

**Manual 1**

**Particulars of Organisation, Functions and Duties**

**(Section 4(1)(b)(i))**

**General Administration Branch**

1. Aims and Objectives of the Organization

<p>a) General Administration Branch (Meeting Cell, Parliament Cell, RTI/DRIA Cell/PGMS Branch/CPGRAM/CRU Cell etc</p>	<p>a) Coordinate and organize the Board Meetings of DUSIB. Preparation and circulations of Agenda items. b) Coordinate with different sections/ divisions of the Deptt for obtaining and furnishing replies of Vidhan Sabha and Parliament Questions. c) To forward applications received under RTI Act and DRIA Act to respective wings of the Deptt for providing information to the applicants. d) To assist the Nodal Officer under DRIA Act to forward the replies to applicants received from concerned Branches. e) To handle the portal of GRO of the Deptt and forwarding / submitting the grievances/replies online under PGMS. f) To handle the portal of CPGRAM. g) To handle the portal of LG listening post. h) To handle Centralized electronic diary system (CRU) of the department.</p>
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2. Organisation Chart : As provided by Administration Branch.
3. Postal Address of the main office,; attached/subordinate office/field units etc. ---do---

**Manual 2**

**GENERAL ADMINISTRATION BRANCH**

**Powers and Duties of officers and employees  
(Section 4(1)(b)(ii))**

-As provided by Administration Branch-

**Manual 3**

**GENERAL ADMINISTRATION BRANCH**

**Procedure followed in decision making process  
(Section 4(1)(b)(iii))**

-As provided by Administration Branch-

**Manual 4**

**GENERAL ADMINISTRATION BRANCH**

**Norms set for the discharge of functions  
(Section 4(1)(b)(iv))**

All the functions are discharged as per guidelines prevalent and on the basis of instructions / orders of Govt. of India / Deptt issued from time to time.

**Manual 5**

**GENERAL ADMINISTRATION BRANCH**

**Rules, regulations, instructions, manuals and records for discharging functions  
(Section 4(1)(b)(v))**

All the functions are discharged as per guidelines prevalent and on the basis of instructions / orders of Govt. of India / Deptt issued from time to time.

**Manual 6**

**GENERAL ADMINISTRATION BRANCH**

**A statement of the categories of documents that are held under its control  
(Section 4(1)(b)(vi))**

<b>S.No.</b>	<b>Nature of Record</b>	<b>Details of Information</b>	<b>Unit/Section where available</b>
<b>1.</b>	Original resolutions passed by the Board	All decisions taken by the Board	Meeting Cell
<b>2.</b>	All the Vidhan Sabha and Parliament Questions received and pertaining to Deptt	All questions and replies received from various branches of the Deptt. Files of Final reply sent by the Deptt	Parliament Cell

3.	All the applications received under RTI /DRIA	All the applications received under RTI Act and DRIA Act. Files of replies forwarded to applicants in DRIA under the signature of Nodal Officer. Records relating to fee received under the above said Acts.	RTI / DRIA Branch
4.	Diary/Despatch Register	Contain movements of receipts and dispatch letter and files etc.	Meeting Cell / Parliament Cell / RTI Branch / PGMS Branch.

**Manual 7**

**GENERAL ADMINISTRATION BRANCH**

**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 -

**Manual 8**

**GENERAL ADMINISTRATION BRANCH**

**A statement of Board, Council, Committees and other Bodies constituted  
(Section 4(1)(b)(viii))**

The constitution of the Board under DUSIB Act and its members are available on the department's website [www.delhishelter.nic.in](http://www.delhishelter.nic.in)

**Manual 9**

**GENERAL ADMINISTRATION BRANCH**

**Directory of Officers and Employee  
(Section 4(1)(b)(ix))**

S.No.	Name	Designation	Section	Phone No.
1.	Shri M.A. Ashraf	Pr. Director	Administration	23370592
2.	Shri V.P. Jha	Dy. Director	BOARD	23814305
3.	Shri R.M. Singh	Dy. Director	Gen. Admn.	23378205

4.	Shri Pradeep Chandola	Asstt. Director	Gen. Admn/Board	23378453
5.	Smt. Poonam Saxena	P.A.	BOARD	23378453
6.	Shri Devender	L.D.C.	BOARD	23378453
7.	Shri Durga Prasad	U.D.C.	Parliament Cell	23378453
8.	Shri Raghwendra Chaudhary	U.D.C.	PGMS Branch	23378559
9.	Shri Suresh	U.D.C.	PGMS Branch	23378559
10.	Shri Jayram Gupta	U.D.C	Parliament/RTI Branch	23378559
11.	Shri Sunil Kumar	L.D.C	RTI/CPGRAM Branch	23378559

**Manual 10**

**GENERAL ADMINISTRATION 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**

**GENERAL ADMINISTRATION BRANCH**

**The budget allocated to each agency  
(Section 4(1)(b)(xi))**

-Not Applicable-

**Manual 12**

**GENERAL ADMINISTRATION BRANCH**

**The manner of execution of subsidy program  
(Section 4(1)(b)(xii))**

-Not Applicable-

**Manual 13**

**GENERAL ADMINISTRATION BRANCH**

**Particulars of recipients of concessions, permits or authorizations granted  
(Section 4(1)(b)(xiii))**

-Not Applicable-  
**Manual 14**

**GENERAL ADMINISTRATION BRANCH**

**Information available in an electronic form  
(Section 4(1)(b)(xiv))**

The notification of DUSIB, Act of DUSIB which includes the constitution of the Board and various orders/circulars to the effect are available on the website of the Deptt.

**Manual 15**

**GENERAL ADMINISTRATION BRANCH**

**Particulars of facilities available to citizens for obtaining information  
(Section 4(1)(b)(xv))**

The citizen can obtain information pertaining to General Admn. Branch through RTI / DRIA Act, PGMS, LG Listening posts or through CPGRAM.

**Manual 16**

**GENERAL ADMINISTRATION BRANCH**

**Name designation and other particular of Public Information Officers  
(Section 4(1)(b)(xvi))**

**List of Public Information Officers**

<b>S.No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal Address</b>	<b>Telephone NO.</b>	<b>Demarcation Of area / activities, if more than one PIO is there</b>
<b>1.</b>	Sh. R.M. Singh Dy. Director(GA)	E- 18, Vikas Kuteer, ITO New Delhi-02.	<b>23378205</b>	<b>General Admn.</b>

<b>2.</b>	Sh. V.P. Jha Dy. Director(Board)	Vikas Bhawan-II, IInd floor, C-wing, upper Bela Road, Delhi-54	<b>23814305</b>	<b>Board Meetings.</b>
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**List of First Appellate Authority**

<b>S.No.</b>	Designation of the officer designated as PIO	Postal Address	Telephone NO.	Demarcation Of area / activities, if more than one PIO is there
<b>1.</b>	Sh. M.A.Ashraf Pr. Director(Admn)	Room No. 9, Punervas Bhawan, I.P. Estate, N.D- 02	<b>23370592</b>	<b>N.A.</b>

**Manual 17**

**GENERAL ADMINISTRATION BRANCH**

**Other information as may be prescribed**

**(Section 4(1)(b)(xvii)**

-Not Applicable-