

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
PUNERVAS BHAWAN, I.P. ESTATE,  
NEW DELHI-110 002

No: PS/CEO/DUSIB/2013/D- 107

Dated: 18 April, 2013

**ORDER**

1. To streamline the protection and safeguarding the of DUSIB properties, these orders are being issued in supersession of all previous orders in this regard. However, the actions already initiated under the previous orders will continue.

2. The Executive Engineers in-charge of Civil Divisions shall be primarily responsible for safeguarding and protecting the DUSIB properties in their Divisions from any type of encroachment or unauthorized occupation or use. Top priority shall be accorded to protect un-allotted plots/flats/vacant premises/vacant lands ear-marked for various essential services but not yet handed to the department /agency concerned. The following actions shall be taken by all Executive Engineers in-charge of the Divisions:

- (i) Prepare an inventory of all the assets of DUSIB located in the Division. A format for preparing inventory shall be issued by Member (Administration) within a week of issue of these orders.
- (ii) Procure the lists of allotment of various assets from the concerned Administrative Section. It shall be the responsibility of the concerned Administrative section to supply the list of all properties to the Division concerned. A list of all such records along with the names of the allottees and un-allotted plots, should be supplied to the Division **within a period of one month from the date of issue of this order**, and in any case before 20<sup>th</sup> May, 2013. However, in cases where records are required on urgent basis to stop or remove any encroachment, the same may be obtained by Executive Engineers directly from the Administrative wing without waiting for the above prescribed date.
- (iii) The Division should get the photography/videography done of all the properties especially the vacant properties within their jurisdiction. **This would be done within a period of one month from the date of issue of these orders.** These photographs and videos should be digitalized and stored at a central location accessible to all the Field Engineers as well as to the Circle/Zonal office. Director (IT) shall develop such a system for storage

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and retrieval of the digital record of photography / videography. This system should be developed within a period of three months of issue of these orders.

- (iv) A Board should be put up on all lands/properties indicating it to be a DUSIB property. A standard format of the Board may be finalized by Member (Administration).
- (v) The Executive Engineer shall prepare a **Management Plan** for protecting the properties by ensuring regular visits in the area and developing an *Information System* specifically relating to high value properties. The inspection or visit must be worked out in such a way that all the properties are visited regularly. All properties must be visited at least once a week to ensure that no encroachment has taken place.
- (vi) On noticing any encroachment Ex Engineer shall take prompt action for removal of the same. The resources may be utilized available in the Division; and support /assistance can also be obtained from the Circle level/ Zonal level depending upon the type of encroachment. If necessary, FIR may be lodged with the local police station.
- (vii) The Executive Engineers should have close liaison with the local SHO and SDM; and in case of necessity their assistance should be sought.

3. Director (Asset Management) shall ensure that lands meant for various purposes are allotted to the concerned agencies /departments or utilized by DUSIB in a time-bound manner. The Action Plan for management of all these properties must be prepared by **30<sup>th</sup> May, 2013**. The Action Plan should also include preparing a policy regarding cancelled plots in SRS Colonies.

4. The administrative sections under the charge of Directors looking after management of lease or license will be responsible for ensuring the compliance of terms of License or Lease. Action for eviction, sealing or de-sealing, will be taken by the Director concerned through the Executive Engineer of the division. Executive Engineer concerned, however, should keep a watch on violations of terms & conditions/license/allotment and they must intimate immediately to the Director concerned for necessary action.

5. The three existing Enforcement Divisions and their functions will be regulated as under:

- a) One Enforcement Division each headed by an Executive Engineer will function in each Zone under the direction, supervision and control of the Chief Engineer. The Chief Engineers through the Enforcement Division will supervise and regulate the functions of all Divisions as in so far as the functions of the Divisions relating to protection and safeguarding of the DUSIB properties are concerned.

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b) Each Chief Engineer will devise a suitable mechanism to monitor the functions of Civil Divisions to protect and safeguard the assets and properties of DUSIB. The Enforcement Divisions under Chief Engineer will have adequate man-power and machinery to take up the action for retrieval of the properties and to carry out the demolition programs.

b) The third Enforcement Division will be deployed for protecting and safeguarding the assets created under JNNURM including the flats constructed under JNNURM and allotted to slum dwellers. This Division will report to Director (JNNURM) through Dy Director (Estates – JNNURM).

6. There shall be no separate Demolition Cell now and the functions of Demolition Cell shall be carried out by the respective Civil/Enforcement Divisions in their respective jurisdictions.

7. Regulation of the building activities is the statutory responsibility of local bodies. However, any encroachment on the land not allotted to an individual or agency, should be stopped by DUSIB. Any unauthorized construction or encroachment on the lands of services which have been handed over to MCD in Resettlement Colonies/Squatter Resettlement (SRS) Colonies, shall prevented/removed by the Municipal Corporation concerned. But the vacant land which is not part of any civic service shall be looked after by DUSIB in view of the fact that ownership of the land in Resettlement Colonies/SRS Colonies continues with DUSIB.

8. Each Superintending Engineer in-charge of a Circle shall upload the progress and action taken under these orders on the website of DUSIB on the last day of every month. A format to upload the information will be devised and circulated separately.

9. The Director (Asset Management) will be nodal officer to monitor the compliance of these orders.

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(Amar Nath)

Chief Executive Officer  
DUSIB

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To,

1. Member (Admn)/Finance
2. CE-I & II
3. All Directors
4. FA/BFO
5. All Dy Directors
6. All Executive Engineers
7. Office copy