

OFFICE OF THE CHIEF EXECUTIVE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
C' Wing, 4th Floor, Vikas Bhawan-II, Civil Lines, Delhi-54

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Dated: 22nd August, 2014

OFFICE ORDER

Delhi Urban Shelter Improvement Board (DUSIB) has taken several initiatives to use Information Technology for efficient management of internal processes as well as improving the delivery of services to the citizens. In additional projects already initiated such as e-office, data entry and scanning of property files, storage system, we also need to introduce IT processes in the entire financial management domain. This will include preparing the data base of outstanding dues from the allottees and intimating them the balances/outstanding dues. We also need to monitor the expenditure on **Real Time Base** to ensure that funds are spent efficiently.

To ensure the smooth implementation of these initiatives *Shri Ashish Joshi, Member (Finance) is designated as Chief Digitization Officer*. He will be responsible for the following:

- i) Preparing overall strategy of using I.T. in DUSIB
- ii) Review of implementation of various projects
- iii) Initiating new projects
- iv) Identification of best practices in I.T. and adopting the same in DUSIB.

The work of I.T. Branch will however, continue to be looked after by Member (Admn.)

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dd. 8 2014
(Amar Nath)
Chief Executive Officer

Distribution:

1. Member (Administration)
2. Member (Finance)/ Chief Digitization Officer
3. Member (Engineering)
4. Chief Engineer I&II
5. All Directors
6. Sh V.P. Kashyap - DD(IT) for uploading this on DUSIB website
7. Office copy