

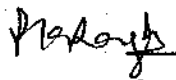
**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
PUNERWAS BHAWAN**

**No.PS to Director(Admn.)/DUSIB/2016/D-138**

**Dated: 14.01.2016**

**Subject: MINUTES OF THE MEETING OF HIGH LEVEL COORDINATION COMMITTEE (HLCC  
19/2016) UNDER THE CHAIRMANSHIP OF MEMBER(ADMN.) HELD ON  
13.01.2016 AT PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI.**

Please find enclosed herewith Minutes of the meeting of High Level  
Coordination Committee (HLCC) held on 13.01.2016 under the Chairmanship of  
Member (Admn.) for information and further necessary action.

  
**DIRECTOR(ADMN.)/CONVENER**

**Encl.: As above**

**ALL CONCERNED**

**Copy to:-**

PS to CEO for information.

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF NCT OF DELHI**  
**PUNERWAS BHAWAN**

Minutes of the meeting of High Level Coordination Committee (HLCC 19/2016) held on 13.01.2016 under the chairmanship of Member(Admn.) in his chamber.

The following were present.

- |  |          |
|--|----------|
| 1. Sh. Pankaj Asthana, Member(Admn.)                       | Chairman |
| 2. Sh. M.K. Tyagi, Member(Engg.)                           | Member   |
| 3. Sh. Sanjeev Mittal, Member(Power)                       | Member   |
| 4. Sh. M.A. Ashraf, Director(JJR)                          | Member   |
| 5. Sh. S.K. Mahajan, SE(Coord.)                            | Member   |
| 6. Sh. H.S. Nanra, BFO (Representative of Member(Finance)) | Member   |
| 7. Sh. P.K. Raghav, Director(Admn.)                        | Convener |

Sh. B.B. Sharma, Director(OCM) and Sh. Shailender Dania, Director(Night Shelter) are also invited and present in the meeting. Sh. Bipin Rai, Member (non-official Expert) is also present in the meeting. Director(Admn.)/convener briefed about the agenda item to be discussed during the meeting. The committee after detailed deliberation on the items contained in the agenda has taken the following decisions:-

**1. Enhancement of the rate of entry coupon of Old Cloth Market(OCM), Raghurir Nagar.**

Director(OCM) informed the committee that rate of entry coupon to Old Cloth Market, Raghurir Nagar known as Baba Ramdev Ji Gujrati Waghri Samaj Old Cloth Market is Rs.2/- per seller per day. The present rate was fixed at the time of inception of said market in the year 1991. Director(OCM) further informed that the department is incurring more expenditure by way of maintenance of land, the OCM premises, and on payment of salary of staff posted at OCM, than the income accruing from it. The entry fee was fixed in 1991, currency has undergone much devaluation since then. The maintenance cost has risen while rates have remained same since inception. Hence, there is a need to revise/enhance the rate of entry coupon of the said Old Cloth Market.

The committee after detailed deliberation recommends for enhancement of the rate per seller per day from Rs.2/- to Rs.10/-. The Committee also recommends that the rate of entry coupon to be reviewed after one year. In the meantime the concerned branch should explore the possibility of appropriate utilization of the said campus.

Action: Director(OCM)

## **2. Emergency takeover of Night Shelters pertaining to cluster group D & H operated by SMA.**

Director(Night Shelter) informed the committee that 34 Night Shelters were taken over from two SMAs i.e. Rakshak Securities Pvt. Ltd. and Tulip Vista Enterprises because the performance of SMAs were found significantly below the service level standards required in agreement entered into between DUSIB and SMAs for operating and managing shelters. The emergency take-over of service and project facilities at 34 night shelters was made under clause 14.1 of Agreement as detailed below:-

*"In the event that the Shelter Management Agency is unable to provide Services for any reason whatsoever, including for reason of Force Majeure, DUSIB may, at its sole discretion, take over the provision of the services and the Project facilities and may in such circumstances requisition the use of the Equipment used by the Shelter Management Agency and the Shelter Management Agency shall allow the use of such Equipment by DUSIB (Emergency Takeover)."*

The provision further states that:

*An Emergency takeover pursuant to this provision shall not extend beyond a period of 60(sixty) days. In the event DUSIB determines to extend the Emergency Takeover beyond the said period of 60(sixty) days, it shall terminate this agreement and pay the Shelter Management Agency the book value of the Equipment and the termination payments pursuant to the provisions of this Agreement".*

Director(Night Shelter) also informed the Committee that the period of sixty days of Emergency takeover will be expiring on 25.01.2016 as the taking over process of shelters by empanelled agencies was completion by 25.11.2015.

The committee after detailed deliberation directs Director(Night Shelter) to provide a detailed report about the performance of the NGOs operating these night shelters for consideration in the next meeting of HLCC.

**Action: Director (Night Shelter)**

## **3. Proposal of Action Aid India for a joint campaign with DUSIB for homeless people in Delhi.**

Director(Night Shelter) informed the committee that Action Aid India had submitted a proposal for launching a joint campaign with DUSIB on the issue of homeless and night shelters by providing volunteers, who will reach out to the Homeless population and help them link with shelters and will also associate in various efforts in this regard. Action Aid India has given the following proposals.

- a) Action Aid would provide one volunteer each for each of the 20 rescue teams every day for a period from January 15<sup>th</sup> to February 15<sup>th</sup> to support the rescue work by these teams. Since it is unlikely that we will have same volunteers for entire one month duration, we will work out separate volunteers teams for whatever maximum duration the volunteers will be available.
- b) The work timing will be 10.00 P.M. to 4.00 A.M.
- c) Volunteers will be given a joint orientation in DUSIB office.
- d) Entire engagement will be on a pro bono basis.

*Handwritten signatures and initials:*  
- A large signature on the left.  
- "Pradyot" in the middle.  
- "Bureau" with a signature above it on the right.  
- Another signature on the far right.

- e) A joint certificate by AAA and DUSIB will be issued to the volunteers after the engagement.
- f) In the proposed initiative of Action Aid India, DUSIB will contribute in campaign, control room number, Rain basera APP, rescue teams etc. through its social media channels.
- g) DUSIB to let us know the use of DUSIB logo on Action Aid Website to facilitate promotion of this inspiring initiative and campaign by DUSIB.
- h) Action Aid team will draft a press release and share with DUSIB for its approval and release.

The committee was informed by Director (NS) and Shri S.K. Mahajan, SE(Coord) that DUSIB has carried out a similar programme last year, on its own. But due to paucity of time and due to other efforts involved, this proposal of Action Aid is proposed.

The Committee after deliberation, agreed that involvement of volunteers will be a good idea to sensitize them to the cause of homeless. The Committee, however, suggests that Action Aid may provide a list of volunteers to DUSIB, who can be directed to contact SMAs/NGOs based on vicinity of shelters. It would be advisable to involve them in all management aspect like shelter management, co-ordination with other agencies, social issues of homeless; and rescue operations. It may not be advisable to restrict them from 10.00 P.M. to 4.00 A.M. only, for rescue works only. Committee was of the opinion that Action Aid cannot be allowed to use the official DUSIB logo. It is also suggested that the agency should not issue any statement or interact with social/print or any form of media or issue any press release without prior approval of DUSIB. Certificate may be issued by AAA on their own giving reference of DUSIB, for a period of minimum 10 days engagement of volunteers.

**Action: Director(Night Shelter)**

Director(Admn./convener) informed the committee that most of the agenda are provided on same day or as table agenda during the meeting. During previous meetings, it was also pointed out by the members that agenda items should be circulated, in advance, so that Members may go through the issues and deliberate in the meeting. After discussion, Member(Admn.)/Chairman HLCC directed that the agenda with required details and annexures be prepared by the concerned branch and after due approval of concerned Member, the same should be forwarded to the convener of HLCC by Friday every week by 1.00 P.M. positively so that the same may be circulated to the Members on the same day by 3.00 P.M. for consideration by the next HLCC on Monday at 3.00 P.M. No table agenda will be accepted except in case of urgent matter. This may be followed strictly by all Sections/Divisions.

**Action: All Director/SE**


HLCC also directed all Sections/Divisions to review the decisions taken in the HLCC meetings and ensure that necessary action has been taken to implement the directions.


HLCC was of the opinion that various matters, especially the policy decisions taken in the Board, continue to remain in the form of minutes only. Actually, the respective Sections/Divisions should, after


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the decisions of the Board, communicate the decisions in the form of a policy document, as approved, duly authenticated. It should be kept in guard file in the Sections as well as uploaded on our website. All Sections are advised to take action in this regard. Similarly, HLCC suggest that all the prevalent policies especially the resolution of DDA/MCD, if still operative in respect of DUSIB should be formalized as a policy of DUSIB, by incorporating necessary modifications, if needed. All such policies be complied as a compendium of policies. Director (Law) may take action to ensure that.

Action: All Director/SE

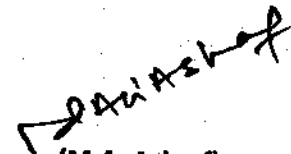
  
(S.K. Mahajan)  
S.E.(Co-ord.)


  
(H.S. Nanra)  
BFO(DUSIB)

  
(P.K. Raghav)  
Director(Admn.)

  
(M.K. Tyagi)  
Member(Engg.)

  
(Sanjeev Mittal)  
Member(Power)

  
(M.A. Ashraf)  
Director(JJR)

  
(Pankaj Ahstana)  
Member(Admn.)