

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI**  
**PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI-110002.**

No F/04/MSD/MS/3108/0-208

Dated: 30/12/15

**ORDER**

The Delhi Urban Shelter Improvement Board had established 198 Permanent and Temporary Shelters which are being managed and maintained with the help of NGO's/SMAs. Another 47 tents have also been installed. With a view to ensure effective management and to assess the need to improve the condition of all the night shelters, a roaster of duty of inspections is prepared as below with shelters and areas assigned to each Dy. Director, Asstt. Director and Head Clerk.

| S.No | Name        | Designation               | Night Shelters Allotted                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Gagandeep   | Dy. Director<br>(Rehab.)  | 1. Opp. DTC Terminal, Raja Garden Code no-08,<br>2. Near Raja Garden Chowk Code no-137,<br>3. Raja Garden (code 119)<br>4. Roshan Aara Road Khariam Mohalla Code no-35,<br>5. Sarai Rohilla Police Station, Code No. 40<br>6. Padam Nagar Code no-39<br>7. Maya Puri Flyover (Tent), Code No. 560<br>8. DDU Hospital (Tent), Code No. 561<br>9. Subhash Nagar Mor (Tent), Code No. 559<br>10. Subhash Nagar More near Metro Station (Tent), Code No. 523 |
| 2.   | A.P. Kardam | Dy. Director<br>(Estate)  | 1. Kotla Mubarakpur (1 <sup>st</sup> Floor) Code no-65,<br>2. Sai Baba Mandir, Lodhi Road, Code No. 218<br>3. Sai Baba Mandir, Lodhi Road, Code No. 86 (porta cabins)<br>4. Kotla Mubarkpur (Ground Floor) Code no-24,<br>5. Safdarjung (Near Safdarjung Airport Flyover) Code no-91<br>6. AIIMS, Code no-536<br>7. AIIMS (Safdarjung Side) Code 148                                                                                                     |
| 3.   | R.K. Meena  | Dy. Director<br>(Housing) | 1. Nehru Place (Opp. MTNL Exchange) Code no-88,<br>2. Badarpur Metro Station Code no-213,<br>3. Nehru Place I (Metro Station) Code no-128<br>4. Nehru Place-II Code No. 129<br>5. Kalka ji Mandir Code no-127<br>6. Community Centre, Kalka ji Code no-63                                                                                                                                                                                                |

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|----|----------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Musadi Lal     | Dy. Director<br>(Rehab.)             | <ol style="list-style-type: none"> <li>1. Sector-I Dwarka Code no-43</li> <li>2. Dwarka Sector-3, Ph-I Code no-41</li> <li>3. Sector-3, Ph-II Dwarka Code no-42</li> <li>4. Dwarka Sector-10 Code no-229</li> <li>5. Dwarka Sector-12 Code no-143</li> <li>6. Najafgarh BVK (Near Goyala Dairy) Code no-74</li> </ol>                                                                                                                                                                                                                                                                                                                                      |
| 5. | Gian Chand     | Dy. Director<br>(Rehab.)             | <ol style="list-style-type: none"> <li>1. Munirka (Near Masjid, Sec-4, R.K. Puram) Code no-94</li> <li>2. R.K. Puram Sector-4 Code no-220</li> <li>3. Hayatt Hotel, R.K. Puram Code no-106</li> <li>4. Vasant Vihar (Behind Pahari) Code no-147</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. | Rajender Singh | Dy. Director<br>(SCP)                | <ol style="list-style-type: none"> <li>1. Yamuna Pushta( code 115)</li> <li>2. Yamuna Pushta( code 100)</li> <li>3. Yamuna Pushta( code 97)</li> <li>4. Dandi Park I Code no-216</li> <li>5. Dandi Park II Code no. 217</li> <li>6. Dandi Park III Code No. 240</li> <li>7. Dandi Park IV Code 241</li> <li>8. Pushta near Nigam Bodh 1(Tent), Code 525</li> <li>9. Pushta near Nigam Bodh 2(Tent), Code 526</li> </ol>                                                                                                                                                                                                                                    |
| 7. | R.M. Singh     | Dy. Director<br>(Gen. Admn. & CRU-2) | <ol style="list-style-type: none"> <li>1. Community Centre, Hanuman Mandir , Yamuna Bazar(GF) Code no-177</li> <li>2. Community Centre, Hanuman Mandir, Yamuna Bazar(F.F) Code no-26</li> <li>3. Yamuna Bazar(code 116)</li> <li>4. Yamuna Bazar(Old Bridge) Code no-98</li> <li>5. Yamuna Bazar(code 215) Near Hanuman Mandir</li> <li>6. Yamuna Bazar Ghat-1(code 133)</li> <li>7. Kudasia Ghat-1(code 227)</li> <li>8. Pushta near Nigam Bodh 3 (Tent), Code No. 527</li> <li>9. Pushta in Park near Nigam Bodh (Tent), Code No. 528</li> </ol>                                                                                                         |
| 8. | P.K. Agor      | Dy. Director<br>(Survey)             | <ol style="list-style-type: none"> <li>1. Chandani Chowk near Fountain Code no-208</li> <li>2. Chandani Chowk near Fountain(porta cabin) Code no-12</li> <li>3. Fatehpuri, Hall No-04 Code no-66</li> <li>4. Fatehpuri, Old Railway Station Code no-11</li> <li>5. Jama Masjid (i) Code no. 99</li> <li>6. Jama Masjid (ii) Code No. 101 (Male)</li> <li>7. Jama Masjid (iii) Code No. 113 (Family)</li> <li>8. Jama Masjid (iv) Code No. 114 (Children)</li> <li>9. Jama Masjid Code no. 160</li> <li>10. Jama Masjid (5), Code No. 209</li> <li>11. Parada Bagh, Darya Ganj Code no-178</li> <li>12. Jama Masjid near Meena Bazar(Tent), Code</li> </ol> |

|     |               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|---------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |               |                             | No. 540<br>13. Jama Masjid Urdu Park (Tent), Code No. 569<br>14. Jama Masjid (Tent), Code No. 568                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9.  | Ashok Kumar   | Dy. Director (L&L)          | 1. Kashmiri Gate, Prop.No.811/A Code no-58<br>2. Community Hall, Chabi Ganj Code no-23<br>3. Mori Gate (BVK) Code no-89<br>4. Mori Gate (Near Shankaryacharya Chowk) Code no-136<br>5. Phool Mandi, Mori Gate Code no-22<br>6. Community Hall, Ganda Nala, Kashmere Gate, MCD Building Code no-27<br>7. Mori Gate Terminal, DDA Park Code no-210<br>8. Community Hall, 1 <sup>st</sup> Floor, Sarai Phoos Code no-21<br>9. Mori Gate Terminal-1, Code No. 161<br>10. Tent at Kashmere Gate (Tent), Code No.554<br>11. Tikona Park Kashmere Gate (Tent), Code No. 558 |
| 10. | Ashish kumar  | Dy. Director (JJR)          | 1. Ganesh Nagar, Near Mother Dairy Code no-145<br>2. Laxmi Nagar, Nedar Akshar Dham Flyover Code no-95<br>3. Akshar Dham Temple, Near Metro Station Code no-131<br>4. Anand Vihar, Opp. Petrol Pump Code no-214<br>5. Anand Vihar 2 (Female) Code No. 242<br>6. Mayur Vihar, Opp. Metro Station Code no-142<br>7. Trilokpuri, BVK, Block-31 Code no-69<br>8. Geeta Colony, Shamshan Ghat Code no-130<br>9. Sai Baba Mandir Patparganj (Tent), Code No.541<br>10. Rani Garden Geeta Colony (Tent), Code No. 537<br>11. Kishan Kunj (Tent), Code No. 516               |
| 11. | Sanjeev kumar | Dy. Director (SUR)          | 1. Bangla Sahib Male, Code No. 84<br>2. Raja Bazar, Bangla Sahib, Code No. 117<br>3. Bangla Sahib, Code No. 85<br>4. Bangla Sahib, Code No. 104<br>5. Bangla Sahib, site 5, Code No. 233<br>6. Bangla Sahib site 6, Code No. 234<br>7. Bangla Sahib No. 9, Code No. 902<br>8. Connaught Place near Hanuman Mandir Bangla Sahib 1 (Tent), Code No. 546<br>9. Connaught Place near Hanuman Mandir Bangla Sahib 2 (Tent), Code No. 547<br>10. St. Coloumbus School (Tent) Code No. 566                                                                                  |
| 12. | Arun Mathur   | Asstt. Director (Circle-II) | 1. Okhla (Behind TATA Indicom-Modi Mill) Code no-107<br>2. Dakshim Puri, Block-3 Code no-55<br>3. Taimur Nagar, Near Okhla Code no-122                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 13. | Rajender      | Asstt. Director             | 1. R-Block Extn. Magolpuri Code no-67                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|    | kr.Gosain            | (RP)                                  | <p>2.Sultanpuri D-Block Code no-72</p> <p>3.R-Block, Mangolpuri Code no-9</p> <p>4.Peera Garhi (BVK) Code no-76</p> <p>5.ABC Mangolpuri Code no-182</p> <p>6.A-Block Sultanpuri Code no-181</p> <p>7.P-1 Sultanprui Code no-183</p>                                                                                                                                                                                     |
| 14 | Abdul Dayyan         | Asstt.Director (Rehab.)               | <p>1.Uttam Nagar East Code no-224</p> <p>2.Dhaoli Piou Code no-230</p> <p>3. Janakpuri West Metro Station(Tent) Code no-90</p> <p>4.Fish Market, Nilothi Code no-110</p> <p>5.Uttam Nagar East Metro St.(Family) (Tent), Code No.562</p> <p>6. Uttam Nagar East Metro St. (Tent), Code No.534</p> <p>7. Dhoulia Piao, Vikas Puri(Tent), Code No.543</p>                                                                 |
| 15 | Shekhar Dutt Sharma  | Asstt.Director (SUR)                  | <p>1.kilokari Village, Near Circle Office Code no-36</p> <p>2.Sunlight Colony Code no-62</p> <p>3.Nizzamuddin near Daragah Code no-123</p> <p>4. Nizzamuddin near Prachin Shiv Mandir Code no-10</p> <p>5.Sri Niwas Puri, Leprsoy Colony Code no-237</p> <p>6. Adjoining blind school near Nizamuddin Flyover(Tent), Code No.557</p> <p>7.Nizamudding near Neela Gumbad, Adjoining NS Code 123 (Tent), Code No. 539</p> |
| 16 | Raju Puanji Siriskar | Asstt.Director (CDC, East Zone 'A&B') | <p>1.Himmat Garh, Prop.No.1675/VIII Code no-56</p> <p>2. Himmat Garh, Prop.No.1579/VIII Code no-57</p> <p>3.Delhi Gate Code no-01</p> <p>4.Prop.No. 3329-30/11,Delhi Gate Kucha Tara Ganj Code no-54</p> <p>5.Himmat Garh,Opp.Civic Centre Code no-83</p> <p>6.Asaf Ali Road, Near LNJP Hospital Code no-207</p> <p>7.Himmat Garh Chowk, Ramlila Ground Code no-221</p>                                                 |
| 17 | Hari Ram Mehto       | Asstt.Director (L&L)                  | <p>1.Khazan Basti, Mayapuri Code no-75</p> <p>2.Beri wala Bagh, Hari Nagar Code no-93</p> <p>3.Nasurpur, near Dashrathpuri Bus Stop Code no-112</p>                                                                                                                                                                                                                                                                     |
| 18 | C.P. Sharma          | Asstt.Director (Rehab.)               | <p>1.Cement Godown 1,Shakur Basti Code no-103</p> <p>2. Cement Godown 2, Shakur Basti, Code No. 109</p> <p>3.Near Britania Chowk Code no-223</p> <p>4.Near Britania Chowk Code no-226</p> <p>5.Sajjanpark Madipur, Code no-144</p> <p>6.Bajjara Commercial Hall, Chaukandi Code</p>                                                                                                                                     |

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| 19 | Sri Kishan          | Asstt. Director<br>(JJR) | <ol style="list-style-type: none"> <li>1. Wazipur Inds. Area Code no-124</li> <li>2. Kela Godown, Shailmar Bagh Code no-108</li> <li>3. Azadpur BVK Rly. Station Code no-68</li> <li>4. Sarai Peepal Thala Code no-04</li> <li>5. Shelter home for destitute pregnant &amp; lactating women Block A Jahangir puri, Code 44</li> <li>6. Sarai Peepal Tahala, 2<sup>nd</sup> floor, Code no. 78</li> </ol>                                                                                                                                                                                                                                                                  |
| 20 | Rajiv Srivastava    | Head Clerk,<br>West Zone | <ol style="list-style-type: none"> <li>1. Avantika, Rohini Code no-179</li> <li>2. Rohini Sector-26 Code no-46</li> <li>3. Rohini Sector-3(Kali Mata Madir) Code no-206</li> <li>4. Rohini Sector-3(Kali Mata Madir) (Men) Code no 138</li> <li>5. Madhuban Chowk near DDA Office (Tent), Code No. 520</li> <li>6. Rohini Metro Pillar No. 412 (Family) (Tent), Code No. 552</li> <li>7. Rohini West (Tent), Code No. 519</li> <li>8. Janak Puri in front of ESI Hospital, Rohini (Tent), Code No. 563</li> <li>9. Near Britania Chowk Flyover (Tent), Code No. 544</li> <li>10. Rohini East (Tent), Code No. 522</li> </ol>                                              |
| 21 | Ramesh Kumar Sharma | Head Clerk<br>C-1        | <ol style="list-style-type: none"> <li>1. Tilak Nagar Subzi Mandi TNS 1, Code No. 92</li> <li>2. Tilak Nagar Subzi Mandi TNS-2, Code No. 175</li> <li>3. Tilak Nagar Subzi Mandi TNS 3, Code No. 222</li> <li>4. Raghubir Nagar BVK, F-Block, Code no. 180</li> <li>5. Site &amp; Service Plot at HMP Khyala (Near MCD Cement Godown) Code no-48</li> <li>6. Lajwant Garden near flyover (Tent), Code No. 531</li> <li>7. Tilak Ngr Subzi Mandi (Tent), Code No. 533</li> <li>8. Janak Puri West Metro Station (Tent), Code No. 535</li> <li>9. Janak Puri small Vegetable Mkt. (Tent), Code No. 530</li> <li>10. Keshopur Vegetable Mkt. (Tent), Code No. 532</li> </ol> |
| 22 | Prabhu Dayal        | Head Clerk<br>(Property) | <ol style="list-style-type: none"> <li>1. Dev Nagar, Near Liberty Cinema Code no-102</li> <li>2. Jhandewlan Mandir Code no-140</li> <li>3. Jhandewlan-II (Near Mandir) Code no-139</li> <li>4. Edgah Telephone Exchange Code no-211</li> <li>5. Community Hall, Raigar Pura, Karol Bagh. Code no-18</li> <li>6. Community Hall, Tank Road, Bapa Nagar. Code no-3</li> <li>7. Porta Cabin, Dev Nagar (Families), Code No. 903</li> </ol>                                                                                                                                                                                                                                   |

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|    |                     |                                    | 8. Near Idgah Exchange (Tent), Code No. 518                                                                                                                                                                                                                                                                                                                                                                                                          |
| 23 | G.L. kateja         | Head Clerk<br>(Estt.)              | 1.Prop.No.9386-87/XV,Pharjang Code no-32<br>2. Prop.No.9090/XV,Multani Dhanda,Pharjang.<br>Code no-30<br>3.Jhandewalan , Motia Khan,Prop.No. 10788-89 . Code no-14<br>4.Teliwara,Gali Ravi Das, Prop.No. 6108 .<br>Code no-15<br>5.Gali Tel Mill Wali, Katra Karim,Paharjang .<br>Code no-16<br>6.Sadar Thana Road,Pharagnaj . Code no-31                                                                                                            |
| 24 | Sunil Dutt<br>Gupta | Head Clerk<br>(South Zone<br>,CDF) | 1.Sarai Kale Khan Village Code no-61<br>2. Sarai Kale Khan-I. Code no-231<br>3. Sarai Kale Khan-II. Code no-232<br>4. Sarai Kale Khan(Near Petrol Pump) . Code<br>no-134<br>5. Sarai Kale Khan(Near Bus Depot) . Code no-<br>235<br>6.Sarai Kale Khan . Code no-236                                                                                                                                                                                  |
| 25 | Rajesh              | Head Clerk<br>(C-2)                | 1.S.P. Mukharjee Mkt., Rani Jhansi Road Code<br>no-6<br>2.A-Block, Motia Khan Code no-38<br>3.6562/XIV, Chamellian Road, Motia Khan<br>Code no-29<br>4.Commerial Complex, Motia Khan Code no-<br>28<br>5.Prop. No. 10615, Jhandewalan Road, Motia<br>Khan chowk Code no-13                                                                                                                                                                           |
| 26 | Laxman<br>Singh     | Head Clerk<br>(C-7)                | 1.L-Block, Pratap Nagar, Andha Mughal Code<br>no-34<br>2.Shahazada Bagh, Near BSES &Balaji<br>Charitable Hospital Code no-5<br>3.Kabir Basti, Malka Ganj Code no-20<br>4.7821, Katra Maula Buksh, Roshnara Road<br>Code no-2                                                                                                                                                                                                                         |
| 27 | Pawan<br>kumar Bali | Head Clerk<br>(LAW)                | 1.Turkman Gate Prop.No. 2819/VIII Code no-<br>51<br>2.Asaf Ali Road, Plot No.1&2, Near Delhi<br>Police Bhawan Code no-176<br>3.Open Theatre Turkman Gate, Prop. No.2541-<br>51/VIII Code no-49<br>4.Ajmeri Gate ,Gali Borian,Prop.No. 1546-<br>51/VIII Code no-25<br>5.Lahori Gate Near Police Station Code no-07<br>6.Kucha Pandit, Ajmeri Gate, Prop.No.<br>3074/VIII Code no-52<br>7.Kundewalan Gali, Ajmeri Gate,<br>Prop.No.797/VIII Code no-53 |
| 28 | Bhupesh<br>kumar    | Head Clerk<br>(Property)           | 1.Badli More Code no-212<br>2.Samaypur Badli,BVK,Suraj Park Code no-73<br>3.Bhagwan Pur, Samay Pur Badli, Near CNG<br>Station Code no-120<br>4.Block-E Bawana Code no-45                                                                                                                                                                                                                                                                             |

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|----|-------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29 | Om Parkash        | Head Clerk (C-3) | <p>1.Kingways Camp, BVK,Near Fish Market Code no-79</p> <p>2.Majnu ka Tila(Porta Cabin) Code no-81</p> <p>3.Aruna Colonym, Majnu ka Tila,Opp. Gurudwara Code no-59</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 30 | Changa Singh      | Head Clerk(C-9)  | <p>1.Vishwas Nagar,BVK, Sanjay Amar Colony Code no-71</p> <p>2.Kasturba Nagar, Shahdra Code no-50</p> <p>3.Kabool Nagar, G.T. Road, Shahdra Code no-03</p> <p>4.BVK, DLF Pushta, DTC Depot, Seemapuri Code no-205</p> <p>5.F-Block, New Seemapuri Code no-64</p> <p>6.G.T.B. Chowk, near G.T.B Hospital Code no-80</p> <p>7. Mansarovar Park 1 Lal Bagh, Shahdara, Code no-96</p> <p>8. Mansarovar Park 2 Lal Bagh, Shahdara, Code no-125</p> <p>9. Opp. Panchsheel Garden, Shahdara, Near EDMC office Code no-146</p> <p>10. Shahdara Metro Station (Tent), Code No.553</p> <p>11. GTB Hospital (Tent), Code No.564</p> |
| 31 | Anil Kumar Sharma | Head Clerk (C-6) | <p>1.Nand Nagari (porta Cabin) near Gagan Cinema Code no-19</p> <p>2. Ramleela Ground, nand Nagari Code no-141</p> <p>3. Gokulpuri, BVK, Near state Bank Code no-77</p> <p>4. Seelampur, BVK, Kabadi Market Code no-70</p> <p>5. Shastri Park (Theka) (code 201)</p> <p>6. Shastri Park (near red light) Code no-132</p> <p>7. Pushta Usman Pur Opp. Jag parvesh Hospital Code no-202</p> <p>8. Pushta Usman Pur (near DDA Park) Code no-203</p> <p>9. Khureji Road (Tent), Code No.538</p> <p>10. Gokul Puri flyover(Family) (Tent), Code No.565</p> <p>11.Karkari Village near Petrol Pump (Tent), Code No.542</p>     |
| 32 | Ashok kumar       | Head Clerk (C-8) | <p>1. Nangli Khadar Code no-150</p> <p>2. Nangli Khader near Ram Charitr Manas Temple, Coide No. 118</p> <p>3. Chilla Gaon, Dist. Centre, near fire station Code no-111</p> <p>4. Kalyan Vas Code no-204</p> <p>5. Gazi pur Code no-239</p> <p>6.Hedgewar Hospital near Karkardooma Court (Tent), Code No. 545</p> <p>7. Karkardooma Court (Family) (Tent), Code</p>                                                                                                                                                                                                                                                     |

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|----|----------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                |                        | No. 512                                                                                                                                                                                                                                                                                                        |
| 33 | Joginder Singh | Head Clerk (Caretaker) | 1.Yammuna Pushta behind Hannman Mandir Code no -228<br>2.Kudasia Park Code no-135<br>3.Geeta Ghat-I Code no-243<br>4.Geeta Ghat-II Code no-244<br>5.Pushta Usman Pur Opp. J.P. Hospital Code no-225<br>6. Pushta near ISBT river bed side (Tent), Code No. 529<br>7. Tent near Iron Bridge (Tent), Code No.555 |
| 34 | Ravi Kumar     | Head Clerk (Rehb.)     | 1.Opp. Chattarpur Mandir, Code No. 238<br>2. Dr. Ambedkar Nagar near Bus Stand (Tent), Code No.556<br>3. Lado Sarai (Tent), Code No.506                                                                                                                                                                        |

All the above Dy. Director, Asstt. Director and head Clerks shall carry out the following duties:

- Visit the night shelter assigned to them at least twice a week during night time.
- They should carry with them the contact details of the agencies as well as the numbers of Rescue teams operating in the area of assignment.
- Inspection of night shelter be carried out especially to check cleanliness of premises, campus, toilets, availability of blankets and, durries etc and their state of cleanliness, water supply & storage and availability of other accessories.
- Teams should also check whether any homeless is sleeping in open in the vicinity of the areas assigned to them. If any homeless is found outside, the concerned agencies/Rescue Team should immediately be contacted to take them to shelter.
- They may also inform the control room of DUSIB on the telephone Nos. 011-23378789, 8527898295 and 8527898396 for further action.
- They will also check that Rescue Teams are performing the job to rescue homeless of the area.
- They may also take the assistance of concerned local police and Ex. Engineer of the area.
- The inspection report in the Proforma attached may be sent to Night Shelter Branch or through e-mails on e-mail ID [sanjivgoel39A@gmail.com](mailto:sanjivgoel39A@gmail.com)
- For visiting the above night shelter, each individual will be paid an amount of Rs. 1000/- per day of inspection. The bills for re-imbusement of expenses on this account may be submitted in attached proforma and should be submitted, after due verification from night shelter branch, to accounts branch.



**Pankaj Asthana**  
Member(Admn.)



Copy to:-

- 1.Chief Engineer I&II
- 2.All Suptt. Engineers with the directions to direct their E.Es to give assistance to the Inspection Teams in case of need.
- 3.Director (Admn.) with request to get these orders distributed to all concerned by 30.12.2015(A.N.) positively
- 4.All Directors
- 5.Incharge Control Room
- 6.All Concerned Officers to furnish the report on the prescribe Performa enclosed.
- 7.Office Copy/Guard File

## INSPECTION REPORT OF NIGHT SHELTER

Date of Inspection:- \_\_\_\_\_

Time of Inspection:- \_\_\_\_\_

Location of Night Shelter with Code No:- \_\_\_\_\_

Name of Agency managing Night Shelter:- \_\_\_\_\_

Name of Caretaker \_\_\_\_\_

And his mobile no:- \_\_\_\_\_

### (1) Cleanliness

- |                                                          |        |
|----------------------------------------------------------|--------|
| (i) Whether night shelter is neat & clean from inside.   | Yes/No |
| (ii) Whether night shelter is neat & clean from outside. | Yes/No |
| (iii) Whether Toilets are neat & clean                   | Yes/No |
| (iv) Whether Dustbin available                           | Yes/No |

### (2) Drinking water:-

- |                                               |        |
|-----------------------------------------------|--------|
| (i) Whether Drinking water is Available       | Yes/No |
| (ii) Whether Water cooler/Mayur Jug available | Yes/No |

### (3) Blankets & Daries:-

- |                                                       |        |
|-------------------------------------------------------|--------|
| (i) No. of Blankets available:-                       | _____  |
| (ii) No. of Daries available :-                       | _____  |
| (iii) Whether Blankets & Daries are clean:-           | Yes/No |
| (iv) Whether Blankets & Daries are stacked properly:- | Yes/No |

### (4) Electricity Facility:-

- |                                              |        |
|----------------------------------------------|--------|
| (i) Whether Electricity available:-          | Yes/No |
| (ii) Whether Meter installed:-               | Yes/No |
| (iii) If not, then what is the arrangement:- | _____  |

### (5) Toilet Facility:-

- |                                                          |        |
|----------------------------------------------------------|--------|
| (i) Whether Toilet facility available                    | Yes/No |
| (ii) No. of W C Seats                                    | _____  |
| (iii) Whether Toilets are Neat & Clean                   | Yes/No |
| (iv) Is sufficient water available for toilet facility:- | Yes/No |
| (v) Detail of Sanitation Material available              | _____  |

- |                                                                                  |        |
|----------------------------------------------------------------------------------|--------|
| (6) (i) Whether Directional Sign of approach installed:-                         | Yes/No |
| (ii) Whether Board containing the name of night shelter installed                | Yes/No |
| (iii) Whether Board visible from a distance                                      | Yes/No |
| (iv) Whether Board displayed showing the Roaster of duty of Caretaker/Sweeper :- | Yes/No |

(7) Record Keeping:-

(i) Whether occupancy register maintained :-

Yes/No

(ii) Occupancy last Night [Nos]:-

\_\_\_\_\_

(iii) Whether Inspection/Visitor register maintained:-

Yes/No

(8) Fire Fighting:-

(i) whether fire extinguisher cylinder installed:-

Yes/No

(ii) If yes no. of Cylinder:-

\_\_\_\_\_

(9) First Aid Box Available:-

Yes/No

(10) Whether Area Rescue Team is Rescuing Homeless in vicinity of Night Shelter:-

Yes/No

(11) (i) Whether Doctors/Mobile health team visited:-

Yes/No

(ii) If yes, what is the frequency per week and date of last visited:-

\_\_\_\_\_

(12) (i) Whether Beat Constable visited :-

Yes/No

(ii) If yes, what is the frequency and date of last visited:-

\_\_\_\_\_

(13) Whether repairs needed

Yes/No

If yes, give details:-

\_\_\_\_\_

\_\_\_\_\_

(14) Any other information/suggestion for improvement:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF OFFICER \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_

SIGNATURE OF CARETAKER \_\_\_\_\_

NAME OF THE OFFICER/ OFFICIAL :-

DESIGNATION :-

| S. No. | Date | Night Shelter Visited | Own / Hired Vehicle | Amount claimed in Rs. |
|--------|------|-----------------------|---------------------|-----------------------|
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|        |      |                       |                     |                       |

Signature of Govt. Servant

Designation

Verification:-

Verified that Shri \_\_\_\_\_ Designation \_\_\_\_\_ visited Night shelters on the above dates and has submitted his report date wise on next day. As such Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) is sanctioned for re-imbusement to him.

Dy. Director (NS)

Director (NS)

AO (Plan)