

DELHI URBAN SHELTER IMPROVEMENT BOARD
4th Floor, Vikas Bhawan-II, Civil Lines, Delhi
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No. PS/CEO/DUSIB/2013/D- 207

Dated : 18-11-2013

OFFICE ORDER

The Night Shelters, both permanent and temporary, have been assigned to various NGOs for their day-to-day management, operation and maintenance. These shelters have been provided blankets, jute mattresses, light fittings etc. for the use of the homeless. However, the major repairs and maintenance of these shelters is the responsibility of concerned Civil and Electrical Divisions of DUSIB.

With a view to ensure appropriate monitoring of the functioning of Night Shelters, it has been decided that Executive Engineer of the Division concerned will be the **Inspecting Officer of the Night Shelters** located in his Division. The following responsibilities are assigned to the Inspecting Officers:

- 1) To check whether the Night Shelter needs any repair and ensure to get it done immediately.
- 2) To check that toilet and bath facilities wherever available, are fully functional. And also the MTVs wherever installed are maintained properly.
- 3) To check and ensure availability of blankets, mattresses, light fixtures etc.
- 4) To check whether NGOs are maintaining attendance register for Caretaker and Safai Karamchari, and they are attending the Night Shelters properly.
- 5) To check whether NGOs are maintaining clean and hygienic conditions.
- 6) A Board displaying the name of the NGO, name of Caretaker & Safai Karamchari has been installed at the Night Shelter in addition to the Board displaying Do's & Don'ts.
- 7) To check whether the names and attendance of the users of Night Shelters is recorded daily - separately for day and night.

Apart from above, the Inspective officers may take any other action, in consultation with SE/CE to ensure efficient functioning of the Night Shelters.

These orders are valid till **28th February 2014.**

dy 18-11-2013
(Amar Nath)
Chief Executive Officer

Copy to :

1. Member (Admn.)
2. Chief Engineer - I & II
4. Director (Night Shelters)
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