

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE-TAKING BRANCH)**

**Room No – E-18,
Vikas kuteer, I.P.Estate
New Delhi – 110002.**

No. D-102/DD(CT)/DUSIB/2016

Dated: 21/07/2016

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 Care Taking / Library uploading in website of DUSIB.

Dy. Director (System)

Dy. Director(GAD/CT)

Manual 1

CARE TAKING BRANCH consists of the following Branches:-

- 1. Care Taking Branch.**
- 2. Library**
- 3. Central Diary**

1. Aims and objective of the organization

(i) Care Taking Branch:-

1. Procurement of store, sanitation & Stationery items and its distribution in the whole Department on requisition.
2. Procurement of fixture & furniture items, other item i.e. Photocopier Machine, Cartridges etc. for various sections of the Department on requisition basis.
3. Arrangement of printing items on requirement basis.
4. Arrangement of refreshment etc. in house meetings as well as Board Meetings.
5. Repair of old fixture & furniture items.
6. Allotment of Rooms.

7. Preparation of Identity Cards for employees of DUSIB and Rubber Stamps, Name Plate etc. on requirement basis.
8. RTI Cases.
9. New Connection of official Telephone, payment of Telephones bills as well as reimbursement of mobile call charges as per entitlement to the officers.
10. Allotment of Vehicles along with drivers to the officer as well as from pool duty.
11. Disposal of old furniture, photocopy machines, type writers etc.

(ii) Library Section:-

1. One Library is also running under the control of GAD in the Department. There are near about 15,000 Books. Apart from these purchases of News Papers, books and magazines are also made by Library for Officers & Library of the Department. To issue of Books and Magazines to staff.
2. The reimbursement of News Paper & Magazines for residential to the eligible officers are also made by the Library Section.

(iii) Central Diary:-

1. Distribution & Collection of **DAK** of Department through Dispatch Rider.
2. Delivery of Departmental letters to the concerned through Post Office.

(iv) Organization Chart:-

Member (Admn.)
Pr. Director (Admn.)
Dy. Director (GAD/CT/Lib)
Asstt. Director (CT)
UDC & LDC

**Manual 2
CARE TAKING 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	
1.	Member (Admn.)	Head of Department		Monitoring of working of CT & GAD and its Administrative Head
2.	Pr. Director (Admn.)	Head of Office	sanction of Imprest of Rs. 5,000/-	Overall Supervision of GAD/CT/Lib
3.	Dy. Director GAD/CT/Lib	Incharge	None	All files are routed through him for Onward submission to Pr. Director(CT)
4.	AD (CT/Lib)	To maintain discipline Punctuality, attendance in the branch. Monitoring of record diary & dispatch . etc.	None	All the files of Branch are forwarded by him to Dy. Director (GAD/CT/Lib)
5.	UDC/LDCs	To open files and ensure Processing of receipts.	None	To put up files as Assigned to each Individual/forward Cases to AD (CT)

Manual 3

CARE-TAKING BRANCH

Procedure followed in decision making process

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

Flow Process Chart

S.No.	Activity	Level of Action
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 (GAD/CT/Lib) / Pricipal Director (CT/GAD)	Asstt. Director
5.	After examination forward the file to Principal Director (CT/Lib/GAD)	Deputy Director
6.	Approve the case or forward it to Competent Authority for approval	Pr. Director (CT.)

Manual 4

CARE-TAKING BRANCH

Norms set for the discharge of functions

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

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

Manual 5

CARE – TAKING BRANCH

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

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

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

Manual 6

CARE-TAKING BRANCH

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

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

S.No.	Nature of Record Unit/ Section Where Available	Details of Information
1.	Stock Register	Content record of issuance of articles
2.	Files of Purchases	All the record pertaining to item of office use
3.	Telephone / Rubber Stamp/ imprestas	Payment of Telephone bills of offices as well resident of officers / and all others Misc. records.

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 (I) (b)(vii)]

NOT APPLICABLE

Manual 8

A statement of boards, council, committees and other bodies' constituted

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

The constitution of Board showing the list of its Members is available in the DUSIB Act which is available on the department's website

www.delhishlter.nic.in

Manual 9

CARE-TAKING BRANCH

Directory of officers and employees

S.No.	Name & Designation	Office Phone	Email Address
1. _____	Sh. Pankaj Asthana, Member (Admn.)	23370735	
2. _____	Sh. Md. Ali. Ashraf. Pr. Director (CT)	23814305	
3. _____	Sh. R.M. Singh, Dy. Director (GAD/CT)	23378205	
4. _____	Sh. Jogender Singh (CT/Lib)	23379202	

Manual 10

CARE-TAKING BRANCH

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

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

The details regarding monthly remuneration of entire staff are available with the
Accounts Branch.

Manual 11

CARE-TAKING BRANCH

The budget allocated to each agency

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

-----NOT APPLICABLE-----

Manual 12

The manner of execution of subsidy program

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

NOT APPLICABLE

Manual 13

Particulars of recipients of concession, permits or authorizations granted

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

NOT APPLICABLE

Manual 14

Information available in an electronic form

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

The notification of DUSIB, Act of DUSIB which includes the constitution of Members of Board and various other orders/ circulars are available on the website of the Department.

Manual 15

CARE –TAKING BRANCH

Particulars of facilities available to citizens for obtaining information

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

The citizens can obtain the information pertaining to Care Taking Branch under the RTI Act, 2005 by submitting application to Dy. Director (GAD/CT)/PIO, Vikas kuteer, I.P.Estate New Delhi – 110002 after making payment of prescribed feeds under the Act.

Manual 16

CARE –TAKING BRANCH

Name designation and other particulars of Public information officers

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

List of Public information officers.

S.No.	Designation of the officer designated FAA	Postal Address	Tel. No.	Email Address
1.	Dy. Director (GAD/CT)	E-18, Vikas Kuteer I.P. Estate, New Delhi 110002.	23378205	

List of First Appellate Authority

S.No.	Designation of the officer designated FAA	Postal Address	Tel. No.	Email Address
1.	Pr. Director (CT/Lib)	A Block 2 nd Floor Vikas Bhawan-II, Delhi 110054.	23814305	

Manual 17

Other information as may be prescribed

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

NOT APPLICABLE
