelter@gmail.com</a>
2.	Sh. Kulbir Singh , Architect -1	9717999104	<a href="mailto:kulbir.delhishelter@gmail.com">kulbir.delhishelter@gmail.com</a>
3.	Ms. Honey , Architect -2	9717999311	<a href="mailto:honey.delhishelter@gmail.com">honey.delhishelter@gmail.com</a>
4.	Smt. Neeta Gupta, Asstt. Architect	9873441196	<a href="mailto:neeta.dusib@gmail.com">neeta.dusib@gmail.com</a>
5.	Sh. Arjun kumar , Asstt. Arcitect	8527393471	<a href="mailto:arjunmehta61@yahoo.com">arjunmehta61@yahoo.com</a>
6.	Smt. Dinesh Saraswat, Asstt. Architect	9868121174	<a href="mailto:dinesh.dusib@gmail.com">dinesh.dusib@gmail.com</a>
7.	Sh. Subhash Jayant, Asstt. Architect	8826393771	<a href="mailto:arch.asstt@gmail.com">arch.asstt@gmail.com</a>
8.	Sh.kamal Sharma , Asstt. Architect	8130596153	<a href="mailto:ar.kamalsharma@gmail.com">ar.kamalsharma@gmail.com</a>
9.	Ms. Kalpana Dhall , Architect Asstt.	9871777861	<a href="mailto:kalpana.dusib@gmail.com">kalpana.dusib@gmail.com</a>
10.	Ms. Neelam Arora , Architect Asstt.	9911339600	<a href="mailto:neelam.dusib@gmail.com">neelam.dusib@gmail.com</a>
11.	Ms. Gurvinder Kaur, Architect Asstt.	9818241898	<a href="mailto:gurvinder.dusib@gmail.com">gurvinder.dusib@gmail.com</a>
12.	Ms. Chandra Kanta , Architect Asstt.	9953208466	<a href="mailto:ck.dusib@gmail.com">ck.dusib@gmail.com</a>
13.	Smt .Anju Kohli , P.A to Dir. (T.P)	9717999313	-
14.	Smt. Shehnaz fareed , UDC	-	-
15.	Sh.Manoj kumar , Beldar	-	-
16.	Sh. Raman ,peon	-	-
17.	Sh. Vikram, Beldar	-	-
18.	Sh.Suresh kumar, Ferro Printer	-	-
19.	Sh.Ved prakash , Ferro Printer	-	-
20.	Sh.Mahavir Singh , Ferro Printer	-	-
21.	Sh. Lakshman Jha, Ferro Printer	-	-
22.	Sh. Badashah Prasad, Driver	-	-
23.	Diwan Ram, Daftri	-	-

Sr. No.	Name & Designation	Office phone no.	Email Address
1.	Sh. P.K Agor , Dy. Dir. (Survey)	7042296822	<a href="mailto:pka.delhishelter@gmail.com">pka.delhishelter@gmail.com</a>
2.	Sh. B.S. Bansiwala, Survey Officer	7827212365	
3.	Sh. Manhoar Lal, Survey Officer	8826393768	<a href="mailto:manhoar6868@gmail.com">manhoar6868@gmail.com</a>
4.	Sh. GhanShayam Dass , Survey Officer	9911194725	-
5.	Sh. Mohinder Singh , Survey Officer	9312345922	-
6.	Sh. V.K. Sharma, Surveyor	9910221554	-
7.	Sh. Dal Chand , Surveyor	7065772020	-
8.	Sh. Jeet Ram, Surveyor	9311316322	-
9.	Sh. Baljeet Singh , Surveyor	9210452988	-
10.	Sh. Jai Bhagwan , Khallasi	-	-
11.	Sh. Ram Karan, Khallasi	-	-
12.	Sh. Naresh , Khallasi	-	-
13.	Sh. Raju, Khallasi	-	-
14.	Sh. Ved Prakash, Khallasi	-	-
15.	Sh. Mokum Pal, Khallasi	-	-
16.	Sh. Sarat Behera, Khallasi	-	-
17.	Sh. Balbir Singh, Khallasi	-	-
18.	Sh. Prem Singh , Peon	-	-
19.	Sh. Chander Pal, Peon	-	-

#### MANUAL 10

10. The monthly remuneration received by each of its officers and employee including the system of compensation in its regulation.

Section 4(1) (b)(X) }

**NOT APPLICABLE**

#### MANUAL 11

11. The budget to be allocated to only each of its agency , indicating the particulars all plan proposed expenditure and reports on disbursements made.

{Section 4(1) (b)(vi) }

**NOT APPLICABLE**

#### MANUAL 12

12. The manner of execution of subsidy program , including the amount allocated and the details of beneficiaries of such program.

{Section 4(1) (b)(Xii) }

**NOT APPLICABLE**

### MANUAL 13

13. The Particulars of recipients of concessions, authorizations granted by it.

{Section 4(1) (b)(Xiii) }

NOT APPLICABLE

### MANUAL 14

14. Details in respect of the Information, available to or held by it , reduced in an electronic form

{Section 4(1) (b)(xiv) }

The record is available in Hard and Soft form .

### MANUAL 15

15. The Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room , it maintained for public use.

{Section 4(1) (b)(xv) }

NOT APPLICABLE

### MANUAL 16

16. The name, designation and other particulars of Public Information Officers

{Section 4(1) (b)(xvi) }

#### List of Public Information Officers

Sr. no	Designation of the officer designated as PIO	Postal Address	Tel. No.	E mail Address	Demarcation of Area/Activities , if more than one PIO is there
1.	Director (T.P.)	K-1 Vikas Kutir IP Estate New Delhi-02	23370601	<a href="mailto:jeetram.delhishelter@gmail.com">jeetram.delhishelter@gmail.com</a>	All Town Planning issue
2.	Sh. Kulbir Singh (Architect-1)	J-7 Vikas Kutir IP Estate New Delhi-02	9717999104	<a href="mailto:kulbir.delhishelter@gmail.com">kulbir.delhishelter@gmail.com</a>	Area falls under jurisdiction of Circle 1 & 3
3.	Ms. Honey (Architect-2)	K-10 Vikas Kutir IP Estate New Delhi-02	9717999311	<a href="mailto:honey.delhishelter@gmail.com">honey.delhishelter@gmail.com</a>	Area falls under jurisdiction of Circle 2 & 4
4.	Sh. P.K. Agor Dy. Director (Survey)	K-12 Vikas Kutir IP Estate New Delhi	23378437 7042296822	<a href="mailto:pka.delhishlter@gmail.com">pka.delhishlter@gmail.com</a>	Area falls under jurisdiction of Circle 1 ,2,3 & 4

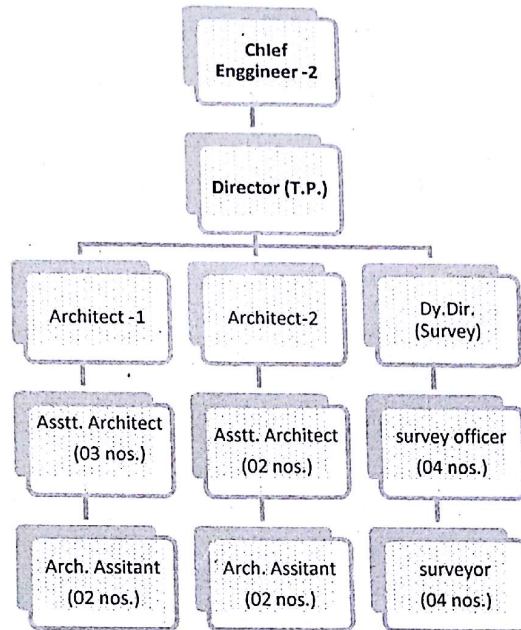


## MANUAL 17

17. Such other information as may be prescribed

### Organization chart of Town Planning Section.

{Section 4(1) (b)(xvi) }



Architect -1

Architect-2

Dy. Director ( survey)

Director (T.P.)

Dy. Dir. (system)

Copy to :

1. Dy. Dir. (GA/DRIA)
2. Office copy