

E-70577/2016/400-16  
25/7/16

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT OF NCT OF DELHI  
PLANNING AND MONITORING DIVISION**

NO: PM/1810/P-59/DUSIB/2016-17/D-389  
19.07.2016

DATED: 21.7.16

This has with reference to Circular No. D-175/DD (Admn.)/2016 dated 19.07.2016 regarding furnishing of information for preparing 1 to 17 manuals under RTI. The requisite information pertaining to P&M Division in the prescribed format is enclosed.

UP  
R. 1518/DDM/16  
22/7/16

*Amalans*  
21.7.16  
DIRECTOR (P&M)

Dy. Director(Admn.)

Encl: As Above

DD (C.A/Sy/Mem)  
25/7/16

MS  
R-10 58/DD/2016  
25/7/16  
Time 12-00

## POINTWISE INFORMATION OF RTI ACT, 1 TO 17 MANUALS

### 1. PARTICULARS OF ORGANIZATION – P&M DIVISION

#### FUNCTIONS

- i) **FORMULATION OF ANNUAL PLAN** : The main functions & duties of P&M Division are formulation of Annual Plan Documents in respect of the schemes to be implemented by DUSIB during the operative Annual Plans & Five Year Plans.
- ii) **MONITORING OF PLAN SCHEMES** : Financial as well as physical on the basis of information received from the Engineering Division and other related works.
- iii) **PROPOSAL FOR RELEASE OF FUNDS**: For implementation of various plan schemes, funds are released by Delhi Govt. on quarterly basis. The proposal for the same are mooted indicating financial and physical achievements and their queries have to be answered from time to time and even personal efforts have to be made for release of funds, in the Department of Urban Development, Planning Department and Finance Department of GNCTD.
- iv) **PERIODIC REPORTS OF FISCAL AS WELL AS PHYSICAL NATURE TO DELHI GOVT.** The financial achievements on monthly basis are regularly transmitted to Delhi Govt. after coordinating with Finance & Engineering Wings.
- v) Scrutiny of estimates of the plan schemes.
- vi) Background notes / material for various subject meetings / Plan Review Meetings.
- vii) Preparation of Annual Report, Budget Speech & Independence Day Speech highlighting the achievements of DUSIB.
- viii) Preparation of replies for Parliament / Assembly questions.
- ix) Drafting of Action Taken Reports on the minutes of the meetings, replies of Audit Paras / RTI.

2. **POWER AND DUTIES OF OFFICERS / EMPLOYEES**

There is no special power and duties are assigned to the officers and employees posted in P&M branch. As such the functions of P&M Division are performed as a Team work and cannot be compartmentalized.

3. **PROCEDURE FOR DECISION MAKING**

Director (P&M) / Member (Finance) / CEO, DUSIB

4. **NORMS FOR DISCHARGE OF FUNCTIONS:**

As far as P&M Division is concerned, the instructions and manuals being followed in respect of implementation of approved Plan Schemes which are being implemented on behalf of Delhi Govt. are contained in the Annual Plan Documents brought out by the Planning Department of GNCTD on yearly basis.

5. **RULES, REGULATIONS FOR DISCHARGE OF FUNCTIONS - N.A.**

6. **STATEMENT OF CATEGORIES - N.A.**

7. **DETAILS OF CONSULTATIVE COMMITTEE AND OTHER BODIES - N.A.**

8. **LIST OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES - N.A.**

**9. DIRECTORY OF OFFICERS/EMPLOYEES**

S.NO.	Name of Officer/Official	Designation	Address	Phone No.
1	Sh. H.S. Nanra	Director	Room No. 45, Punerwas Bhawan, I.P.Estate, New Delhi	9810406841
2.	Mrs. H.K. Bhalla	Asstt. Director	G-9,Vikas Kutir, I.P. Estate, New Delhi	8826894647
3.	Mrs. Sushma Mahra	Statistical Officer	G-9,Vikas Kutir, I.P. Estate, New Delhi	8826894639
4.	Mrs. Anita Gaba	P.S.	G-10,Vikas Kutir, I.P. Estate, New Delhi	9717999326
5.	Mrs. Anuradha Ajmani	U.D.C.	G-9,Vikas Kutir, I.P. Estate, New Delhi	9650882277
6.	Mr. Sunil Kumar	Peon	G-9,Vikas Kutir, I.P. Estate, New Delhi	9871363599

10. MONTHLY REMUNERATION OF OFFICERS/EMPLOYEES – To be obtained from AO(HQ).
11. BUDGET ALLOCATION TO EACH AGENCY - N.A.
12. EXECUTION OF SUBSIDY PROGRAMME – N.A.
13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS – N.A.
14. INFORMATION AVAILABLE IN AN ELECTRONIC FORM – N.A.
15. FACILITIES AVAILABLE FOR OBTAINING INFORMATION – N.A.
16. PARTICULARS OF PIOs – Mrs. H.K. BHALLA, Asstt. Director
17. OTHER INFORMATION PRESCRIBED (ORGANIZATIONAL CHART)

**ORGANISATION CHART OF P&M DIVISION**

**MEMBER (FINANCE)**

**DIRECTOR (P&M)**

**ASSTT. DIRECTOR (P&M)**

**STATISTICAL OFFICER (P&M)**

**P.S.**

**U.D.C.**

**PEON**

**Please upload the above information in the official website.**