

DELHI URBAN SHELTER IMPROVEMENT BOARD  
Office of the Superintending Engineer (Coordination)  
Punervas Bhawan, I.P. Estate, New Delhi -110002

No:F/10967/SE(Coord)/(1)/MOM/2016/D-122

Dated: 11-04-2016

**Sub : Minutes of the meeting held on 04.04.2016**

A meeting was held under the chairmanship of CEO (DUSIB) in the conference room of Punarwas Bhawan on 04.04.2016 at 11.00 AM with Member Admn, Member Engineer, Member(Power), SE(Property), SE(Coord), all Directors along with Dy.Directors & Sociologists, the record of discussion is as under:

**1. Implementaion of Free-hold Rights in JJR Colonies**

- CEO(DUSIB) desired that Director(JJR) will pursue the matter with office of Dy. CM, for clearance of scheme.
- Member (Power) will prepare Standard Operating System (SOP) regarding implementation of conversion policy for properties in JJR colonies.
- Plan for Implementation of scheme in respect of Commercial properties in JJ R Colonies.
- After receipt of formal approval/issuance of notification from UD deptt, GNCTD, action such as devising a plan to organize camps in Zonal offices of JJR, installation/displaying of banners/hoardings in all the colonies and publishing the information about holding of camps and reduced rates in the leading newspapers will be done immediately upon notification of the revised policy is issued. It will be our endeavor to make the revised policy a major success.

**Action : Director(JJR)/Member(Power)**

**2. Rehabilitation :**

- Before start of Survey in JJ Bastis, prior information in this regard be sent to Ms. Aswathi, Joint Secy to CM for their information.
- Member Engineer & Member Power will ensure the same.

**Action : Member(Power)/Member(Engg.)**

### 3. **Pilot Projects :**

- In the first phase, Dwellers of 20 JJ Clusters are to be shifted from Tagore Garden, Model Town & Sultan Puri. In this connection, CPM/PERT chart to be prepared for survey and other activities to be completed in a time bound manner. CPM/PERT will be got prepared by Member Engineering and presented to CEO(DUSIB) within 15 days.
- Presentation on the same to be done by Architect.
- Architect will follow up with :
  - Sh.Satender Jain, Minister of PWD for change in the lay-out plan (Sh.Sanjay Tripathi & Sh.D.C.Goel)
  - To pursue with MCD for approval of Layout plan of three sites of Sangam Park.
  - Change of land use of 5 sites from MCD.
  - To follow up in DDA for change of Zonal Plan of two sites.
- Sh. C.B.Diwedi, Sr.Investigator, will prepare/submit Action Plan for 20 JJ Clusters to be shifted from Shyam Nagar, Sikri Bhatta & Sultan Puri.
- Training Centre to be developed at Community Hall, Trilok Puri Block-3 for interaction with staff deputed for survey.
- SE(Coord.) will prepare a form containing the detail of Name, Designation, Father's Name, Address, Mobile No., Photograph, Qualification etc. and the same is to be filled up by individuals and submit at the time of training.

**Action:Member(Engg.)/Dir.(TP)/Sr.Investigator/SE(Coord.)**

### 4. **Charter of duties –on Web-site**

All the Sectional Heads will submit the details of employees with their work/responsibilities and accordingly orientation program will be organized. Later on detail will be uploaded on web-site.

**Action : Director(Admn)/ All Sectional Heads**

**5. Director(IT) & Director(PGMS) :**

Sh.S.K.Mahajan, SE(Coord) is assigned additional charge of Director(IT) & Director(PGMS). Staff of IT Section & PGMS Section will report to him for effective utilization of their services.

**Action : Director(IT)/Director(PGMS)**

**6. Public hearing of CEO(DUSIB):**

Smt. Saroj Mehtani, PS to CEO & Sh.R.K. Dass, PA to CEO will coordinate the public hearing cases of CEO(DUSIB). They will maintain the record and further pursue the matter with concerned section for their timely disposal.

**Action : PS to CEO/PA to CEO(DUSIB)**

**7. Total Quality Management (TQM):**

CEO (DUSIB) pointed out that we should take steps for quality improvement in various aspects:

- ✓ All the files are put up with proper noting and drafting.
- ✓ CEO(DUSIB) shown his concern on the quality of work being undertaken and emphasized the need to have a proper watch by the field staff so that complaint related to use of inferior material and quality of works be taken care of.
- ✓ Quality Control Unit was also directed to have proper mechanism for checking the quality of works. There should be zero tolerance on quality of works and any laxity in this regard will be viewed seriously.
- ✓ It has been observed that works are not getting completed on due time and hence strict watch should be made for timely completion of project.

**Action : All SE's/EE's(Civil/Elect.)**

**8. PGMS references :**

- CEO(DUSIB) directed to all sectional heads to ensure that PGMS references to be disposed off timely and reply should be submitted in proper manner.



- SE(Coord.) will hold another session with all the Assistant Grievance Redressal Officers for better understanding in disposing off PGMS references so that cases of **Unsatisfactory** responses are taken care off.
- CEO, DUSIB warned all concerned for timely disposal of references and there should be zero tolerance and any laxity in this regard will be viewed seriously.

**Action : All Sectional Heads/SE(Coord)/All AGRO's**

**9. Delay in toilet projects :**

- CEO(DUSIB) shown his serious concern on not achieving the target for toilet construction/up-gradation of 1349 seats committed by all the divisions of DUSIB by 31-03-2016. It was reported that only 564 toilet seats could be completed by that date.
- He called for an explanation of concerned Executive Engineers for delay in completion of Toilet Complexes which were to be completed by 31.3.2016. The Executive Engineers are cautioned to adhere to the revised dates submitted by them and further delay will be viewed seriously.

**Action : All SE's/All EE's(Civil/Elect.)**

**10. Institutional Allotment :**

CEO, DUSIB desired that the institutional branch should expedite the allotment of assets and their recovery from respective departments.

**Action : Director(IA)**

**11. H.L.C.C. :**

CEO, DUSIB appreciated the efforts made by High Level Coordination Committee(HLCC), a diverse group functioning under Member Administration in resolving the various important issues pertaining to DUSIB.

## **12. Enforcement :**

- CEO, DUSIB once again reiterated the protection of vacant land parcels above 100 Sqm by constructing boundary wall for which funds have already been made available in GIA Head of Account.
- No new encroachment should take place in any our assets and fresh encroachment should be immediately removed by Enforcement branch with prior approval of CEO, DUSIB.
- Charter of duties of SE/EEs/AEs of enforcement should be clearly defined and circular in this regard be issued immediately.

**Action : All SE's/All EE's(Civil/Elect.)**

## **13. Action Plan :**

CEO, DUSIB that separate review with engineering side will be held to finalise plan of action with targets to be achieved by 31-03-2017

- ❖ Open Defecation Free(ODF) Action Plan
- ❖ Adarsh Basti Plan of Action
- ❖ Plan of Action for Toilet O & M

CEO, DUSIB initiated a Best Engineer Award at Executive Engineer level with cash prize of Rs. 50,000/- and to be facilitated publically on 01-04-2017 on the basis of parameters to be set separately.

## **14. O & M of Bio-digester in Night Shelters :**

- CEO, DUSIB asked Sh. Arun Sharma, SE(E&M) to revisit all the bio-digester provided with toilets in Night Shelters as they are reportedly not functioning properly.
- SE(E&M) will submit SOP for O&M of bio-digester toilets in Night Shelters.

**Action : SE(E&M)**

#### **15. Rehabilitation of prioritized JJ Bastis :**

- Member Engineer informed that list of 675 JJ Clusters has been verified with list of 1080 JJ Clusters prepared by the then Slum & JJ, MCD in the year 1994 and only 4 JJ clusters are after 01-01-2006.
- CEO desired that process for notification under Sec 2g be taken up by Rehabilitation branch on receipt of confirmation of existence of JJ Bastis prior to 01-01-2006, received from engineering side.
- Rehabilitation branch should complete the process of Eligibility determination of prioritised JJ bastis for which request has been received from DMRC(2 No.) and Ambedkar Foundation and two more JJ Bastis one for Family Court and other for construction of staff quarters by CPWD.
- It was further desired by CEO, DUSIB that SOP for notification under Section 2(g) of DUSIB Act be approved in next HLCC meeting.
- Law department to compile the approved resolutions before and after the formation of DUSIB for reference and record.

**Action : Director(Rehb.)/Law Officer**

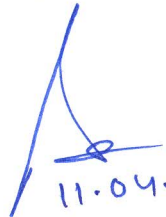
#### **16. R. P. Cell :**

- CEO, DUSIB asked Sh. Shanti Swarup, SE(Property) along with Sh. Ashok Kumar, DD(RP) to have brain storming session for out of box thinking for resource mobilization by using vacant land parcels for Parking lot, Mobile Tower, Advertisement potential, agriculture operation, optimal utilization of assets of DUSIB, etc. Action plan for the same be submitted with in 2 weeks.
- Sh. B. B. Sharma, Director to process of recovery of Katra properties and also damages policy of Katra property.
- Interest subsidy scheme for hire purchase scheme of 1985 registrant be extended up to 30-06-2016 in anticipation of approval from 16<sup>th</sup> Board meeting.
- Recovery of arrears of NGOs operating in BVK be expedited in 2 weeks and NRC be issued for recovery proceedings.

- Recovery of arrears of Govt department who have been allotted space on license fee be immediately expedited.
- SUR section to take opinion of law in respect of cancelled plots, payment not received, Power of Attorney cases of SRS colonies.

**Action: SE(Property)/Dir.(RP)/Dir.(BVK)/Dir.(SUR)/LO**

This issue with the approval of CEO, DUSIB.

  
11.04.16  
(S. K. Mahajan)  
SE(Coordination)

**Distribution :-**

1. PS to CEO (DUSIB) for kind information
2. Member(Admn)
3. Member (Engg.)
4. Member (Power)
5. All SE's (Civil/Elect.)
6. All Directors
7. Director(TP)
8. All EE's (Civil/Elect.)
9. Office copy