

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

No. D-735/Dy.Dir (Vig)/DUSIB/2016

Date: 25/10/2016

Subject: Uploading of Circulars and information related to vigilance awareness on the official website of organization including pledge

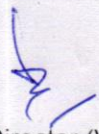
DUSIB has decided that this year the Vigilance Awareness Week would be observed from 31st October to 5th November, 2016 with the theme "Public participation in promoting Integrity and eradicating Corruption" as per Circular No. 10/09/16-(I) dt. 19/09/2016 of Central Vigilance Commission on the above cited subject. copy of Pledge (Hindi/English) taken from Commission's website

The observance of Vigilance Awareness Week would commence with the pledge (copy enclosed) by employees of the DUSIB on 31st October, 2016 at 11.00 a.m. in all the office premises including branches/Zones located at difference locations in Delhi.

The CVC has advised to consider activities relevant to the theme both within their organization as well as for outreach for public/citizens during the Vigilance Awareness Week as below:-

In view of the above, please find enclosed copies of circulars and information related to Vigilance Awareness Week to be uploaded on the official website of organization including pledge.

Encl: as above


Dy. Director (Vig)

Dy. Director (System)

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(VIGILANCE BRANCH)

Level-4, Block-C, Vikas Bhawan-II,
Upper Bela Road, Delhi-110054

No. D/ 768 /DD (Vig.)/DUSIB/2016

Date: 20/10/2016


Sub: Observance of Vigilance Awareness Week, 2016.

Please find enclosed herewith Circular No. 10/09/16-(I) received from Central Vigilance Commission vide No. 016/VGL/030 dated 19.09.2016 along with its enclosures regarding Vigilance Awareness Week, 2016 to be observed from 31st October to 5th November, 2016. It is, therefore, requested that banners be got prepared for display at prime locations in the offices of DUSIB at Head Quarter, Vikas Bhawan-II and Divisional/Zonal Officers.

Further, adequate copies of the pledge to be administered to the officers/officials of DUSIB be circulated, in advance, for information and compliance of all concerned.

The copy of approval of ^{Member (Admin.)} CEO, DUSIB is enclosed.

Encl: as above.


Dy. Director (Vig.)

Dy. Director (CT)/DUSIB

Telegraphic Address :
SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No.....016/VGL/030.....

दिनांक / Dated.....19.09.2016.....

Circular No. 10/09/16-(I)

Subject:- Observance of Vigilance Awareness Week, 2016.

Central Vigilance Commission, as the apex integrity institution of the country, endeavours to promote integrity, transparency and accountability in public life. Observance of Vigilance Awareness Week every year is one such outreach measure wherein all the stake holders are encouraged to prevent and combat corruption. The Commission has decided that this year the Vigilance Awareness Week would be observed from 31st October to 5th November, 2016 with the theme "Public participation in promoting Integrity and eradicating Corruption".

2. Corruption is a serious unethical practice that undermines trust and confidence in public officials and public confidence can only be gained by integrity in governance. Economic and social progress, rule of law, democratic values and a strong civil society are some of the basic prerequisites in building an integrity system to sustain the fight against corruption in society. In order to attain a corruption free society, all stake holders including government, citizens and also the private sector must share the responsibility for creation of awareness of corruption as well as refrain from indulging in unethical acts.

3. Aware, active, involved and empowered public is, therefore, essential to any anti-corruption campaign. Anti-corruption strategies are not simply policies that can be planned in advance and isolation, but often a set of subtler insights that can be developed only in conjunction with public participation. Combating corruption is, therefore, not just a matter of making laws and creating institutions, but is deeply rooted in human values and morals of individuals and the fight against corruption cannot be won without citizens' support, participation and active vigilance by all concerned. The Commission has, therefore, chosen "Public participation in promoting Integrity and eradicating Corruption" as the central theme for Vigilance Awareness Week, 2016.

4. The observance of the Vigilance Awareness Week would commence with the pledge (copy enclosed) by public servants in the Ministries/Departments/CPSEs/Public Sector Banks and all other Organisations on 31st October, 2016 at 11.00 a.m. All the organisations are also advised to consider activities relevant to the theme both within

their organization as well as for outreach for public/citizens during the Vigilance Awareness Week as below:-

A. Activities to be conducted within the organization:

- A1. Distribute pamphlets, handouts on preventive vigilance activities / whistle blower mechanism and other anti-corruption measures.
- A2. Workshops/sensitization programmes for employees and other stake holders on policies/procedures of the organization and preventive vigilance measures.
- A3. Bring out special issue of journals/newsletters on vigilance issues / systemic improvements and good practices adopted for wider dissemination and awareness.
- A4. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption;
- A5. Use organizational website for dissemination of employees/customer oriented information and avenues available for grievance redressal.

B. Outreach activities for public/citizens:

- B1. Display of hoardings, banners, posters and distribution of handouts etc. at prominent locations/places in offices/field units and also at places with public interface (eg. Branches of Banks, Petrol Pumps, Railway Stations, Airports etc.).
- B2. Organize customer grievance redressal camps for citizens/customers/vendors/contractors, etc. by organisations having customer oriented services/activities. It is expected that such camps are held by the organisations not only at headquarters but also at all appropriate field offices across the country.
- B3. Organize debates/elocution/essay writing/cartoon/poster competitions on moral values, ethics, good governance practices etc. amongst the youth/students of schools/colleges including professional colleges/institutions and to distribute prizes. Alternatively, panel discussions or lectures can also be organized with the students.

As in previous year, for creation of awareness on the ill-effects of corruption in college and school students, the Commission desires that special efforts may be made by each field unit/branch of every CPSE/PSB/Organisation to organize activities in at least 2 schools and 3 colleges in every city/town. An action plan with details of cities to be covered will be communicated to the CVOs separately.

B5. Organise "awareness gram sabhas" for dissemination of awareness in Gram Panchayats (in rural and semi-urban areas) to sensitise citizens on ill-effects of corruption. This activity would largely be taken up by the Public Sector Banks which will ask each of their branches to conduct such awareness gram sabhas in atleast two Gram Panchayats. Similar sabhas / meetings could be organized at the district level also by the lead Bank of the district. Detailed action plan for this activity will be communicated separately to the CVOs of the PSBs.

B6. Ensure participation of non-government organisations, corporates in private sector, other institutions, service organisations and public in the local area to participate in the vigilance awareness campaigns particularly by conducting seminars/workshops/skits/street plays/walk/marathon etc. Vigilance Study Circles may also ensure organizing such activities.

B7. Use social media, electronic and print media for spreading awareness etc.

5. The Commission expects all concerned to organize and conduct the various activities with zeal and enthusiasm to achieve the objective of the theme this year for public participation in spreading awareness of corruption, its ill-effects and in the fight against corruption.

6. A report on the observance of the Week may be sent to Central Vigilance Commission by 30th November, 2016 by all Ministries/Departments/Organisations.

7. This notification is also available on the Commission's website at <http://www.cvc.nic.in>

Nilam Sawhney

(Nilam Sawhney)
Secretary

Encl: As stated.

To

- (i) The Secretaries of all Ministries/Departments of Government of India.
- (ii) The Chief Secretaries of all States/Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Chief Election Commissioner, Election Commission
- (vi) Chief Executives of all CPSEs/Public Sector Banks/ Public Sector Insurance Companies/Financial Institutions/Autonomous Organisations/Societies
- (vii) All Chief Vigilance Officers in Ministries/Departments/CPSEs/Public Sector Banks/ Public Sector Insurance Companies /Financial Institutions/ Autonomous Organisations/Societies.

प्रतिज्ञा

हम, भारत के लोक सेवक, सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाए रखने के लिए निरंतर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हुए कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनाएंगे तथा अपने देशवासियों को सिद्धांतों पर आधारित सेवा प्रदान करेंगे। हम अपने कर्तव्य का पालन पूर्ण ईमानदारी से करेंगे और भय अथवा पक्षपात के बिना कार्य करेंगे।

PLEDGE

WE, THE PUBLIC SERVANTS OF INDIA, DO HEREBY SOLEMNLY PLEDGE THAT WE SHALL CONTINUOUSLY STRIVE TO BRING ABOUT INTEGRITY AND TRANSPARENCY IN ALL SPHERES OF OUR ACTIVITIES. WE ALSO PLEDGE THAT WE SHALL WORK UNSTINTINGLY FOR ERADICATION OF CORRUPTION IN ALL SPHERES OF LIFE. WE SHALL REMAIN VIGILANT AND WORK TOWARDS THE GROWTH AND REPUTATION OF OUR ORGANISATION. THROUGH OUR COLLECTIVE EFFORTS, WE SHALL BRING PRIDE TO OUR ORGANISATIONS AND PROVIDE VALUE BASED SERVICE TO OUR COUNTRYMEN. WE SHALL DO OUR DUTY CONSCIENTIOUSLY AND ACT WITHOUT FEAR OR FAVOUR.

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
VIGILANCE BRANCH

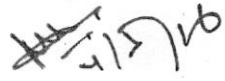
No. D/927/DD(Vig.)/DUSIB/2016

Dated:- 04/5/2016

Subject:- Preventing vigilance in respect of execution of works.

The activities undertaken in engineering wing are quite vulnerable to malpractices. In order to prevent malpractices in the works being executed by engineering wing, constant monitoring is essential at each step. Regular reviews, field visits, surprise checks should be carried out to avoid any irregularities. A list of activities/suggestions is hereby enclosed which may be followed to ensure that no illegal or irregular activities take place. The instructions enclosed herewith should be strictly adhered to.

Encl:- As above.


Pr. Director (Vigilance)

Member(Engineering)

All Superintending Engineers

All Executive Engineers

FA/B&FO

Copy to:-

1. CVO/Member (Admn.) for kind information.

REFORMA FOR WORKS COSTING RS. 02 CRORES AND ABOVE COMPLETED DURING THE YEAR 2015-16

NO.	ITEM	FACTUAL INFORMATION/STATUS
1	NAME/DESCRIPTION OF WORK	
2	AA & ES	
	A. NUMBER OF AA& ES / DATE OF AA& ES	
	B. AMOUNT OF AA& ES	
3	TECHNICAL SANCTION	
	A. NUMBER OF T.S / DATE OF T.S	
	B. AMOUNT OF TS	
	C. WHETHER THE WORK WAS SPLIT UP	YES/NO
	D. IF YES, REASONS THEREOF & NAME/DESIGNATION OF APPROVING AUTHORITY	
4	TENDER - DETAIL	
	A. NO & DATE OF APPROVAL OF NIT	
	B. DATE OF UPLOADING OF NIT	
	C. DATE OF OPENING Tech. Bid / financial Bid	
	D. DATE OF ACCEPTANCE OF TENDER	
	E. DATE OF START OF WORK (STIPULATED/ACTUAL)	
	F. DATE OF COMPLETION OF WORK (STIPULATED/ACTUAL)	
	G. DURATION OF WORK (Stipulated/Actual)	
	H. ESTIMATED COST	
	I. TENDERED COST	
	J. WHETHER THE TENDERED COST IS ABOVE/BELOW ESTIMATED COST	
	K. DIFFERENCE OF COST IN %	
	L. JUSTIFICATION IN %	
	M. AGREEMENT NO. AND DATE	
5	DEVIATION / EXTRA ITEMS / SUBSTITUTE ITEMS	
	A. DEVIATION IN %	
	B. EXTRA ITEMS IN %	
	C. SUBSTITUTE ITEMS IN %	
	D. DEDUCTIONS ITEMS in %	
	E. REDUCTION ITEMS IN % (SUBSTANDARD WORK)	YES/NO
	F. IF YES REASONS FOR SUBSTANDARD WORKS	
6	COMPLETION OF WORK	
	a. AUTHORITY WHICH ISSUED THE (COMPLETION CERTIFICATE)	
	B. DATE OF COMPLETION	
	C. DATE OF UPLOADING OF COMPLETION CERTIFICATE ON WEB SITE	
	D. ACTUAL COMPLETION COST	
7	EXTENSION OF TIME	
	A. PERIOD OF EXTN./ TIME OVERSUN	
	B. REASONS FOR DELAY / REASONS FOR EARLY COMPLETION, IF ANY.	
8	PAYMENTS	
	A. DATE(S) OF SUBMISSION OF RAB'S/FINAL BILL	
	B. DATE (S) OF PAYMENT OF RAB'S/FINAL BILL	
	C. TOTAL AMOUNT RELEASED/PAID IN RESPECT OF THE WORK	
9	COST OVER-RUN	
	A. WHETHER THERE IS ANY COST OVER RUN?	YES/NO
	B. IF YES THEN HOW MUCH IS THE COST OVER RUN	
	C. REASONS FOR ABOVE	
10	QUALITY CONTROL	
	A. WHETHER THIRD PARTY QUALITY CONTROL HAS BEEN CARRIED OUT OR NOT?	YES/NO
	B. FINDINGS OF QUALITY CONTROL UNIT (in brief)	
	C. WHETHER ALL MANDATORY TESTS HAVE BEEN CARRIED OUT OR NOT ?	
11	COMMENTS OF THE SUPERINTENDING ENGINEER	
	A. WHETHER THE EXECUTION OF WORK WAS SATISFACTORY AND IN ACCORDANCE WITH THE TERMS & CONDITION OF NIT/CONTRACT AGREEMENT	YES/NO
	B. IN CASE OF NO. WHAT EXACTLY WAS DEVIATION VIS-VIS THE CONTRACT AGREEMENT	

(IP)

17

2/5/6669/CPW-1
1/2/2016

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

Date: 01/01/2016

No. D-74/Dy. Dir (Vig)/DUSIB/2016

CIRCULAR

With a view to improve the performance and to establish legitimacy and credibility of institution there is a need to bring about greater transparency and accountability in the system of governance and to improve government systems and procedures so as to reduce the scope for discretion and corruption. In order to streamline and improve the methods of functioning of different sections, the need of having a proper understanding and practice of provisions contained in the manual of office procedure has been emphasized time and again. But, it has been observed that timely actions are not taken to dispose of important papers/references etc. Therefore, clean and prompt administrative action towards achieving efficiency and effectiveness of the employees in particular and the organization in general is called for through various administrative steps. In view of the above all the section heads i.e. Directors/Deputy Directors/SEs/Executive Engineers/ DCAs/ AOs etc. are directed to take following actions:

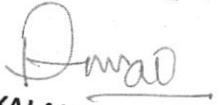
- (i) Maintain mandatory registers as prescribed in Manual of Office Procedure which inter alia includes attendance register, dak register, file register (showing number, subject and date of opening of file), file movement register, section diary, CL register, register for complaint/VIP references etc.
- (ii) Ensure that the staff working under them is attending the office on time.
- (iii) Simplification of rules and procedures wherever needed, be carried out to avoid administrative delays.
- (iv) Ensure that the references received in the section are properly scrutinized as per policy and these are disposed of as per fixed time schedule. VIP references/ PGMS references/ RTI should be given priority.
- (v) A schedule of time frame for disposal of various references/cases/issues should be prepared and strictly adhered to.
- (vi) The policies applicable to the respective section should be compiled and kept in a separate guard file folder and should also be put on DUSIB official website.
- (vii) Each section should also maintain guard file for keeping important records/documents.
- (viii) Administration section should ensure rotation of officials in sensitive positions, at least after every 3 years.
- (ix) Regular/surprise checks and inspections should be carried out to ensure that all directions are being strictly adhered to by the staff.
- (x) A discreet watch upon officers of doubtful integrity should be kept.
- (xi) Steps should be taken to restrict the entries of un-wanted/unauthorised persons who are reported to be functioning as broker or tout.

In the past, instances of non-compliance with respect to laid down procedures contained in the Manual, have resulted in delay/serious lapses leading to disciplinary proceedings against the erring officials. One of the ways therefore, to ensure that the procedure laid down is being observed, is through periodical inspection of working of section. Cutting down administrative delays, reducing arbitrariness and discretion and decision making will bring about punctuality,

Contd ...2

more transparency, accountability, openness in government functions and will reduce delays and pendency. This will be an important step towards good governance and will also minimize corruption.

In view of the above, it is hereby desired that all the branch heads and Senior Officer may conduct periodical inspection of branches under their control and ensure that the above instructions are strictly adhered to by all concerned. Any laxity in this regard would be viewed seriously and appropriate action would be initiated.



(PANKAJ ASTHANA)
MEMBER (ADMN.) /
CHIEF VIGILANCE OFFICER

All Sectional Heads

Copy for information to:

1. Chief Executive Officer
2. Member (Admn/Finance/Engineering/Power)

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

2/566/70/Dir-1
1/29/2016

No. D-75/Dy.Dir (Vig)/DUSIB/2016

Date: 01/02/2016

Minutes of the Meeting on Preventive Vigilance with heads of public dealing branches of DUSIB held on 22/01/2016.

A Meeting on Preventive Vigilance with heads of public dealing branches of DUSIB was held on 22/01/2016 at 10 a.m. in the Conference Hall at Punervas Bhawan, ITO, New Delhi under the chairmanship of Member (Admn.) /CVO, DUSIB. During the meeting various activities /functioning of Public dealing branches were discussed along with guidelines/policy/procedures being followed/adopted in day to day functioning of respective public dealing branch. The list of officers who attended the meeting is enclosed.

Director (Vig.) while initiating the discussion briefed about meetings held with Sh. B. L. Sharma, Special Vigilance Commissioner, and GNCT of Delhi on dt.09/01/2016 and 15/01/2016 wherein, status of vigilance cases and various steps being taken for effective vigilance in the organization were discussed.

CVO stated that the meeting is being held to sensitize the Section heads i.e. Deputy Directors to take necessary steps so as to prevent any corrupt practice and to minimize the scope of lapses leading to vigilance cases. CVO emphasized on the need of having a proper understanding and practice of provision contained in the manual of office procedure and stressed upon framing of internal policy/guidelines/procedure for day to day functioning so as to avoid undue delay and unnecessary harassment of general public as majority of sections of DUSIB are dealing directly with general public.

Thereafter, CVO reviewed the functioning and policies being implemented in respective branches. CVO emphasized maintenance of proper record/files/registers and disposal of receipts/application in time bound manner at each stage by following the guidelines / policies and office procedures. CVO further emphasized on strict supervision for each and every reference by the branch officers/heads.

During the meeting following decisions were taken:

1. Punctuality of attendance by all including staff and officers is mandatory.
2. Steps should be taken to restrict the entries of un-wanted/unauthorized persons who are reported to be functioning as broker or tout.
3. Complaints/references of General Public should be not disposed on pick and choose basis and taken up in a systematic manner covering all the issues together at one go so as to avoid undue delay/harassment. A complaint register should be maintained for this purpose.
4. Registers as prescribed in Manual of Office Procedures should be maintained mandatorily with up to date details so as to get desired information instantly.
5. All the Section heads are also directed to carry out regular inspection to ensure effective functioning of the respective section.

- 6
6. Moreover, separate inspection teams are being constituted who may conduct surprise visits to oversee that the instructions/policies are being properly followed. Any laxity noticed/reported during such surprise visit against any official will be viewed seriously.
 7. The old policy decisions/Resolutions passed by MCD with respect to Housing/property/lease and other sections, which are in vogue but if not-readable, then may be retyped. These may be got ratified by DUSIB Board, with modification, if any, needed. It was also desired to make or formulate DUSIB own policy and all such policies be put on DUSIB official website.
 8. Each branch should maintain Master folder/guard file wherein copies of all the policies, important decisions and circulars be kept for ready reference.
 9. As also provided in vigilance manual, respective branch shall also ensure that all policies, important decisions, circulars and orders pertaining to their branch be uploaded on the website of the department as public domain document which will improve the transparency in working as well as reduce the queries/RTI references.
 10. Verification of stock, as prescribed in GFR may be followed in the department.
 11. Regular office inspection as per instructions/provision contained in manual of office procedure be carried out.
 12. Finance section should ensure periodic internal audit of branches. Timely reply of audit paras and implementation of suggestions if any should be ensured by the branches.
 13. All branch heads should ensure timely reply to the information sought by Vigilance branch to avoid unnecessary delay of vigilance cases.

Director (Vig) has also informed that Special Vigilance Commissioner, GNCTD has desired to interact with officials mainly dealing with public to know their functioning and activities and also steps for further improvement in timely disposal of public references. Accordingly, Member (Admn.)/CVO has fixed a meeting with all concerned on Friday, 29th January, 2016 at 4 p.m.

Meeting ended with thanks to the chair.

11/2/16
Dy. Director (Vig.)

✓ All branch heads

Copy for information to :-

- ✓ 1. P.S. to C.E.O., DUSIB
- ✓ 2. PS to Members (Admin/Finance/ Engineer/Power)
- ✓ 3. P.S. to C.V.O., DUSIB
- ✓ 4. P.S. to Director (Vig.)

621 (1P)
2/55,998/CPW-1
22/1/2016

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

No. D-5) /Dy.Dir(Vig)/DUSIB/2016

Date: 22/01/2016

CIRCULAR

It has come to the notice that some undesirable persons are loitering in the premises of DUSIB without any specific reasons. They are reported to be functioning as broker. In order to streamline the movement of public persons visiting public dealing branches, a Visitor's register is being maintained by the Care Taking branch at all the entry points. All branch heads shall also ensure maintenance of entry register for visiting public in their respective branches to restrict unwanted entries. These register should mention the name of visitor, mobile no., purpose, if not the applicant himself then relation, time etc. The Land and lease sections, SUR and allotment sections, Property, SCP and all zones, divisions and branches dealing with vacant land/built up assets or dealing with funds are sensitive branches and maintenance of these register is mandatory for them.

All concerned are hereby directed for strict compliance failing which appropriate action shall be initiated as per rules.


(Pankaj Asthana)
Chief Vigilance Officer

All DDs/EEs/DCAs

Copy for information to:-

1. PS to CEO.
2. Member (Admn/Finance/Engineering/Power).
3. Guard file.

3. P.S. to Director (Vig.)

6231 (1P)
2/56/000/CW-1
22/1/2016

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)


No. D-50/Dy.Dir (Vig)/DUSIB/2016

Date: 22/01/2016

CIRCULAR

It has come to the notice of the undersigned that in order to ascertain certain facts of the case, the Vigilance seeks information from different branches of DUSIB. Despite having clear cut directions in this regard, the information sought is not being provided in time and on many occasion even after issue of repeated reminders the required information/reply do not reach the vigilance branch resulting in undue delay of sensitive vigilance cases. Henceforth, all branch heads are directed to ensure timely submission of required information/reply to the Vigilance branch. Any laxity in this regard would be viewed seriously.

All concerned are hereby directed for strict compliance of these instructions, failing which appropriate action shall be initiated as per rules.


(Pankaj Asthana)
Chief Vigilance Officer

All Director/SEs/B&FO/DDs/EEs

Copy for information to:

1. PS to CEO
2. Member (Admn./Finance/Engineering/Power)
3. All Directors/SEs/CE Office
4. All Dy. Director/ Ex. Engineers
5. Guard file.

VAW 2016-ACTIVITY PLAN FOR ORGANISATION ACTIVITIES

NAME OF THE ORGANISATION : DELHI URBAN SHELTER IMPROVEMENT BOARD

S.NO.	INTERNAL ACTIVITIES	NUMBERS	PARTICULARS
1.	Distribute pamphlets	200	Pledge and Vigilance Awareness
2.	Workshops/Sensitization programmes	1 2	Will organize conference of Officers of Directors,SEs,B&FO on 1st Nov, 2016 at DUSIB Office the conference hall at DUSIB HQ at Punervas Bhawan, I.P.Estate, New Delhi to discuss steps being taken as preventive measure to curb malpractices/corruption in the department in connection with observance of Vigilance Awareness Week from 31 st Oct to 5 th Nov, 2016. Meetings to sensitize public dealing branches and Engineering wing on 03/11/2016 at 11 am and 12 noon, respectively, in the conference hall at DUSIB HQ at Punervas Bhawan, I.P.Estate, New Delhi
3	Journal/Newsletters		-----
4	Employee/family competitions (debates,quiz etc.)		-----
5	Organization website		Circulars and information related to vigilance awareness will be uploaded on the official website of organization including E-pledge
6	Use of Social Media (FB/Twitter etc)		-----
7	E-pledge		Will be uploaded on the Notice Board in e-office portal of the department as well as on the official website of the department.
8	Any other activity		Will conduct inspection of public dealing branches to observe implementation of steps being taken as preventive measures
S.NO.	OUTREACH ACTIVITIES	NUMBERS	PARTICULARS
1.	Display of Hoardings/Posters/Banners	22	Banners will be displayed at prime locations in the office of DUSIB at Head Quarter, Vikas Bhawan-II and Divisional/Zonal Offices regarding vigilance awareness week to be observed between 31st October to 5th November, 2016 in DUSIB
2.	Customer Grievances Redress Camp		As per practice in DUSIB, all the officers above the rank of Dy.Director have been taking public hearing twice in a week, to resolve grievances of General Public.
3	Seminars/workshops/skits/street plays/walkathon/marathons		-----
4	Use of Website		Circulars and information related to vigilance awareness will be uploaded on the official website of organization including E-pledge
5	Use of Social Media		-----
6	E-pledge		Will be uploaded on the Notice Board in e-office portal of the department as well as on the official website of the department.
7	Any other activity		-----