

**URGENT**  
**TIME-BOUND**  
**OUT ATONCE**

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
DELHI URBAN SHELTER IMPROVEMENT BOARD  
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No: PS/CEO/DUSIB/2014/D- 70

Dated: 28.03.2014

I reviewed the process of digitization and reconciliation of records of colonies in SUR Branch, specially Sawda-Ghewara, with Director (SUR), DD(SUR), DD(IT), Architect, Executive Engineer( Sawda-Ghewara) and other staff of the SUR Branch. It was informed that all available records have been digitized. The discussions revealed that the process of reconciliation to confirm the number of files available, total number of plots allotted, total number of plots cancelled, the total number of files of allotment or cancellation of the plots and process of cancellation of the plots etc., was not confirmed. It was also informed that recently some of the staff have been transferred but they have not handed over the records.

The reconciliation and preserving the records of allotment is extremely important and all officers/officials must pay close and personal attention to ensure that all records are updated and reconciled and there is no opportunity of any mischievous person trying to misplace/remove/tamper the records.

In view of the importance of the task, the following directions must be complied urgently and scrupulously:

- i) All records in SUR Branch specially the allotment files of plots in the first instance, should be digitized and scanned urgently and kept in a Central Server for preserving and accessing the information on-line.
- ii) The staff who have been transferred recently must cooperate with the officials taking over the records to authenticate and handover the records. The officials who have been transferred recently must handover the records by 31.03.2014 by 05.00 P.M. A copy of the handing over/ taking over of the records should be sent to my office. The officials who fail to do so must be placed under suspension with immediate effect and disciplinary/criminal action must be initiated for deliberately misplacing/taking away the official record with the intention of fraud and cheating.

: 2 :

- iii) It was also reported that many officials are on **Election Duty**. The supervising officers must monitor the movement of the staff to ensure that the staff so deployed is actually going on Election Duty.
- iv) The files relating to allotment must be traced and ascertain the actual number of allotments made in Sawda/Ghewara/ and other colonies.
- v) The files relating to cancellation, and approval of the competent authority to cancel the same, must be traced and actual number be ascertained.
- vi) DD (IT) should initiate the process of scanning of the files in SUR Branch and the task must be finished in a time bound manner. Time-line of the same should be submitted to me within ONE week.
- vii) All the officials in SUR Branch must access the data entered in the computer to confirm the number of records digitized. For this purpose, DD (IT) will give them the user id with password to all concerned officials. If the computers are not available in a particular Branch, the same should be accessed using the computer available in any of the nearby Branch to take the print-out of the records digitized.
- viii) The Executive Engineer -Sawda/Ghewara, must get the Videography done of all the plots and videography should be completed by 15.04.2014.

Member (Admn) and Director (SUR) should personally monitor the progress on the above instructions and a status note on the same should be submitted to me by Friday the 7<sup>th</sup> April, 2014.

The above actions must be taken urgently within time-lines given.

dy 28.03.2014

(Amar Nath)  
Chief Executive Officer

To,

1. Member (Admn)
2. Chief Engineer (I)
3. Director (SUR)
4. DD(IT)
5. Office copy/

Guard file

Scanned copy sent to  
all concerned,

Amar Nath  
28/3/14