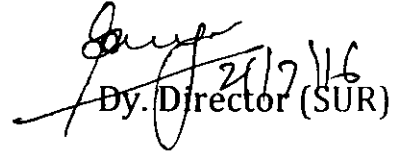


DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(SUR Branch)
H-3, Vikas Kuteer, I.P. Estate, New Delhi-02

No. DD(SUR)/DUSIB/2016/D- 464

Date:- 24/7/16

With reference the circular No. D-175/Dy. Dir./Admn./2016 dated 19.07.2016 vide which it has been directed to provide the up dated information in respect of 17 manual under Right to Information Act, 2005 in r/o of SUR Branch.


Dy. Director (SUR)

Dy. Director (Gen. Admn.)

Manual under Right to Information Act-2005 (updated upto 20.07.2016.

Manual-1

SUR BRANCH

The particulars of its organisation, functions and duties. (Section 4(1)(b)(i).

1. SUR Branch deals with plot allotted in SRS Colonies.
2. SUR Branch deals with the cases of RTI, PGMS, PGC, Court cases, NHRC, and complaint cases related to all SRS colonies.

Manual-2

The powers and duties of its officers and employees. (Section 4(1)(b)(ii).

1. Sh. R.K. Gupta – To ensure finally reply of all related applications of all SRS colonies received in the Sections. To maintain proper record of all the allotments files. The power to decide dispute is with Director.
2. Sh. Sanjiv Sharma, Dy. Director(SUR)-Working as PIO and power to issue the reply is with Dy. Director.
3. Sh. Shekher Dutt Sharma, Assitt. Dir (SUR) - To supervise all the staff working under them and maintain the office manual procedure.
4. Smt. Sunita Singla, Head Clerk (SUR) - To supervise all the cases related to Court matters/NHRC of SUR Branch.
5. Sh. Udai Veer Singh, Head Clerk (SUR) - To supervise all the cases related to PGC/RTI/PGMS/VIP/ and complaint cases of all SRS.
6. Sh. Narendra Kr. Sharma, UDC (SUR) - Sh. Rabinder Singh, UDC, Sh. Anunay Ratna, UDC, Smt. Sharda Sood, UDC, and Sh. Ramdhan Meena, LDC To deal all the cases of RTI,PGC/PGMS/ complaint cases, diary and dispatch etc. related to all the about 34 SRS colonies i.e.

RTI/PGC/PGMS/Court Cases/ complaint cases and maintain the record of their respective seats.

Manual-3

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

S. No.	Activity	Level of Action
1.	Received the dak and put a diary No.	Dak Clerk/LDC
2.	To mark application to concerned official	Asstt. Director/H.C.
3.	To put up the file after taking necessary action	UDC/LDC
4.	After examination forwarded the file to Dy. Director(SUR)/Director(SUR)	Asstt. Director
5.	After examination forward the file to Director(SUR)	Dy. Director
6.	Approve the case or forward it to be Competent Authority for approval	Director

Manual-4

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

Under the said Act, the following officer/officials are looking after the functions of SUR Branch.

1. Sh. R.K. Gupta, Director and Appellate Authority -1st
2. Sh. Sanjeev Sharma, Dy. Director (SUR) and Public Information Officer.
3. Sh. Shekher Dutt Sharma, Asstt. Director and A.P.I.O.

Manual-5

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

- 1) To deal /Supervise all the cases of RTI/PGMC/PGC/ Court Cases/NIIRC/ complaints cases related to all SRS colonies and to Furnish the reply there by SUR Section.

Manual-6

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

List of vacant plots / draw list / cancelled plots which is already available on the DUSIB website delhishelter.nic.in

- Services
- Relocation
- Draw of plots and List of Cancelled plot in SRS Colonies

Manual-7

The particulars of any arrangement that exists for consolation with, or representation 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 and other bodies are open to the public , or the minutes of such meeting are accessible for public; Section 4(1)(b)(viii).

-----Not Applicable-----

Manual-9.

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

- | | |
|--------------------------|----------------------------|
| 1. Director (SUR) | Sh. R.K.Gupta |
| 2. Dy. Director (SUR) | Sh. Sanjeev Sharma |
| 3. Asstt. Director (SUR) | Sh.Shekhar Dutt Sharma |
| 4. Ministerial staff | Smt. Sunita Singla, HC |
| | Sh. Udai Veer Singh, HC |
| | Sh.Narendra Kr.Sharma, UDC |
| | Smt. Sharda Sood, UDC |
| | Sh.Rabinder Singh, UDC |
| | Sh. Anunay Ratna, UDC |
| | Sh.Ramdhan Meena, LDC |

Manual-10

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

1. Director (SUR)	Sh. R.K.Gupta
2. Dy. Director SUR)	Sh. Sanjeev Sharma
3. Asstt. Director SUR)	Sh. Shekhar Dutt Sharma
5. Ministerial staff	Smt. Sunita Singla, HC
	Sh. Udai Veer Singh, HC
	Sh. Narendra Kr.Sharma, UDC
	Smt. Sharda Sood, UDC
	Sh. Rabinder Singh, UDC
	Sh. Anunay Ratna, UDC
	Sh. Ramdhan Meena, LDC

Manual-11.

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

-----Not applicable-----

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).

-----Not applicable-----

Manual-13

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

-----Not applicable-----

Manual-14

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

SUR Branch deals with the allotted plots in the SRS colonies. The information relating to SUR branch is available on the website of www.delhishelter.nic.in

Manual-15

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; Section 4(1)(b)(xv).

The person seeking information may submit his applicable addressed to PIO SUR Branch DUSIB in Room No. H-3, Vikas Kuteer, ITO New Delhi-02.

Manual 16 and 17.

The names, designations and other particulars of the Public Information Officers;

1. Sh. R.K.Gupta, Director and Appellate Authority-I. Room No.10 Vikas Bhawan Annexie, I.P. Estate, New Delhi-110002 (Ph. 23378571)
2. Sh.Sanjeev Sharma, Dy. Director (SUR) and Public Information Officer. Room No. H-3, Vikas Kuteer, I.T.O. New Delhi-2 (Ph-23379067)
3. Sh. Shekhar Dutt Sharma Asstt. Director and APIO. Room No.H-7, Vikas Kuteer, I.T.O, New Delhi-2. (Ph-9650298805)


Dy. Director (SUR)