

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI

NO. D-67/10/DUSIB/17

DATED: 23/01/17

A meeting was convened in the Conference Hall at Punarwas Bhawan, DUSIB on 12.01.2017 at 4:00 pm under the Chairmanship of CEO, DUSIB, for reviewing the cases pending before various courts of law, forums & tribunals, by or against the Department. The meeting was attended by following officers.

1. Shri V. K. Jain, CEO
2. Shri Pankaj Asthana, Memer (Admn.)
3. Shri Ravi Dadhich Member (Power)
4. Shri S. K. Mahajan, Chief Engineer
5. Shri Md. Ali Ashraf, Pr. Director(Admn/Law)
6. Shri R. K. Gupta, Director
7. Smt. Anju Nigam, LO
8. Shri Akshay Kr. Srivastva, JLO
9. Shri Vijay Kumar Magoo, JLO
10. Smt. Meena Dayal, JLO

on the Chair

During the meeting the following points were discussed/ decided:-

(A) **Matters pending before the Court of Hon'ble LG, Delhi.**

- CEO directed that, henceforth, all the cases pending in the Court of Hon'ble LG, Delhi, shall be assigned exclusively to Shri Parvinder Chauhan, Standing Counsel. LO will ensure that he attends the matters personally irrespective of the nature of hearing. Further, he will not depute any junior counsel or a proxy in these hearings.
- It was further decided that the concerned Director/Superintending Engineer shall be personally present in each date of hearing, and <sup>he shall</sup> coordinate/ monitor the cases pending before the Hon'ble LG, Delhi.
- Further, a day before each date of hearing, concerned Director/Superintending Engineer, including L.O., shall brief the CEO on the subject matter.

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- It was also decided that, henceforth, all the written reply/applications/submissions etc. shall be got duly approved by Member (Admn.), well in time, before filing the same in the Court of Hon'ble LG, Delhi.

**(B) For cases pending before various District Courts:-**

- Concerned DD/EE/equivalent officer shall coordinate and monitor the matters personally. They shall depute suitable officer/official to the Court on the date(s) of hearing with necessary records etc., if required.
- Concerned D.D/EE/equivalent officer shall provide the relevant records and comments, if any, required for the effective disposal of the hearing, as advised by the counsel or concerned JLOs. Details of the duties assigned were also read out in the meeting as already elaborated in the office order dt. 28.1.2016 (copy enclosed).
- Long pendency of any matters and delays attributed to the Department shall be viewed seriously.
- No officer/official shall default in appearance before a court/forum when he/she is called, either as witness or to produce evidence before it. He/she shall attend the Court diligently, without fail.
- In case of inability, for reasons beyond his/her control, appropriate exemption must be obtained, in writing, from the respective Member. Any failure to comply with this direction, without just and sufficient cause, shall make the concerned officer/official liable to show cause, duly issued under the signature of concerned Director, under intimation to Pr. Director (Law).
- It was directed by CEO to review all pending cases (as on or before 31.12.2013) so as to analyze the reasons and take remedial measures to ensure their early disposal. Accordingly, LO/JLOs were directed to compile the list of all such cases, along with the reasons of the pendency thereof, and submit them to concerned Members, within a week. The same will be reviewed by Member concerned along with the officers of the Section.

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- In view of the fact that the existing fee schedule has been in force for long i.e. since 12/11/2012, the fee schedule for District Courts shall be reviewed by Member(Power) keeping in view the inflation. All the JLOs shall provide details of the fee paid to various counsels, in District Courts in tabular form, *inter alia*, providing the average of the fee paid to each counsel, during the last year.

Meeting ended with thanks to the Chair.

M. A. Ashraf  
2017/1/17

Principal Director (Law/Admin./Vig.)

Encl: copy of Office Order dt. 28.01.2016.

All Dy. Directors/Ex. Engineers/Dy. C.A.s/Architect

Copy for information to :

1. PS to CEO for kind information
2. P.S. to Member (Admn.)
3. P.S. to Member (Power)
4. P.S. to Member (Finance)
5. P.S. to Member (Engineer)
6. All Directors/Supdt. Engineers/F.A./B & F.O.

M. A. Ashraf  
2017/1/17

Principal Director (Law/Admin./Vig.)

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
LAW OFFICE

No. *100/2015*

Date: *10/1/15*

OFFICE ORDER

This office order is issued in supersession to this office order dated 15.12.15.

The following Officers are hereby designated as nodal officers/principal officers in the respective courts as detailed below:

**Smt. Anju Nigam, L.O.:** Will look after all the cases in the Supreme Court and High Court NGT Tribunal Forums Commission.

**Mr. Akshya Kumar Srivastava, Jr.L.O.:** Will look after the cases in Rohini, Dwarka Courts.

**Smt. Meena Dayal, Jr.L.O.:** Will look after all the cases in Karkardooma and Saket and Patiala House Court.

**Mr. Vijay Maggo, Jr.L.O.:** Will look after the cases pending in His Hazari Court.

The above nodal officers shall closely monitor the cases in the respective courts assigned above so that there is no default/lapse on the part of DUSIB and its interest is duly protected. Further, they shall work closely with the respective Branches of DUSIB as well as the Counsel, so as to obtain necessary inputs from the Branch and ensure timely filing of reply/affidavit etc. in the concerned court and court directions are complied with.

The HOs shall for the purposes of court cases and all other legal matters report to the respective Director, and for all administrative matters to the Law Officer. All the Legal Assistants shall work under the supervision of the Law Officer.

The JLOs shall:

1. Be linkage between the panel advocates and the concerned sections circle.
2. Prepare a file for each court case pending in any court pertaining to the above mentioned branches and maintain the same.
3. Coordinate for drafting timely reply para-wise comments thereon.
4. Furnish the same to the panel lawyer alongwith the relevant documents etc.
5. Brief the panel lawyer in respect of the facts of the case as well as the policies decisions guidelines etc applicable to that case.
6. Get the written statement/reply counter affidavit prepared and file in the court.
7. Ensure the presence of witnesses, production of documents etc. as required or directed by the court.
8. Submit order of court(s) to the concerned sections circle for compliance or filing the appeal etc.
9. Verify the bills of advocates and process the bills of advocates.

All the JLO(S) shall act as APIO under RTI Act of the matters in respect of the courts allotted to them. In addition Sh. A.K. Srivastava, JLO shall be APIO in respect of High court supreme court NCI all administrative and miscellaneous matters related to head quarter cases and shall also be link officer of PIO during leave period of PIO and vice versa. Sh. V.K. Maggo, JLO and Smt. Meena Dayal, JLO shall be link officers of each other in RTI matters. The link officers shall also perform the duties during the leave period of each other and no matter shall remain pending.

The LO is administrative head of the Law Section. All the JAs shall work under the Administrative control of Law Officer. Proposal for assignment of a legal case to a panel lawyer shall be put up by respective JLOs LO, on rotation and performance basis, to Director (Law) for necessary approval.

CEO, DUSIB, has desired that all the nodal officers (JLOs LO) shall keep themselves up to date so that all the cases can be reviewed by CEO, DUSIB at any point of time at his convenience.

Further, Dy. Directors/ Ex. Engineers/ equivalent officers of the respective branch shall be the Nodal Officer in respect of all court cases pertaining them, which they shall monitor, and provide comments/documents to the respective JLOs/LO as stated above as soon as a copy of the petition is provided. It shall also be ensured that the reply/Counter Affidavit is filed in the court within the stipulated period of 30 days as is envisaged in civil procedure code. All Dy. Directors/ Ex. Engineers/ equivalent officers shall maintain and update the list of cases related to their section in order to have a better monitoring of the court cases.

This is issued with the prior approval of the CEO.

*M.A. Ashraf*  
28/1/16  
(M.A. ASHRAF)  
DIRECTOR (LAW)

Law Officer/Dy. Dirs. & Jr. L.Os.

All Legal Assistants

Copy to:

1. P.S. to CEO, DUSIB for kind information of CEO.
2. P.S. to Member (Admn.) for kind information of Member (Admn.).
3. P.S. to Member (Power) for kind information of Member (Power).
4. FA, for kind information.
5. All Dirs./S.E.
6. Office copy.

*M.A. Ashraf*  
28/1/16  
DIRECTOR (LAW)

