

Manual under Right to Information Act, 2005 (dated
up to 20.07.2016)

(FOR INSTITUTIONAL ALLOTMENT, LEASE AND
LIQUIDATION, SCP, PROPERTY, REMUNERATIVE
PROJECTS, CDF, AND OCM BRANCHES)

Manual-1

The particulars of its organization, function and duties (Section-4(1)(b)(i).

The details of functions etc. are given branchwise as below:

INSTITUTIONAL ALLOTMENT OF LAND BRANCH:

- Deals with allotment of DUSIB land to government department only.
- Land is allotted at circle rates except in case of government schools.
- In case of government schools DDA rates are applicable .

LEASE AND LIQUIDATION BRANCH:

- Maintains record of allotment of tenements allotted under slum clearance scheme on leasehold bases in colonies like Moti Nagar, Inderlok, Nehru Nagar, New Ranjit Nagar, etc.
- Mutation of properties in favour of legal heirs of allottees.
- Conversion from leasehold to freehold after collecting conversion charges etc.

SCP BRANCH

- Maintains allotment record of shops / stalls / thadas of size 6'x 8' allotted on license basis under special component plan to the urban poor and SC/ST category families.
- Such shops etc. are located in various JJ colonies and rehab. colonies e.g. - Madipur, Wazirpur, etc.
- In case of change in hand due to sale purchase, there is a regularization policy.



PROPERTY BRANCH

- Maintains old record received from evacue property cell regarding MOR owned properties located in Walled city of Delhi.
- Mutation cases are decided in favour of legal heirs of licencees.
- Damage is assessed in the name of occupants on the basis of documents of sale /purchase /possession.

REMUNARATIVE PROJECTS CELL

- Auction of residential /commercial /plots and builtup shops.
- Temporary allotment of vacant sites for holding marriages /functions and parking
- Conversion from leasehold to freehold in residential plots .

CDF BRANCH

- Maintains record of allotment of sheds /plots to cattle dairy owners in 3 colonies namely:Gazipur, Madanpur Khadar and Masoodpur.

OCM BRANCH

- Deals with administration and management of space allotted for old cloth market vendors at Raghbir Nagar colony.
- Revenue at nominal rates is collected on daily basis to provide market facilities to the vendors.

Manual-2

Powers and duties of its officers and employees (Section-4(1)(b)(ii).

The powers and duties starting from dealing assistant to higher officers are categorised broadly as below:

DEALING ASSISTANT

- Maintenance of file /record of allotment.
- To put up cases for approval regarding mutation, freehold, damage assessment, regularisation, recovery, auction, etc.
- To maintain various registers and prepare reports.

ASSISTANT DIRECTOR



- To supervise work of dealing assistants.
- To examine all cases put up by dealing assistants.

DEPUTY DIRECTOR

- To supervise work of dealing assistants /assistant director.
- To grant approval for freehold and mutation cases.
- To work as PIO for all branches looked after by him.

DIRECTOR

- To supervise work of dealing assistants /assistant director/deputy director.
- Designated as first appellate authority under RTI Act for all branches looked after by him.

Manual-3

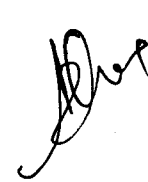
The procedure followed in the decision making process, including channels of Supervision and accountability. (Section-4 (1)(b)(iii)).

(i) Mutation cases:

- Receipt of application with necessary documents.
- Scrutiny of application and issue of deficiency letter for completion of documents.
- Survey /inspection by F.I /S.O wherever required.
- Calculation of pending dues by accounts branch.
- Issue of demand letter
- Issue of mutation letter after approval.

FREEHOLD CASES

- Receipt of application with necessary documents.
- Scrutiny of application and issue of deficiency letter for completion of documents.
- Survey /inspection by F.I /S.O wherever required.



- Calculation of pending dues by accounts branch.
- Issue of demand letter
- Issue of CD forms for stamping.
- Execution of conveyance deed through vendor.

DAMAGE ASSESEMENT CASES

- Receipt of application with necessary documents.
- Scrutiny of application and issue of deficiency letter for completion of documents.
- Survey /inspection by F.I /S.O wherever required.
- Calculation of pending dues by accounts branch as per resolution no.396.
- Approval from Member (Power) for issue of provisional demand notice.

REGULARIZATION CASES

- Receipt of application with necessary documents.
- Scrutiny of application and issue of deficiency letter for completion of documents.
- Calculation of regularisation charges as per resoution no.359.
- Isseue of demand notice.
- Approval of Member (Power) for regularisation for shop.

INSTITUTIONAL ALLOTMENT

- Requisition from govt.department.
- Confirmation regarding title of land,land use,available area,etc.
- Calculation of cost of land by finance wing.
- Consent of department making request.
- Placing the case before Board of DUSIB for approval from LG.

Manual-4

The norms set by it for the discharge of its functions.(Section-4 (1)(b)(iv).

As mentioned in **Manual-3** above.

Manual-5

The rules, and regulations , instrcyions manuals and records , held by it or under its control or used by its employees for discharging its function..(Section-4 (1)(b)(v).

As displayed on website

- Mutation guidelines.
- Freehold policy.
- Resolution no.396 and 359.

Manual-6

A statement of the categories of documents that are held by it under its control..(Section-4 (1)(b)(vi).

Allotment files , policy file , tender documents , auction documents , registers , court case files , RTI files, etc.

Manual-7

The particulars of any arrangement that exists for consolation with,or representaion by the members of the public in relation to the formulation of its policy or implementation thereof..(Section-4 (1)(b)(vii)

Not applicable.

Manual-8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice , and as to whether meeting of those boards , councils, committees ad other bodies are open to the public or the minutes of sch meetings are accessible for public..(Section-4 (1)(b)(viii).

DUSIB board which is Chaired by Chief Minister of Delhi to discuss issues of public importance theminutes of which are available on website.

Manual-9

A directory of its officers and employees..(Section-4 (1)(b)(ix).

NAME	DESIGNATION	ADDRESS	PHONE NO.
Sh.B B sharma	Director	Room no.41,vikas kutir	23370612



SH.Ashok Kumar Dy.Director Room no. C 10 vikas kutir 23378661

Sh.H R Mahto Asst.Director Room no. c9 vikas kutir 23378661

Manual-10

The monthly remuneration received by each of its officers and employees ,including the system of compensation as provided in its regulations:.(Section-4 (1)(b)(x).

As given in finance wing manual.

Manual-11

The budget allocated to each of its agencies,indicating the particulars of all plans, proposed expenditures and reports on disbursements made..(Section-4 (1)(b)(xi).

As given in finance wing manual.

Manual-12

The manner of execution of subsidy programmes,including the amounts allocated and the details of beneficiaries of such programmes..(Section-4 (1)(b)(xii).

As given in finance wing manual.

Manual-13

Particulars of recipients of concessions, permits or authorisations granted by it..(Section-4 (1)(b)(xiii).

As given in finance wing manual.

Manual-14

Details in respect of the information ,available to or held by it ,reduced in an electronic form..(Section-4 (1)(b)(xiv).

Not applicable.

Manual-15

The particulars of facilities available to citizens for obtaining information,including the workig hours of a laibrary or reading room, if maintained for public use..(Section-4 (1)(b)(xv).

Any citizen seeking information under RTI act,making any type of application can directly go to CRU at reception of DUSIB Head Office at Vikas Kutir, IP Estate, New Delhi.

Manual-16



The names, designations and other particulars of the public information office. (Section-4 (1)(b)(xvi).

Sh. B B Sharma, Director, Room No. 41, Vikas kutir, IP Estate, New Delhi is the appellate authority for these branches

Sh. Ashok Kumar, Deputy Director, Room No. C10, Vikas Kutir, IP Estate, New Delhi is the Public Information Officer for these branches.

Manual-17

Such other information as may be prescribed. (Section-4 (1)(b)(xvii).

No such information.

