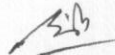


**PLANNING & MONITORING DIVISION
DELHI URBAN SHELTER IMPROVEMENT BOARD**

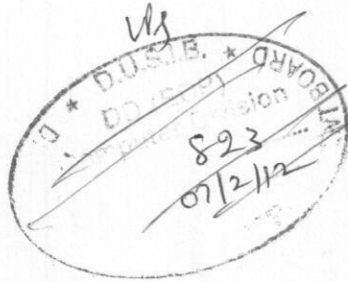
NO:DD(P&M)/DUSIB/D-21

Dated: 30.01.2012

This has with reference to Circular No. DD(Admn)/DUSIB/D-99 dated 18.01.2012 regarding furnishing of information for preparing 1 to 17 manuals under RTI. The requisite information pertaining to P&M Division in the prescribed format is enclosed.

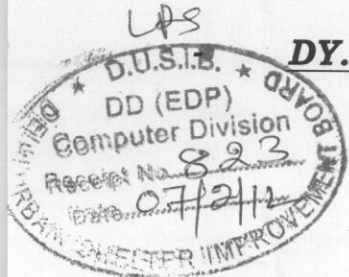

(BALBIR SINGH MANN)
DY. DIRECTOR(P&M)

DY. DIR(EDP)



Copy to:-

DY. DIR(ADMN) for information pl.



POINTWISE INFORMATION OF RTI ACT, 1 TO 17 MANUALS

PARTICULARS OF ORGANIZATION - P & M DIVISION

FUNCTIONS

- i) **FORMULATION OF ANNUAL PLAN**: - The main functions & duties of P&M Division are formulation of Annual Plan Documents in respect of the schemes to be implemented by DUSIB during the operative Annual Plans & Five Year Plans.
- ii) **MONITORING OF PLAN SCHEMES** - Financial as well as Physical on the basis of information received from the Engineering Divisions and other related works.
- iii) **PROPOSAL FOR RELEASE OF FUNDS** - For implementation of various Plan Schemes, funds are released by Delhi Govt. on quarterly basis. The proposal for the same are mooted indicating financial and physical achievements and their queries have to be answered from time to time and even personal efforts have to be made for release of funds, in the Department of Urban Development, Planning Department and Finance Department of GNCTD.
- iv) **PERIODIC REPORTS OF FISCAL AS WELL AS PHYSICAL NATURE TO DELHI GOVT.** -The financial achievements on monthly basis are regularly transmitted to Delhi Govt after coordinating with Finance & Engineering Wings.
- v) Background notes/material for various subject meetings/Plan review meetings.

- vi) Preparation of Annual Administrative Reports/Budget Speech highlighting the achievement of the DUSIB Department.
- vii) Preparation of replies for Parliaments/Assembly Questions.
- viii) Drafting of Action Taken Reports on the minutes of the meeting, replies of Audit Paras/RTI.

STAFFING PATTERN OF P&M DIVISION:

| S.NO. | DESIGNATION | SANCTIONED POST | EXISTING POST |
|-------|---------------------|-----------------|---------------|
| 1 | DIRECTOR | 1 | 1 |
| 2. | DY. DIRECTOR | 1 | 1 |
| 3. | ACCOUNTS OFFICER | 1 | NIL |
| 4. | ASSTT. DIRECTOR | 2 | 1 |
| 5. | SR. INVESTIGATOR | 1 | NIL |
| 6. | STATISTICAL OFFICER | 1 | NIL |
| 7. | RESEARCH OFFICER | 1 | NIL |
| 8. | FIELD INVESTIGATOR | 1 | 3 |
| 9. | JR STENOGRAPHER | 4 | NIL |
| 10 | UDC | 2 | NIL |
| 11 | LDC | 5 | 2 |
| 12 | DESPATCH RIDER | 1 | 1 |
| 13 | PEON | 5 | 1 |
| | TOTAL: = | 26 | 10 |

2. **POWER AND DUTIES OF OFFICERS/EMPLOYEES**

The functions of P&M Division are performed as a Team Work and cannot be compartmentalized.

3. **PROCEDURE FOR DECISION MAKING:**

Director(P&M)/Competent Authority, DUSIB

4. **NORMS FOR DISCHARGE OF FUNCTIONS:**

As far as P&M Division is concerned, the instructions & manuals being followed in respect of implementation of the approved Plan Schemes which are being implemented on behalf of Delhi Govt are contained in the Annual Plan Documents brought out by the Planning Department of GNCTD on yearly basis.

5. **RULES, REGULATIONS FOR DISCHARGE OF FUNCTIONS- N.A.**

6. **STATEMENT OF CATEGORIES - N.A**

7. **DETAILS OF CONSULTATIVE COMMITTEES AND OTHER BODIES - N.A.**

8. **LIST OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES - N.A.**

9. DIRECTORY OF OFFICERS/EMPLOYEES:-

| S.NO. | NAME OF THE OFFICER/OFFICIAL | DESIGNATION | ADDRESS | PHONE NO. |
|-------|------------------------------|--------------------|--|------------|
| 1. | SHRI B.P.SINGH | DIRECTOR | E-5, VIKAS KUTEER I.P.ESTATE, NEW DELHI | 9818254569 |
| 2. | SH BALBIR SINGH MANN | DY. DIR | E-18, VIKAS KUTEER, I.P.ESTATE, NEW DELHI | 9717999275 |
| 3. | SH SHEKHAR DUTT SHARMA | ASTT. DIR | A-1, VIKAS KUTEER, I.P.ESTATE, NEW DELHI | 9650298805 |
| 4. | MRS. KRISHNA AHUJA | FIELD INVESTIGATOR | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW DELHI | 8527393472 |
| 5. | MRS H.K.BHALLA | FIELD INVESTIGATOR | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW DELHI | 8826894647 |
| 6. | MRS SUSHMA MAHRA | FIELD INVESTIGATOR | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW DELHI | 8826894639 |
| 7. | MR KUSHLA NAND | LDC | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW DELHI | 9810342964 |
| 8 | MRS PUSHPA SHARMA | LDC | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW DELHI | 9958799761 |
| 9 | MR DEVENDER | PEON | ROOM NO. 9, VIKAS BHAWAN ANNEXE, I.P.ESTATE, NEW | 9910341330 |

| | | | | |
|--|--|--|-----------------|--|
| | | | I.P.ESTATE, NEW | |
|--|--|--|-----------------|--|

10. MONTHLY REMUNERATION OF OFFICERS/EMPLOYEEES- To be obtained from AO(Cash) Hqrs
11. BUDGET ALLOCATED TO EACH AGENCY: N.A.
12. EXECUTION OF SUBSIDY PROGRAMME - N.A.
13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS - N.A
14. INFORMATION AVAILABLE IN AN ELECTRONIC FORM - N.A
15. FACILITIES AVAZILABLE FOR OBTAINING INFORMATION - N.A
16. PARTICULARS OF PIOs - SHRI BALBIR SINGH MAAN, DY. DIR
17. OTHER INFORMATION PRESCRIBED (ORGANIZATIONAL CHART)

ORGANISATION CHART OF P&M DIVISION

:

MEMBER (FINANCE)

:

DIRECTOR(P&M)

:

DY. DIRECTOR(P&M)

:

ASSTT DIRECTOR(P&M)

FIELD INVESTIGATOR

| | | |
|---|---|---|
| : | : | : |
| : | : | : |
| : | : | : |