

# **DELHI URBAN SHELTER IMPROVEMENT BOARD**

## **OFFICE OF THE CHIEF LAW OFFICER**

Dt: 14/7/2015

**Sub:- Compliance of Para 12 pertaining to Law Department of Minutes of HOD's Level Meeting held under the Chairmanship of Dy. Chief Minister, Delhi on 6/7/2015**

Reference is made to Dy.Secretary (CN/GAD) letter reference no. F.54/3/2015/GAD/CN/dsgadiii/3078-3080 dated 10/7/2015 . (Copy annexed).

During the ibid meeting the decision taken regarding Para no.12 of said meeting pertaining to law department is reproduced below for implementation/compliance by all the sections/departments in DUSIB

“Law Department – All Nodal Officers, in every department, should regularly update the Law Deptt about the progress and status of important court cases. There is a Complaint that some nodal officers are not aware of the cases because of frequent transfers and lack of training. Proper training and filling up all posts is to be given top priority

Every HOD should submit list of cases where other than empanelled lawyers are being appointed and with whose approval. The software system about the status of Court Cases should be regularly updated by the Nodal Officers and should be monitored by the HODs .Any case which requires higher level attention should be brought to the notice of the concerned minister by the HOD “.

There should be timely briefing by the departments to the panel advocates so that the cases can be defended in a better way and their contact number to be given for better coordination.

Please ensure implementation/compliance and the action taken by the concerned section/department on the above mentioned agenda point be intimated to the law department by cease work on 16/7/2015.

Chief Legal Advisor

**IMMEDIATE ATTENTION**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(COORDINATION BRANCH)  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002**

No.F.54/3/2015/GAD/CN/dsgadiii/3078-3080

Dated: 10/07/2015

To,

All Pr. Secretaries/Secretaries/HODs  
Govt. of NCT of Delhi

- Sub: 1. Minutes of the HOD Level meeting held under the chairmanship of  
Dy. Chief Minister, Delhi, on 06.07.2015 at 4:00 PM.
2. The next meeting is scheduled on 13.07.2015 at 4.00 P.M..

Sir/Madam,

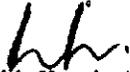
Please find enclosed herewith Minutes of the HOD Level meeting held under the Chairmanship of Dy. Chief Minister, Delhi on 06.07.2015 at 4.00 p.m. for the implementation/monitoring of the decisions taken during the meeting. It is also requested to forward agenda items for the next meeting.

The response may be sent to email ID [sgad@nic.in](mailto:sgad@nic.in) with copy to email ID [msisodia.delhi@gov.in](mailto:msisodia.delhi@gov.in).

**The next meeting is scheduled on 13.07.2015 at 4.00 P.M in the Conference room no. 3 at 2<sup>nd</sup> Level, Delhi Secretariat, New Delhi.**

Yours sincerely,

Encl: As above

  
(Amitabh Kundoo)  
Dy. Secretary (CN/GAD)

Copy for information to:

1. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
2. OSD to Chief Secretary, Govt. of NCT of Delhi.

**MINUTES OF THE HOD LEVEL MEETING HELD UNDER THE CHAIRMANSHIP OF  
DY. CHIEF MINISTER ON 06.07.2015 AT 4.00 PM IN CONFERENCE HALL NO. 3**

List of officers, present during the meeting, is placed as Annexure 'A'.

**A. ACTION TAKEN REPORT ON THE MINUTES OF HOD MEETING HELD ON  
22.6.2015**

1. Finance Department has been asked to provide standard proforma of information to be submitted by the HODs for processing all the projects approved in the Budget.
2. Secretary (IT) stated that Microsoft has a standard system for Project Monitoring and the Government can customize the same for our requirements. Secretary (IT) was requested to arrange demonstration before the Hon'ble Dy. CM.
- OK* 3. All HODs have been requested to submit list of projects, approved in the Budget along with details of projects including costing and timeline.
- OK* 4. 70 Point Agenda - Hon'ble Dy. CM asked the Secretaries to identify the agenda pertaining to their departments and a consolidated report to be submitted by Chief Secretary. CS informed that out of 70 points 34 points have already been covered under Budget 2015-16. Remaining points will be circulated amongst the HODs seeking their comments. Dy. CM desired that ~~compliance report from all departments be sent to CS before next HODs meeting so that the same could be reviewed in the next meeting.~~
5. Implementation of Cabinet Decisions - Pr. Secy. (GAD) informed that the status report has been prepared and submitted to CS. Orders have been issued to update the Cabinet Decisions Monitoring System. Dy. CM stressed on updation of the monitoring system so that the Cabinet Decisions are implemented in time.
6. Prevention of water logging during Monsoon 2015 - Pr. Secretary (UD/PWD) informed that a meeting has been held with all concerned agencies for better arrangements and coordination. List of vulnerable water logging points (165) were discussed during that meeting. Telephone numbers were also exchanged by all agencies during the meeting. It was also made clear in that meeting that responsibility will be fixed if problem faced by fault of any agency. Issue of non-lifting of silt in North Delhi Municipal Corporation was raised. Dy. CM directed Commissioner North Delhi Municipal Corporation to ensure timely removal of silt to avoid passage of silt into drain again and defeating the purpose of silt removal.

*03 mats  
deposited by  
Sh Mahajan  
in Central Control  
Room.*

7. Status of fixation of boundaries of unauthorized colonies - Work is going on in 6 w/a colonies (2 each in each MCD area). Pr. Secy. (UD), GNCTD informed that he has taken up the issue with Secy (UD), GOI and decision on the new cut-off date is expected within a week.

**B. NEW AGENDA**

1. Dy. CM stated that this Government stands committed to implement each and every project/scheme approved in the historic Budget and requested Finance Department not to keep the files pending resulting in delay in processing of projects approved in the budget. If any inter-departmental coordination issue arises the same should be brought before the HODs meeting. The concerned Administrative Secretary should ensure clearance of files in a time bound manner.
2. List of properties in the GSDL platform - Dy. CM pointed out that MLAs are informing about the vacant Govt. land in their Assembly Constituencies but the departments are not aware of their land. He stressed on the need to digitize all land (vacant land in first phase and built up land in second phase). Secy. IT informed that major deptts. like PWD, DSIIIDC, Education, Social Welfare has provided list of their vacant land and for remaining deptts. Secy. Power informed that while privatizing the DESU all land was given to DISCOM at Re.1 and details of land was not available. He has started its listing and is at final stage. CM Office directed all Departments to provide the details within 15 days by listing their vacant land. It was informed that the departments are facing some difficulties in finding the coordinates. Dy. CM asked all concerned to resolve the issue at the earliest and place the details of Govt. properties on GSDL platform. All HODs were requested to first list the properties within a week. Thereafter, the properties could be plotted in GSDL platform.
3. Citizens Charter - All HODs are requested to send up-dated Citizen Charter based on the proforma circulated by the CM Office immediately to the AR Deptt. Secretary (AR) will submit regular progress report to CM Office and Dy. CM Office. The Citizen Charter of the Govt. of NCT of Delhi should be finalized within 10 days.
4. Notification of new circle rates approved in the Budget in respect of agricultural land - It was clarified that the whole Budget was approved by the Council of Ministers before sending it to Assembly for passing. Hence no need to send the proposal to Council of Minister again. Divisional Commissioner was asked to notify the same at the earliest.
5. Excise Department has been asked to issue the notifications in respect of Luxury Tax, Cable Tax and Entertainment Tax at the earliest as per new Excise Policy.

ATR sent  
by S. Mahajan

Action Taken |

6. VAT Department was also directed to issue the notification of the Amendment Act.
7. Services Department - It was pointed out that there is a huge shortage of staff in VAT, Revenue, Food & Supply, UD/DUSIB etc. and Services Department has been asked to provide suitable staff at the earliest. The proposal for hiring talented officers after following the due process can also be considered. As the process of changing RRs will be very time consuming, Dy. CM advised to send the proposal to CS regarding hiring the persons of good reputation/expertise in the department where flexibility is available. Services Department was also advised to post some good officers to DSSSB to enable them to speed up their recruitment process.  
  
Services Department was also directed to speed up the promotion process of the cadres controlled by them.
8. NSIT Notification - Secretary (TTE) was advised to coordinate with Law Deptt and send the file to Hon'ble L.G. at the earliest.
9. The Govt. intends to streamline all skill development initiatives of various Deptts. The Dte. of Training & Technical Education has circulated a proforma to all HODs with request to submit details of skill development initiatives under their respective Deptt. Secretary (TTE) will coordinate the exercise and submit a consolidated report to the Dy. CM to bring all skill development initiatives under one agency.
10. It was brought to the notice of Hon'ble CM and Hon'ble Dy. CM that many HODs are not attending the calls of Hon'ble MLAs. In some cases, it was also noticed that MLAs were made to wait for long time. Dy. CM opined that MLAs should be given due respect as per protocol and the HODs should give appointment to MLAs within a reasonable time and try to resolve the issues raised by them on priority in the interest of service to the citizens of Delhi.
11. On the issue of visiting hours of public, it was unanimously decided that all Pr. Secretaries/Secretaries/HODs shall be available in their offices to meet the general public every working day between 12.00 Noon to 1.00 PM (except Wednesdays). All HODs are requested to attend the public and resolve their grievances during the visiting hours and visiting hours may be extended to 30 minutes in case of more visitors visit office on a particular day. In case concerned Pr. Secretary/Secretary/HOD is not available, the senior-most officer should be available in the office to meet the general public.
12. Law Department - All Nodal Officers, in every department, should regularly up-date the Law Deptt. about the progress and status of important court cases. There is a complaint that some Nodal Officers are not aware of the cases because of frequent transfers and lack of training. Proper training and filling up all posts is given top priority.

CLA

Every HOD should submit list of cases where other than empanelled lawyers are being appointed and with whose approval.

The software system about the status of court case should be regularly updated by the Nodal Officers and should be monitored by the HOD.

Any case which requires higher level of attention should be brought to the notice of the concerned Minister by the HOD.

There are one Sr. Standing Counsel and eight Standing Counsels on the rolls of Law Deptt. Mr. Duggal, Government's Sr. Standing Counsel also attended the meeting and requested all officers to try to resolve the grievances of employees and public to avoid litigation on the smaller issues. He also requested timely briefing by the Dep'ts. so that the cases can be defended in a better way and asked for their contact numbers for better coordination.

13. Dy. CM requested to submit the status report of priority agenda given by Hon'ble Chief Minister at the earliest.

The meeting ended with a Vote of Thanks to the Chair.

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