

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT OF N.C.T OF DELHI
(NIGHT SHELTER)

No. D-414/Dy. Dir/NSI/2016

Date 21/7/16

With reference the circular No. D-175/Dy.Dir./Admn./2016 dated 19.07.2016 vide which it has been directed to provide the updated information in respect of 17 Manual as mentioned in section 4 (b) of RTI Act, 2005 is enclosed herewith the 17 Manual under Right to Information Act, 2005 in respect of Night Shelter Branch, DUSIB.

Sharma
21.7.16
Dy. Director (NS)-I

Dy. Director (CT)

Manual under Right to Information Act, 2005 (updated upto 25.01.2012 & again upload 20.07.2016.

Manual -1

Particulars of Organization, functions and duties (Section 4(1)(b)(i).

There is a Plan Scheme of "Construction, Maintenance and Management of Night Shelter"

- Action Plan for winter season for the year 2016-17 is yet to be proposed.
- In order to manage and control the Night Shelters (permanent/temporary), all the permanent night shelters have been allotted to the N.G.Os. by the DUSIB.
- Total 81 Permanents Shelter have been opened and 116 temporary night shelters are functioning presently.

Manual- 2

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

- To ensure that all the facilities are available in these night shelters, an inspection team of various officers of this department has been constituted to inspect the allocated night shelters and report about the deficiencies noticed, if any.
- On receipt of the inspection report, this Branch forward these reports to the concerned officer to ensure that the deficiencies reported are attended to. Moreover, the concerned N.G.Os./SMAs are issued notice for explaining the reasons for not managing and maintenance the shelters as per terms and conditions.

Manual- 3

Procedure followed in decision-making process (Section 4(1)(b)(iii).

- Action Plan for the Winter Season 2016-17 is yet to be proposed/approved and the shelters will run according to approved action plan.

Manual- 4

The norms set by it for the discharge of its functions (in pursuance of Section 4(1)(b)(iv) OF THE RIGHT to information Act, 2005.

- Under the said Act, the following officers/officials are looking after the functions of Night Shelter Branch.
 1. Sh. S.K. Dania, Director and Appellate Authority.
 2. Sh. A.P. Kardam, Dy. Director and Public Information Officer,
 3. Sh. Kishan Chand, Asstt. Director and A.P.I.O.

Manual- 5

Rules, Regulations, Instructions, Manuals and records for discharging functions. (section 4(1)(b)(v).

- Night Shelter Branch was established to deal with management and control of the Night Shelters to ensure that the homeless persons stay in the Shelters. Presently 81 Permanent Shelters/116 temporary shelter (porta cabin) are being managed by the N.G.Os./SMAs selected by committee constituted of DUSIB & approved by Competent Authority.

Manual- 6

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

Not applicable.

Manual- 7

Particulars of any arrangement that exists for consideration with or representation buy the public in relation to the formulation of its policy of implementation.

Not applicable.

Manual- 8

A statement of boards, committees and other bodies constituted (Section 4(1)(b)(viii).

Not applicable.

Manual- 9

Director of Officers and employees Section 4(1)(b)(9ix) List of regular Employees.

- | | |
|-----------------------|---|
| 1. Director: | Sh. S.K. Dania. |
| 2. Dy. Director: | Sh. A.P. Kardam. |
| 3. Asstt. Dir. | Sh. Balvinder Singh. |
| 4. Asstt. Dir. | Sh. Kishan Chand. |
| 5. Asstt. Dir. | Sh. Sanjeev Goel |
| 6. Ministerial Staff: | Sh. Kaushal Singh Rana, U.D.C.
Sh. J.P. Gandhi, U.D.C.
Sh. Paras Nath, U.D.C.
Sh. Krishan Singh, L.D.C.
Sh. Vijay Singh Meena, L.D.C. |

Manual-10

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

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| 1. Director: | Sh. S.K. Dania |
| 2. Dy. Director: | Sh. A.P. Kardam |
| 3. Asstt. Director: | Sh. Balvinder Singh & Sh. Sanjeev Goel |
| 4. Asstt.: | Sh. Kishan Chand |
| 5. Ministerial Staff: | Sh. Kushal Singh Rana, U.D.C.
Sh. J.P. Gandhi, U.D.C.
Sh. Paras Nath, U.D.C.
Sh. Krishan Singh, L.D.C.
Sh. Vijay Singh Meena, L.D.C. |

Manual-11

The budget allotted to each agency Section 4(1)(b)(xi).

- Under the Plan Scheme of Construction, Maintenance and Management of Night Shelters, Rs.3550 lacs is R.E. for the financial year 2015-16.

Manual-12

The manner of execution of subsidy program (Section 4(1)(b)(xii).

Not applicable.

Manual-13

Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii).

Not applicable.

Manual-14

Information available on electronic form (Section 4(1)(b)(xiv)

- Night Shelter Branch deals with the management and operation of the permanent and temporary shelters for the homeless people. The information relating to Night Shelter is available on the website of www.delhishelter.nic.in

Manual-15

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

- The person seeking information may submit his application addressed to PIO, Night Shelter, DUSIB in Room No.64, Punarwas Bhawan, I.P. Estate, New Delhi-110002.

Manual-16 and 17

Name and Designation and other particulars of Public Information Officers.

- 1st Appellate Authority: Sh. S.K. Dania, Director (Night Shelter)

Public Information Officer:

(Sh. A.P. Kardam) Dy. Director (N.S.)