

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

No. D-402 /Dy. Dir. (Vig)/DUSIB/2016

Date: 29/06/2016

Minutes of the Meeting of Vigilance with heads of public dealing branches of DUSIB held on 17/06/2016.

A Meeting of Vigilance with heads of public dealing branches of DUSIB was held on 17/06/2016 at 11.00 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. The list of officers who attended the meeting is enclosed.

CVO reviewed the functioning of each branch and policies being implemented in these branches. CVO emphasized maintenance of proper record/files/registers and disposal of receipts/applications in a time bound manner, at each stage, by following the guidelines / policies and office procedures manual. Each Section should take necessary steps to prevent any corrupt practices and he also emphasized for simplification of procedures to minimize the scope of lapses leading to vigilance cases.

Following decisions were taken:

1. CVO, DUSIB, stressed for careful follow-up of rules and procedure and also to ensure strict adherence to prescribed time limit at various stages.
2. CVO reiterated about various circulars issued by the Vigilance Section and directed for strict adherence to the instructions contained in these circulars.
3. While taking serious view on pendency, CVO emphasized on strict supervision for each and every reference by the branch officers/heads i.e. Dy. Director.

4. On the issue of non-receipt of timely reply to the information sought by Vigilance branch, it has been instructed that action should be initiated against the erring officer concerned in case of non-response even after two reminders.
5. Referring the earlier meetings, it was also directed that every branch should prepare standard operating procedures (S O P) with respect to maintenance of records and functioning of respective branch. The proposed S O P should be submitted by the end of June, 2016.

Meeting ended with thanks to the chair.



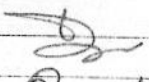
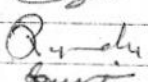
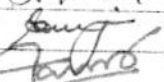
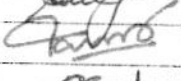
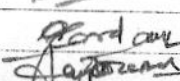
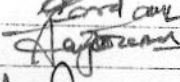
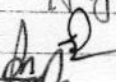
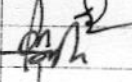




Dy. Director (Vig.)

All branch heads

Copy for information to:-

1. P.S. to C.E.O., DUSIB
2. P.S. to C.V.O., DUSIB
3. Member (Admn./Power/Engineering)
4. Pr. Director (Vig.)/ (Rehab.)
5. All Directors
6. Guard file

Attendance Sheet for meeting date: 17/06/2016

S.No.	Name of the Officer & Designation	Mobile no.	Section	Signature
1	V.K. JAIN, D.D.	9811218628	Rehab.	
2	Rajendra Kr. Gosain, D.D.	9560596102	Rehab	
3	SANJIV SHARMA, D.D.	9891717736	SUR/Allo/H	
4	P.K. AGOR Dy. DIR SURVEY	7042296822	PLANNING CELL	
5	A.P. Karalam, D.D (Estab)	9958410810	Estab/NS	
6	S.K. Triker D.D. (B/M/CS)	9871905779	B/M/CS	
7	Rajendra Kr. DD (JSR)	9811234035	JSR	
8	R.M. Singh, GA/CT	9826697458	GA/CT	
9	V.P. Singh	9810651102	(Adm/Vig)	
10	D.S. Kumar, D.D. (M/L)	9899135414	High/M/L	
11	Hari Ram, AD (L&I)	8130596177	L&I/IAL	
12	Narain Jain, UDCR		R.D. Cell	
13	K.K. Bhardwaj, Tehsildar		Land.	