

**Urgent**

**Delhi Urban Shelter Improvement Board  
Govt. of NCT of Delhi  
Office of the Member (Administration)  
Punarvas Bhawan, I.P. Estate, New Delhi-110002**

**No. PA/Member (Admin)/DUSIB/2017/D- 28**

**Dated: 10.04.2017**

**CIRCULAR / GUIDELINES**

In a meeting held on 07.4.2017 taken by the Chief Secretary some service related issues were discussed which are tabulated as under for further action:-

1. The circular dated 20.3.2017 regarding pay and allowances to officers on deputation may be implemented and a compliance report be sent.
2. The Recruitment Rules need to be amended as per requirements of 7<sup>th</sup> CPC for compliance of the circular dated 21.1.2017. An action plan may be prepared to take up the task on priority so that compliance of the same may be sent by 30.4.2017.
3. The circular of Services Department dated 31.1.2017 regarding conferment of Ex. Officio status with the approval of Hon'ble Lt. Governor may be implemented and a report may be sent immediately.
4. The guidelines of cadre review of different cadres may be followed and an action plan may be prepared.
5. Services Department has asked for the details of the officers for human resource management which may be provided to them.
6. It was reiterated that no officers will be surrendered but if required the action may be taken as per gravity of the violation / dereliction of duties.
7. It was directed that the new guidelines of compassionate appointments may be followed and the matter may therefore be put up on file alongwith details of pending cases.

*Pls read the circular and share. The copyd.*  
*AD-AC*  
*11/4/17*

*18*  
*15.26/10.0/588/17*  
*11-4-17*



8. The up-dation of ACR's as per norms may be got done in respect of all the officers / officials.

9. It was informed in the meeting that a circular of Lt. Governor has been issued for directions regarding cleanliness and a Nodal Officer has to be appointed. A monthly report is also required to be sent to General Administration Department of GNCTD for perusal of Hon'ble Lt. Governor Deputy Director (Administration) may take steps accordingly and ensure that reports may be sent in time.

10. The Divisional Commissioner informed that they have made arrangement for imparting training for digital mode of payment via six methods. The Dy. Director (Administration) may co-ordinate with Divisional Commissioner's Office so that the training may be organized in different offices of DUSIB or in the Divisional Commissioner's Office.

All the concerned are directed to take appropriate action immediately concerning to their branches and report compliance.

  
(Ravi Dadhich)  
Member (Administration)

Distribution to:

1. PS to CEO,
2. Member (Engineering / Finance)
3. Principal Director (Administration)
4. Chief Engineer-I, II & IT, CE(Elect.)
5. B&FO
6. All SEs
7. Director (AM)
8. DD (Admin)/System
9. All DDO's / EEs'
10. Office copy.