

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(LAND SECTION)

No... D/671/Land-I/16

Dated: 21/7/16

With reference to 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 as mentioned in section 4 (b) of RTI Act, 2005 as the required information is enclosed herewith

[Signature]
 Dy. Director (Land)

Dy. Director (GA/DRIA)

R-244/DD/DRIA/16
 21/7/16

R/1042/DRIA/16
 22-7-16
 GP
 R/144/Land-I
 22/7/16

RIO
 PL provide the information completely under manual (9), 14, 15 & 16, through Director,
 D.D (Land)
 Pls. comply.
 Tel/I *[Signature]*
 22/7/16
 urgent pl.
 A.A. K. S.
 Kgo. *[Signature]*
 22/07/16

सम्बन्धित मैनुअल क्रमक 9, 14, 15 एवं 16 में आवश्यक संशोधन-यको सुचारु करके साथ संलग्न कर दिया गया है।
 तदधीनस्थ-I
 Dy. Director (Land) *[Signature]* 22/07/16
[Signature] 22/7/16
[Signature] 22-7-16
 Dy. Director (Land) *[Signature]*

**Manual under Right to Information Act, 2005 (up
dated up to 20.07.2016)**

(Land Section)

Manual-1

**The particulars of its organization, function and duties
(Section -4(1) (b) (i) .**

1. The Land Section maintains the record of Land which are taken over by the land section from the various Govt. agencies for implementation of Departmental schemes.

2. After taken over the land from the Govt. agencies the same is handed over to the Engineering Wing under intimation to the TP Section, for implementation of Scheme.

3. After receipt of requisition from the management branch the land section has identified the suitable land at site with due consultation of TP section and Engineering Wing.

4. To collect necessary land record from DDA and Land Department of Delhi Govt. before put up the proposal for acquisition.

5. Pursue the matter with DDA for NOC in respect of the Land proposed to be acquired.

6. To provide the title of Land as and when required by any branch of DUSIB.

7. Proper disposal of VIP references pertaining to land section.

8. Hand over the possession of Institutional Land to the concerned Department/Govt. agency to whom it was allotted by the IAL Br. of DUSIB.

9. To look after the Court Cases pertaining to Land.

Manual-2.

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

Well defined in the Punjab Land Record Manual, Punjab Land Revenue Act, 1887, UP Land Revenue Act, 1901 and Delhi Land Reforms Act, as in forced in Delhi State.

Manual-3.

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

Well defined in the Punjab Land Record Manual, Punjab Land Revenue Act, 1887, UP Land Revenue Act, 1901 and Delhi Land Reforms Act, as in forced in Delhi State. The supervision channels are as under;

1. Director(Land).
2. Deputy Director(Land).
3. Tehsildar.
4. Kanoongo.
5. Patwari.

To maintain the Land Records, duly completed in all respect.

Manual-4.

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

Well defined in the Punjab Land Record Manual, Punjab Land Revenue Act, 1887, UP Land Revenue Act, 1901 and Delhi Land Reforms Act, as in forced in Delhi State.

Manual-5.

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

Defined in the Punjab Land Record Manual, Punjab Land Revenue Act, 1887, UP Land Revenue Act, 1901 and Delhi Land Reforms Act, as in forced in Delhi State.

Manual-6.

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

The all record related to the Departmental Land is in safe custody of Patwari concerned.

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 minuts of such meetings 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. Sh. Bharat Bhushan Sharma. Director(Land).
(Phone No. 011-23370612)
2. Sh. Ashok Kumar. Deputy Director(Land).
(Phone No. 011-23378661))
3.
 - (i) Sh. K.K. Bhardwaj. Tehsildar.
(Phone No.011-23370770)
 - (ii) Sh. R.C. Meena Tehsildar
(Phone No.011-23378023)
4.
 - (i) Sh. Umed singh Kanoongo.
(Phone No.011-23378023)

(ii) Sh Ashok Kumar. Kanoongo.
(Phone No.011-23370770)

5.

- (i) Sh. Kanwar Pal Singh Patwari.
(Phone No.011-23370770)
- (ii) Sh. Balbir Singh Patwari.
(Phone No.011-23370770)
- (iii) Sh. Randhir Singh. Patwari.
(Phone No.011-23370770)
- (iv) Sh. Chatta Ram Patwari.
(Phone No.011-23378023)
- (v) Sh. Suresh Kumar. Patwari.
(Phone No.011-23378023)
- (vi) Sh. Hemant Kumar Patwari.
(Phone No.011-23370770)
- (vii) Sh. Dilbagh Singh. Patwari.
(Phone No.011-23378023)
- (viii) Sh. Jagdish Parshad. Patwari.
(Phone No.011-23378023)
- (ix) Sh. Vinod Kumar. Patwari. (On contract basis)
(Phone No.011-23370770)

Manual-10

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

Not applicable.

Manual-11

The budget allocated to each of its agency, indicating 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).

Not applicable.

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).

Any person can obtain information under the provision of RTI Act, 2005.

Manual-16

The names, designations and other particulars of the Public Information Officer: (Section 4(1) (b) (xvi).

- | | |
|---------------------------------------------------------------------------------------|--------------------------------------------|
| (1).Sh. Bharat Bhushan Sharma.
(Director(Land), DUSIB)
(Phone No. 011-23370612) | <u>1st Appellate Authority.</u> |
| (2).Sh. Ashok Kumar
(Dy. Dir(Land), DUSIB)
(Phone No. 011-23378667) | <u>Public Information Officer.</u> |

Manual-17

Such other information as may be prescribed. (Section 4(1) (b) (xvii).

- | | |
|---------------------------------------------------------------------------------------|--------------------------------------------|
| (1).Sh. Bharat Bhushan Sharma.
(Director(Land), DUSIB)
(Phone No. 011-23370612) | <u>1st Appellate Authority.</u> |
| (2).Sh. Ashok Kumar
(Dy. Dir(Land), DUSIB)
(Phone No. 011-23378661) | <u>Public Information Officer.</u> |