


DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF N.C.T. OF DELHI  
(Administration Branch)

A-Block, 2<sup>nd</sup> floor,  
Vikas Bhawan-II,  
Civil Lines,  
Delhi-110054

No. D - 551/Dy. Dir. (Admn) /2016

Date : 20.07.2016

This is in reference to Circular dated 19.07.2016. In this connection please find enclosed herewith up-dated information in respect of 17 Manuals as mentioned in Section 4(b) of RTI Act, 2005, with respect to Admn/Esst./Meeting Cell for uploading in website of DUSIB.

  
Deputy Director (Admn/Esst)

Deputy Director (Gen. Admn.)

## Manual 1

### Particulars of Organization, Functions and Duties

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

**ADMINISTRATION BRANCH** consists of the following Branches:-

1. Administration Branch
  2. Establishment Branch
  3. Meeting Cell
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1. Aims and objectives of the organization

**(i) Administration Branch**

- (A) Administration Branch of DUSIB deals with all the promotion and recruitment cases of various categories of employees viz Group -A,B,C,D
- (B) Cases of all the NOCs for higher studies, issue of passport and grant of permission for going abroad in respect of all categories of employees are dealt with by the Admn Branch.
- (C) Cases of addition of details regarding movable/ immovable property are also processed by the Admn Branch.
- (D) Maintenance of records of ACRs/APARs of all categories of employees.
- (E) Grant of ACP/MACP to all categories of employees.
- (F) Deputation cases and all other miscellaneous including transfer of non-technical staff are dealt with in the Admn Branch.
- (G) Allotment of Staff Quarters to the Employees of DUSIB.

(ii) Establishment Branch:-

- (A) All the cases of various kinds of Leave in respect of employees of various categories.
- (B) Cases of LTC advance, TA and Cases of GIS, etc.
- (C) Cases of Children Education Allowance reimbursement of all categories of employees.
- (D) Maintenance of personal file of all categories of employees those who are drawing salary from HQ.
- (E) House building advance case.
- (F) Pay Fixation, Annual increments in all categories of employees.
- (G) Processing retirement cases of various categories of employees drawing salary from HQ.

(iii) Meeting Cell

Convene of Board Meeting under the chairmanship of Hon'ble Chief Minister, Delhi, Preparation of Agenda for the Meeting, Action taken report of previous Meeting.

2. **Organization Chart**

Member (Admn)  
Principal Director (Admn)  
Dy. Director (Admn/Estt/CR/Board)  
Asstt. Director (Admn/CR)  
Asstt. Director (Esstt)  
Asstt. Director (Board)  
UDCs & LDCs.

3 **Postal Address of the main office, attached/  
Subordinate office/field units etc.**

A-Block, 2<sup>nd</sup> floor,  
Vikas Bhawan-II,  
Civil Lines,  
Delhi-110054

**Manual 2**

**Administration Branch**

**Power and duties of officers and employees**

[ Section 4 (I) (b)(ii)]  
Powers and duties of officers and staff

S.No	Designation Of post	Power		Duties attached
		Administrative	Financial	
•	Member (Admn)	Head of Department		Monitoring of the working of Administration Branch as its Administrative Head
•	Principal Director (Admn/Esst/Board)	Head of Office	Sanction of Imprest of Rs 5000/-	Overall supervision of Admn. Sec/Esst Sec & Board
•	Dy. Director (Admn/Esst/Board)	Incharge	None	All files are routed through him for Onward submission to Pr. Director.
•	AD (ADmn/CR)/ AD (Esst)	To maintain discipline, punctuality, attendance in the branch. Monitor record, diary & dispatch etc	None	All the files of Branch are forwarded by him to Dy. Director (Admn/Esst/Board) / Principal Director (Admn/Esst/Board)
•	UDCs/LDCs	To open files and ensure processing of Receipts	None	To put up files as assigned to each individual/forward Cases to respective Ads.

### Manual 3

#### Administration Branch

#### Procedure followed in decision-making process

[ Section 4 (I) (b)(iii)]

#### Flow Process Chart

<u>S.No</u>	<u>Activity</u>	<u>Level of Action</u>
1	Receive the dak and put a diary no.	Dak Clerk / LDC
2	To mark application to concerned official	Asstt. Director
3	To put up the file after taking necessary action	UDC / LDC
4	After examination forward the file to Dy. Director (Admn/Esst/Board) / Principal Director (Admn/Esst/Board)	Asstt. Director
5	After examination forward the file to Principal Director (Admn/Esst/Board)	Deputy Director
6	Approve the case or forward it to Competent Authority for approval	Principal Director

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### Manual 4

#### Administration Branch

#### Norms set for the discharge of functions

[ Section 4 (I) (b)(iv)]

All the functions are discharged 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

#### Administration Branch

#### Rules, regulations, instructions, manuals and records for discharging functions

[ Section 4 (I) (b)(v)]

All the functions are discharged 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

ADMINISTRATION BRANCH

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

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

S.No	Nature of Record Unit/Section Where Available	Details of Information
1	Original resolutions passed by the Board Board Branch	All decisions taken by Board
2	Records pertaining to Personal file Establishment Branch	All the record pertaining to an individual
3	Various Promotion Administration Branch	Relevant notes and Minutes etc
4	Record and files pertaining to Staff Quarter allotment Administration Branch	Relevant record
5	Regarding pay fixation, HBA Establishment Branch	-do-
6	Records pertaining to ACP/MACP Administration Branch	Relevant notes and Minutes
7	Board Meetings Board Section	Decision taken by the board

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Manual 7

Particular if 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

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

NOT APPLICABLE

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