

**OFFICE OF THE DIRECTOR(ADMN.)
DELHI URBAN SHELTER IMPROVEMENT BOARD
VIKAS BHAWAN-II,
CIVIL LINES, DELHI - 110054**

No:PS/Dir(Admn)/2015/D-65

Dated:05.08.2015

OFFICE ORDER

A **High Level Coordination Committee** (HLCC) is hereby constituted in DUSIB which will comprise of the following :

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|-------------------------|----------|
| (i) Member (Admn.)..... | Chairman |
| (ii) Member (Finance) | Member |
| (iii)Member (Engg) | Member |
| (iv)Director (A&M) | Member |
| (v) SE(Coord.) | Member |
| (vi)Director (Admn) | Convener |

2. The terms of reference of this Committee are as follows:

- (i) To resolve all inter-departmental issues.
- (ii) To consider and recommend the new and innovative proposals.
- (iii)To recommend a transfer policy as well as to make transfer proposals for all those who are working at the present places of posting for more than 5 years and gradually bring down this term to 3 years.
- (iv)To redress the grievances of the employees of DUSIB.
- (v) To resolve all infrastructural issues in DUSIB to ensure healthy working environment particularly; matters pertaining to technology, ensuring effective use of e-office as well availability of internet etc.
- (vi)Any other matter referred by CEO, DUSIB from time to time.


3. (i) HLCC will meet on **every Monday at 03.00 P.M.** in the room of Member(Admn); if somehow, it is not able to meet on Monday for some unavoidable reasons, it will meet on the next working day at the same time; HLCC *will meet every week* even if there is no agenda.

(ii) Director (Admn) will maintain proper record of the agenda and the proceedings of HLCC; agenda will be issued in advance as far as possible; the minutes of the proceedings will be typed on the same day and will be signed by each member on each page; the Director (Admn) will forward the decisions to

the concerned officers for taking appropriate action; in each meeting, HLCC will also review the 'Action Taken' on the previous decisions.

(iv) HLCC is authorized to call any official/officer or an outside expert as a special invitee.

4. This issues with the approval of CEO(DUSIB) and will come into force with immediate effect.


(P.K. RAGHAV)
Director(Admn.)

Copy to:

1. PS to CEO(DUSIB) for kind information
2. Member (Admn./ Fin.)
3. Member(Engineer)
4. Chief Engineer I & II
5. All Directors
6. All SEs
7. BFO
8. All DDs/Law officer
9. All EEs
10. Office copy