

Manual 1

Particulars of Section, functions and duties

No.D-524/DD(Cyber/ITM)/2016 (Section 4(1)(b)(i))
Computer Section

Date: 20/7/2016

1. Aims and objectives of the Computer Section :
Implemented the below mentioned System :

❖ **E-office : [dusib.eoffice.gov.in]**

IT section has successfully implemented the e-office application developed by NIC at its headquarter and various office locations, located in various part of Delhi. DUSIB was the first Delhi Government Department to go live w.e.f 01/01/2015.

❖ **Assets Management System : (dusibassets.com)**

The following DUSIB Assets records has been digitized and scanned:

Scheme Name	Digitization	Scanning Files
JJR Scheme	194284	64026
SUR Section	50831	48000
Allotment Section	4532	4942
CDF Section	1318	1300
Property Section	991	To be started
Leases and Liquidation	14662	To be started
Housing Scheme	4068	To be started
SCP Section	6318	6435
RP Cell Section	1517	1502

- a) DUSIB has devised the following strategy for the digitization work:
- b) Preparation of source records
- c) Creation of metadata
- d) Verification of digitalized data
- e) Storage of data
- f) Application software for retrieval of data, MIS.
- g) Scanning of files
- h) Modules of Application Software
 - I. Retrieval of Allottee Records and files
 - II. Generation of Conveyance Deed
 - III. Challan Entry
 - IV. Generation of Demand Letter

Property Section Module: - In the Property Section module Allottee history / chain is maintained.

Site register: - In the site register generation of the comparative report between site register and Allottee files.

❖ **SUR Reconciliation**

1. Total Number of Finance Entry : 44794
2. Total Number of Engineering Entry: 1644

❖ **1985 Registration Scheme**

1. Total Entered Allottee: 26885
2. Total Allotted Flats: 4453
3. Total Number of Refund/Cancel: 2756

❖ **Housing Recovery System**

This is computerized monitoring system (web based) of Housing Recovery Unit for the Allottees of "1985 Housing Registration Scheme" which is available on dusibhousing.com.

This software developed is used for recovery of dues from the allottee in the 1985 Housing Registration Scheme.

Modules of the Project:

- I. Generates provisional demand Notice for recovery of penalty/interest from Allottee.
- II. List of 180 installment with their calculation breakup.
- III. Interest and Penalty calculations on unpaid amount
- IV. Generates Provisional demand notice for 7% for housing recovery.
- V. Generates Provisional demand notice for 12% for housing recovery.

❖ **Aadhaar based Allotment System for JJ Dwellers:**

All the processes of Allotment (Survey, Eligibility Determination, Draw, Allotment) for EWS Housing Beneficiaries has been computerised and Allotment is being done with Aadhaar based Biometric Authentication from SRDH of Department of IT and CIDR of UIDAI. After successful Authentication Allotment Letter is being generated.

1. Entry module to enter survey data.
2. Seeding module for seeding the entered data.
3. Eligibility checking module for verify whether it is eligible or not eligible.
4. Authentication module for authenticating the eligible family.
5. Duplication module to verify the duplicate data entered.
6. Generates Eligibility and Not Eligibility Letter as per scheme.
7. Allotment module for allotment of the eligible family.
8. Generates various Reports as per record entered.

❖ **Remunerative Projects System:**

Shop, Stalls and Thara's have been built in various parts of Delhi. The same is auctioned by RP Cell DUSIB and Yearly Ground Rent is collected. DUSIB has developed the Application software for calculation of Ground Rent and Dues of the allottees.

Modules of the Project:-

1. Demand Entry
2. Data Entry of Allottee Files
3. Challan Entry of Allottee
4. Generation of Demand Notice

❖ **E-Customer Services:**

- a) Single window solution for all type of Public Grievances & Applications launched- January, 2015.
- b) Customer/Applicant can register their Complaint at customer care centre.
- c) Reference No. sent to mobile of applicant.

❖ **GPF System:**

GPF System is to Enter and Calculate DUSIB Employee Provident Fund Record as per Financial Year and generates report. It is available online for the regular DUSIB employee on the given URL. ("gpf.dusibhousing.com") and for work charge it is available on the local system.

1. Entry module for the details of DUSIB employee.
2. Update module for editing of the entered data.
3. Calculation module for calculating the GPF Amount and interest.
4. Generates the reports of GPF data as per the entered data of DUSIB employee.

❖ **CSC Aadhaar API for Authentication:**

Implementation of Aadhaar Authentication for Aadhaar based Allotment System for JJ Dwellers.

❖ **Lease and Liquidation accounting system:**

Lease and Liquidation is a web based software application which is hosted on <http://lease.dusibhousing.com> have following module .

1. Challan entry module.
2. Demand entry module.
3. Challan updation module.
4. Demand updation module.
5. Calculation module.(In Progress)
6. Demand notice generation module. (To be taken up)

❖ **Allotment section system software :**

Allotment is a web based software application which will be hosted soon. have following module . (In Progress)

1. Challan entry module.
2. Demand entry module.
3. Challan updation module.
4. Demand updation module.
5. Calculation module.
6. Demand notice generation module.

❖ **Payroll System :**

IT section has successfully implemented the Payroll System developed by NIC. It facilitates generation of Salary Bills including of Schedules of various recoveries and Pay Slips, DA Arrear Bills, and Other allowances.

2. Organisation Chart of Computer Section.

CE-II(Co-ordination/IT)	- 1 No.
Dy. Director(System)	- 1 No.
Asstt. Director(System)	- 2 Nos.
Programmer Cum Console Operator	- 2 Nos.

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

Room No, 39, Punarwas Bhawan,
I.P. Estate, New Delhi-2.

Room No. 16, Computer Section,
Punarwas Bhawan, ITO,
New Delhi - 2.

Room No. 14,
Punarwas Bhawan, ITO,
New Delhi - 2.

Room No. 43,
Punarwas Bhawan, ITO,
New Delhi - 2.

Room No. 44,
Punarwas Bhawan, ITO,
New Delhi - 2.

Manual 2
Computer Section

Powers and duties of officers and employee

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

Powers and duties of officers and staff

Sr. No.	Designation of Post	Power		Duties attached
		Administrative	Financial	
1.	CE(Co-ordination/IT)	Head of the Section		Monitoring of the working of Computer Branch as its Administrative Head.
2.	Dy. Director(System)	Sectional In charge	-	Overall supervision of Computer Branch
3.	Asstt. Director(System)	To maintain discipline, punctuality in attendance. To Monitor various works being carried out in the Section.	-	All the files of the branch are forwarded to Dy. Director(System) for onward transmission to Higher Authorities.
4.	Program Cum Console Operator(PCO)	To Process the case and put up.	-	To put up the files.

**Manual 3
Computer Section**

Procedure followed in decision-making process

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

Flow Process Chart

Sr. No.	Activity	Level of Action
1.	Receive the dak and put a diary No.	LDC/UDC
2.	To mark application to concerned official	Dy.Director(System)
3.	After examination process the case and forward the file to Dy.Director(System)	Dy.Director(System)/CE-II
4.	Forward the case to Competent Authority for approval.	CE-II(Co-ordination/IT)

1.	Request is received from the concerned Section to develop the application software for the process involved and digitization of data.	Dy.Director(system)/AD(System)
2	Interaction of the IT Section staff with the user.	Dy.Director(System)/AD(System)
3	Sharing of the manual process involved, Input Document and the reports to be generated.	Dy.Director(System)
4	Input parameters to be captured is freed. Output Report is approved.	User Section
5	Development of application Software.	Programmer
6	Data Entry of the Records	Data Entry Operators
7	Testing of application, Generating of reports,	AD(System)
8	Approval	User Section
9	Parallel Run, Live run.	Computer Section.

**Manual 4
Computer Section**

Norms set for the discharge of functions

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

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.

**Manual 5
Computer Section**

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

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

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.

**Manual 6
Computer Section**

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

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

Sr. No.	Nature of Record	Details of Information Available	Unit/section where available
1.	All Digitised DUSIB Assets Records.	Records available in electronic form	Computer Section
2.	Purchase files of various Computer related items	Details regarding purchase of respective items	Computer Section
3.	Stock Register	Contains record of goods purchased and issued.	Computer Section
4.	Record of Data card issued	Record available	Computer Section
5.	Record of deployment of Computers & its accessories	Relevant Record	Computer Section

**Manual 7
Computer Section**

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(I)(b)(vii)]

NOT APPLICABLE

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

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

NOT APPLICABLE

**Manual 9
Computer Branch**

Sr. No.	Name & Designation	Office Phone No.	Email Address
1.	Sh. S K Mahajan, CE(Coord/IT)	23370993	ce2.dusib@gmail.com
2.	Sh. Ashok Joseph, Dy. Director(System)	23378567	joseph.delhishelter@gmail.com
3.	Sh. Aniruddha Chaudhury, Asstt. Director(System)	23370113	achaudhury.delhishelter@gmail.com
4.	Smt. Parveen Sharma, Asstt. Director(System)	23378640	psharma.delhishelter@gmail.com
5.	Smt. Neeru Mehndiratta, PCO		neeru.mdelhishelter@gmail.com
6.	Sh. H S Pandey, PCO		hsp.delhishelter@gmail.com

**Manual 10
Computer Branch**

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations

[Section 4(1)(b)(x)]

The details regarding monthly remuneration of entire staff is available with the Accounts branch.

**Manual 11
Computer Branch**

The Budget to be allocated for Computer Section 2016-17

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

This is to inform that following is the approximate details of Budget to be allocated under the Non-Plan Head of Account "Research Innovation & Office Automation" for the Financial year 2016-17.

Sl. No.	Details	Amount in (Crores)	Remarks
	Under A/c Head II-(A)-XV-"B"		Annual
1	Hiring of Data Entry Operators	2.00	(Keeping note of possible hike)
2	Hiring of One System Analyst and One Programmers	0.18	in Minimum Wages by
3	Hiring of Two Programmers	0.12	Delhi Govt., every after 6 Months.)
4	AMC of Computers	0.20	Annual
	Sub Total(after rounding) :->	2.50	
	Under A/c Head II-(A)-XV-"A"		
5.	(a) Go-Daddy Hosting Space	1.50	30,000
	(b) Hiring of Dedicated Server		5,00,000
	Implementation of e-office in DUSIB:		
	(c) Setting up of LAN		80,00,000
	(d) Lease Line for ITO		6,00,000
	(e) Procurement of Computers and accessories		30,00,000
	(f) Digital Signature Certificate (g) Scanning and		4,80,000
	(h) Any other Misc. Items/ Requirement.	0.50	25,00,000 50,00,000
	Sub Total(after rounding) :->	2.00	
	G. Total (approx. requirement) :	4.50	

**Manual 12
Computer Branch**

The manner of execution of subsidy program

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

NOT APPLICABLE

**Manual 13
Computer Branch**

Particulars of recipients of concessions, permits or authorizations granted

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

NOT APPLICABLE

**Manual 14
Computer Branch**

Information available in an electronic form

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

All E-office records, Digitized records, Payroll etc are available in electronic format.

**Manual 15
Computer Branch**

Particulars of facilities available to citizens for obtaining information

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

The citizens can obtain the information pertaining to Computer Branch under the RTI Act, 2005 by submitting application to PIO(Computer Section) after making payment of prescribed fees.

Manual 16
Computer Branch

Name designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	E mail address	Demarcation of Area/Activities, if more than one PIO is there
1.	Dy. Director (System)	Room No. 39, Punarwas Bhawan, IP Estate, New Delhi -2	233785 67	joseph.delhishelter@gmail.com	N.A

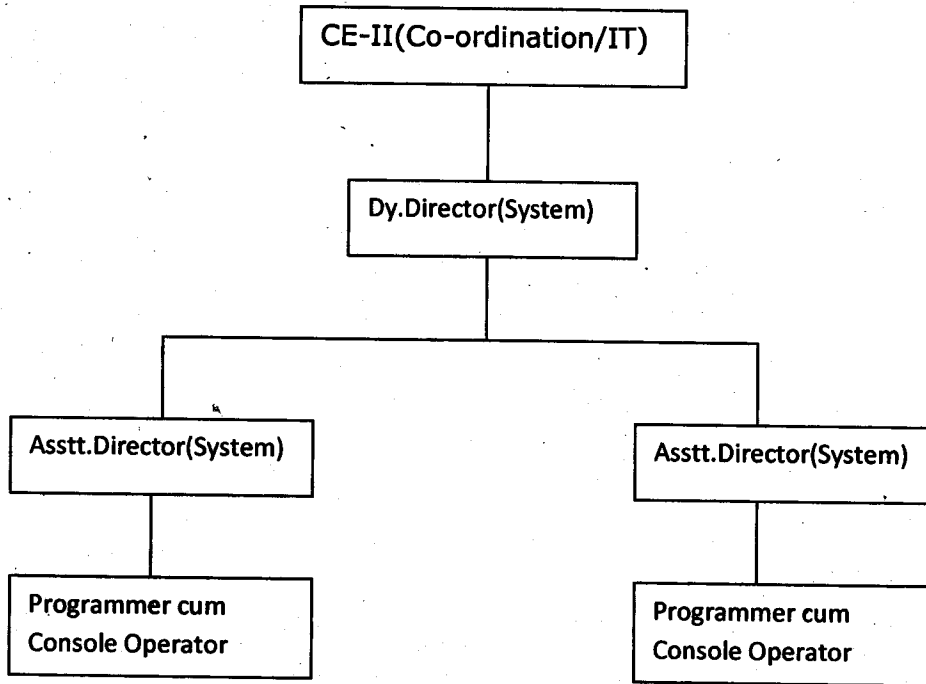
List of First Appellate Authority

Sr. No.	Designation of the officer designated as First Appellate Authority	Postal Address	Telephone No.	E mail address	Demarcation of Area/Activities, if more than one PIO is there
1.	Chief Engineer-II (Coord/IT)	Room No. 28A, Punarwas Bhawan, IP Estate, New Delhi -2	23370993	ce2.dusib@gmail.com	N.A

**Manual 17
Computer Branch**

Organization Chart of Computer Section

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



[Signature]
20/7/16
AO(System)

[Signature]
20/7/2016
AD(System)

[Signature]
20/7/2016

[Signature]
20/7/2016

Dy. Director (System)
I. Ashok Joseph.