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12/12/17

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(COORDINATION BRANCH)  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

Diary No. G-2758

Date 12/12/17  
O/o the C.E.O. (DUSIB)  
G.N.C.T. of Delhi

No.F.53/122/2017/GAD/CN/dsgadiii/ 3928

Dated: 11/12/2017

To,

All Pr. Secretaries/Secretaries/HODs  
Govt. of NCT of Delhi

Sub: Minutes of the meeting of Pr. Secretaries/Secretaries/HODs chaired by the Chief Secretary,  
Delhi, on 04.12.2017 at 5.45 PM.

Sir/Madam

Please find enclosed herewith Minutes as stated above for further necessary action as  
mentioned in the minutes.

Encl: As above

Yours sincerely,

(Amitabh Kundoo)

Dy. Secretary (CN/GAD)

Copy to

OSD to Chief Secretary, Govt. of NCT of Delhi.

Encl: As above.

Refer to

*[Signature]*

✓ MCA/MCA

Pr. Director (PGMS) / BAPD

For PGMS, court cases,  
vacancies, pt taken a. &  
return to CEO.

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DD (GA)  
✓ DD (System)  
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12/12/2017

**MINUTES OF THE MEETING OF THE PR. SECRETARIES/SECRETARIES/HODs CHAIRED BY  
CHIEF SECRETARY ON 04.12.2017 AT 5:45 P.M.**

1. List of participants is attached as annex- A.
2. Officers present in the meeting welcomed the Chief Secretary. After a brief introduction about the work being handled by each officer, the Chief Secretary initiated discussion. A summary of the issues discussed and actionable points is as under :-

Sr. No.	Issue (s)	Decisions taken
1. ✓	Priorities of Departments	The Chief Secretary directed all Departments to determine 3 - 4 priorities and send a brief note of the same to the Staff Officer to the Chief Secretary.
2.	Meeting with the Pr.Secretaries/ Secretaries/ HODs.	It was stated by the Chief Secretary that henceforth the meeting with the Pr. Secretaries/ Secretaries/HODs will be held on every Friday at 5.30 PM. All Pr. Secretaries/Secretaries/ HODs should accordingly plan their work schedule.
3.	Filling of vacant posts	The Chief Secretary conveyed the concern of Hon'ble Lt. Governor that all Departments should prepare a time line for filling up of the vacant posts. In this regard, Departments concerned should send requisition to DSSSB to enable the Board to draw an action plan.
4.	Amendments in RRs	All Departments should examine the recruitment rules pertaining to their departments and take action to make necessary amendments as per 7 <sup>th</sup> Pay Commission recommendations.
5.	Court cases	Departments should closely monitor all court cases to ensure that directions of the courts are complied within stipulated time. Details of the Court cases should be provided to Staff Officer to the Chief Secretary.
6. ✓	Payment to Contractual Staff.	Departments should ensure timely payment of wages every month to the contractual staff.
7. ✓	Field visit by Offices	Officers should undertake field visits regularly. At least one inspection should be done every week. The report should be sent to the office of the Chief Secretary.
8.	Meeting with the Public	Pr. Secretaries/Secretaries/HODs should be present in their offices between 10:00 AM to 11:00 AM on all working days to meet the public and to attend their grievances.

## ATTENDANCE SHEET

Date: 04.12.2017

Time : 05.45 PM

Sub: Meeting of Pr. Secretaries/ Secretaries/HoDs

SNO	Name	Department
1	Sh S N Sahai	Pr Secy (Finance/Planning)
2	Sh M K Parida	Pr Secy (Home)
3	Sh Raajiv Yaduvanshi	Pr. Secy (Health)
4	Smt. Varsha Joshi	Secy (Power) Commissioner (Transport)
5	Sh Anil Kumar Singh	Chairman (DSSSB)
6	Smt Renu Sharma	Pr. Secy (PWD/UD)
7	Sh A K Mendiratta	Pr. Secy (Law)
8	Smt Garima Gupta	Director (Higher Education)
9	Smt Saumya Gupta	Director (Education)
10	Sh Keshav Chandra	CEO, DJB
11	Sh Shurbir Singh	CEO (DUSIB)
12	Sh T. Sreekanth	Director (UTCS)
13	Sh A. Anbarasu	Secretary (Services)
14	Sh Ishwar Singh	Addl DCCT
15	Sh H Rajesh Prasad	Commissioner (GST)
16	Sh G C Mishra	Director (DFS)
17	Sh J. B. SINGH	RCS
18	Sh Sandeep Kumar	CMD (DTC)
19	Dr Jayadev Sarangi	Secretary (I & P)
20	Sh Rajesh Bali	Secy (AR)
21	Dr Dilraj Kaur	Addl Commissioner (SDMC)
22	Sh Madhup Vyas	Commissioner (North DMC)
23	Sh K R Meena	Commissioner (Food)
24	Smt Manisha Saxena	Secy (Rev/Dev/ACL)
25	Sh Mohanjeet singh	Pr Secy (Industries)
26	Sh Ajay Chagti	SO to CS
27	Ms. Geetalit Tare	FA, NDMC
28	Sh Sanjay Kumar Saxena	Secretary (Labour)
29	Sh S.N.A Najmi	Member (Fin) DJB
30	Sh S.N Mishra	Commissioner (Food Safety)
31	Sh Devender Singh Nijjer	Spl. Secretary (Planning/Finance)
32	Smt P.S. Srivastava	Secretary (Education)
33	Sh Ranbir Singh	Commissioner (EDMC)
34	Dr. G. Narender Kumar	

9. ✓	Disposal of Public Grievances uploaded in PGMS	Public grievances registered on PGMS should be attended regularly in a time bound manner. All departments should review the pending cases and take prompt action for their disposal.
10.	Reduction of Human interference in the Delivery of Public Services	All Departments should plan delivery of public services in such a manner that there is minimum human interface in the delivery of services. In this direction all departments should orient delivery of the public services through electronic medium. The Chief Secretary suggested that IT Department should explore the feasibility of appointment of a Chief Technical Officer to coordinate such activities in the Government.
11.	Pollution in Delhi	Actions being taken to deal with the pollution was discussed. CS advised all concerned to take the agreed/identified steps to prevent, mitigate and combat pollution.