

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
LAW OFFICE

No.- F/LB/2114/1/RTI/DUSIB/16 D-451

Date: 21/7/16

Please refer to Circular No.D-175/DD/Admn./2016 dt.19/7/2016 issued under the signature of Dy. Dir.(Admn.). The relevant information of the law branch is as given below:-

Definition of RTI Act, 1 to 17 Manuals.

S. No	Manual	Information
(i)	The particulars of its organization, functions and duties	Law Office, Delhi Urban Shelter Improvement Board, C-Block , 4th Floor, Vikas Bhawan-II, Civil Lines Functions and duties:- Tendering Legal advice to the department and dealing with court cases sued by the department or against the department.
(ii)	The powers and duties of its officers and employees.	To co-ordinate with various branches and panel lawyers in disposal of the court cases sued by the department or against the department.
(iii)	Procedure followed in decision-making process including channels of supervision and accountability.	Files are initiated after receipt of court cases by the Dealing Asstt. Or Legal Asstt. Or Jr. Law Officers and submitted to Pr. Director (Law) through Law Officer for approval and decision.
(iv)	The norms set by it for the discharge of its functions.	Various office orders have been issued in this regard towards distribution of work related to court cases pending at various court complexes to be monitored by the respective JLO/LO.
(v)	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	No specific rules and regulations, instructions and manuals are formed. Shadow files of court cases, fee bill files, Misc. Files and diary registers etc. are maintained under the supervision of respective JLO/LO.
(vi)	A statement of the categories of documents that are held by it or under its control.	Shadow files of court cases, fee bill files, Misc. Files and diary registers etc. are maintained under the supervision of respective JLO/LO.
(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	Not applicable.

(viii)	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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Not applicable.
(xi)	A directory of its officers and employees.	<ol style="list-style-type: none"> 1. Sh. M.A. Ashraf, Pr. Director (law) 2. Smt. Anju Nigam, Law Officer 3. Sh. A.K. Srivastawa, JLO 4. Sh. Vijay Kr. Maggo, JLO 5. Smt. Meena dayal, JLO 6. Smt. Manju Gaur. Legal Asstt. 7. Sh. R.S. Saroha, UDC 8. Sh. Ashok Saini, UDC 9. Sh. S.N. Joshi, UDC <p>Tel. No.011-23814167, C-Block , 4th Floor, Vikas Bhawan-II, Civil Lines</p>
(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	<ol style="list-style-type: none"> 1. Pay scale of Pr. Director (Law):-37400-67000, GP-8700 2. Pay scale of Law Officer:-15600-39100 GP 6600 3. Pay scale of Jr. Law Officer:-9300-34800, GP -4800 4. Pay scale of Legal Asstt. (on contract of Rs. 25000/- p.m. fixed) 5. Pay scale of UDC :- 5200-20200
(xi)	Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Relates to Finance/accounts branch.
(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	No
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Applicant desirous of obtaining information under the RTI Act, 2005 may apply to PIO (Law), DUSIB.

(xvi)	The names, designations and other particulars of the Public Information Officers	Smt. Anju Nigam, Law Officer, DUSIB, GNCTD of Delhi 4 th level, C-wing, Vikas Bhawan-II, Upper Bela road, Civil Lines, Delhi-110054 Tel. No.011-23814167
(xvii)	Such other information as may be prescribed	The hierarchy of the Law branch of DUSIB is as under:- Chief Legal Advisor , DUSIB Law Officer, Jr. Law Officer Legal Assistant UDC Peons Presently the post of CLA is vacant. The Law Office is working under the control and supervision of Pr. Dir. (Admn./Law).

Please upload the above information in the official website.

Aziz

Law Officer

Dy. Dir. (DRIA/GAD)

Copy to;

Dy. Dir. (Admn.)

for information

कृपया सूचना पर साईन डी'लॉर के अंतर्गत किया
इ-कॉपी के अंतर्गत को करा है, रिपोर्ट साईन
क्यावर साईन, रिपोर्ट के अंतर्गत है।
रिपोर्ट 25/7/16

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Pr. Dir. (Law)

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22/7/16

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22/7/16

Sh. Saini

Dy. Dir. (Legal)

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25/7/16

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