

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE DY. DIRECTOR (JJR)

Room No. 51, Punarwas Bhawan,
I.P.Estate, ITO, New Delhi :

No. D-37/DY Dir (JJR) 2016 Dt. 25/7/16

Pl. Find enclosed herewith the reply of 17 manuals in respect of JJR
Section to upload on the website of DUSIB.

Encl: as above

DY. Dir(IT)


25.7.16
By. Director (JJR)

H/260/D.D/Secy/c
25-7-16
Time - 3-P.M

Manual 1

Particulars of Organization Functions and Duties

Section 4(1)(b)(i)

JJR Branch

1. Aims and objective of the organization.

<u>JJR Branch</u>	<ol style="list-style-type: none">1. Freehold and Mutation of residential plots of JJR colonies2. Action against trespasser3. To deal with RTI, PGMS, PGC and Court Cases.
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2. Organization chart : As provided by Administration Branch
3. Postal address of the Main office,
Attached/subordinate office/Field Units etc. : -do-

Manual 2

JJR Branch

Powers and Duties officers and Employees

Section 4(1)(b)(ii)

1. Assistant Director/Zonal Incharge (H/C) of the zones are responsible for processing the files related to dispute, freehold, mutation, PGC, Court cases, RTI, PGMS and trespassing etc. it is also APIO in respect of RTI cases.
2. Dy. Director is the overall incharge of all the zones. Dy. Director has the power to approved freehold, mutation of residential plots of JJR. It is also PIO in respect of RTI cases
3. Director(JJR) is Head of JJR Branch and First Appellate Authority in the matter of RTI cases pertaining to JJR Section .

Manual 3

JJR Branch

Procedure followed in decision making process

Section 4(1)(b)(iii)

As per Guidelines policy for freehold/ownership rights policy 2013 for residential plots of JJR

Copy of guidelines is enclosed for ready reference .

Manual 4

JJR 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 DUSIB/CEO issued from time to time.

Manual 5

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

JJR branch is working as per the policy and guidelines approved by the Board from time to time.

Manual 6

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

S. No.	Nature of Record	Details of Information	Unit/Section Where available
1.	Original policy/resolutions passed by the Board/HLCC	All decisions taken by the Board/HLCC	Meeting cell
2.	All the applications received under RTI Act.	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	In concerned Zone of JJR
3.	Diary/Despatch Register	Contain movements of receipts and dispatch letter and files etc.	In concerned Zone of JJR

Manual 7

JJR Branch
Particular if any arrangement that exists for consultation with or representation 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

JJR Branch
A statement of Board, council, committees and other bodies constituted
Section 4(1)(b)(viii)

The constitution of Board under DUSIB Act and its members are available on the department's website
www.delhishelter.nic.in

Manual 9

JJR Branch
Directory of officers and Employees
Section 4(1)(b)(ix)

S. No.	Name	Designation	Name of Zone	Phone No.
1.	Sh. R.K.Gupta	Director	JJR Branch	23378571
2.	Sh. Rajender Kumar	Dy. Director	JJR Branch	23370560
3.	Sh. Sri Krishan	Asstt. Director	Head Quarter and Jahangir Puri Zone	8130993878
4.	Raju Punaji Sirsikar	Asstt. Director	East Zone-A	8527398075
5.	Sh. Raju Punaji Sirsikar	Asstt. Director	East Zone-B	8527398075
6.	Sh. Arun Mathur	Asstt. Director	South Zone	9560596066
7.	Sh. Rajiv Srivastav	Head Clerk	West Zone	9868642389
8.	Sh. Anil Kumar Sharma	Head Clerk	North Zone-B	9711661886
9.	Sh. Vijay Pal	Head Clerk	North Zone-A	9818747647

Manual 10

JJR Branch

The monthly remuneration received by each of the Officer 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

JJR Branch

The Budget allocated to each agency

Section 4(1)(b)(xi)

Not Applicable.

Manual 12

JJR Branch

The member of execution of subsidy program

Section 4(1)(b)(xii)

Not Applicable.

Manual 13

JJR Branch

Particulars of recipients of concessions, permits or authorizations granted

Section 4(1)(b)(xiii)

Not Applicable.

Manual 14

JJR Branch

Information available in Electronic form
Section 4(1)(b)(xiv)

The following information are available in respect of JJR on the website of DUSIB

1. JJR plots
2. JJR tenements
3. Shops in JJR colonies
4. Zonal office building
5. Sample houses
6. Coal depot plots
7. Ration shops in JJR colonies
8. Pig sheds in JJR colonies
9. Horse sheds
10. Vacant land available in JJR colonies

Manual 15

JJR Branch

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

The citizen can obtain information pertain to JJR branch through RTI/DRIA Act, PGMS, LG Listening Posts through CPGRAM. The information can also be uploaded from the website of the Board.

Manual 16

JJR Branch

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

S. No.	Designation of the Officer designated as PIO	Postal Address	Telephone
1.	DY. DIRECTOR (JJR)	Room No. 51, Punarwas Bhawan, I.T.O, New Delhi-02	23370560

List of the First Appellate Authority

S. No.	Designation of the Officer designated as F.A.A	Postal Address	Telephone
1.	DIRECTOR (JJR)	Room No. 10, Punarwas Bhawan, I.T.O, New Delhi-02	26678571

Manual 17

JJR Branch

Other information as may be prescribed
Section 4(1)(b)(xvii)

Not Applicable.