

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

No. D-75/Dy.Dir (Vig)/DUSIB/2016

Date: 01/02/2016

Minutes of the Meeting on Preventive Vigilance with heads of public dealing branches of DUSIB held on 22/01/2016.

A Meeting on Preventive Vigilance with heads of public dealing branches of DUSIB was held on 22/01/2016 at 10 a.m. in the Conference Hall at Punervas Bhawan, ITO, New Delhi under the chairmanship of Member (Admn.) /CVO, DUSIB. During the meeting various activities /functioning of Public dealing branches were discussed along with guidelines/policy/procedures being followed/adopted in day to day functioning of respective public dealing branch. The list of officers who attended the meeting is enclosed.

Director (Vig.) while initiating the discussion briefed about meetings held with Sh. B. L. Sharma, Special Vigilance Commissioner, and GNCT of Delhi on dt.09/01/2016 and 15/01/2016 wherein, status of vigilance cases and various steps being taken for effective vigilance in the organization were discussed.

CVO stated that the meeting is being held to sensitize the Section heads i.e. Deputy Directors to take necessary steps so as to prevent any corrupt practice and to minimize the scope of lapses leading to vigilance cases. CVO emphasized on the need of having a proper understanding and practice of provision contained in the manual of office procedure and stressed upon framing of internal policy/guidelines/procedure for day to day functioning so as to avoid undue delay and unnecessary harassment of general public as majority of sections of DUSIB are dealing directly with general public.

Thereafter, CVO reviewed the functioning and policies being implemented in respective branches. CVO emphasized maintenance of proper record/files/registers and disposal of receipts/application in time bound manner at each stage by following the guidelines / policies and office procedures. CVO further emphasized on strict supervision for each and every reference by the branch officers/heads.


During the meeting following decisions were taken:

1. Punctuality of attendance by all including staff and officers is mandatory.
2. Steps should be taken to restrict the entries of un-wanted/unauthorized persons who are reported to be functioning as broker or tout.
3. Complaints/references of General Public should be not disposed on pick and choose basis and taken up in a systematic manner covering all the issues together at one go so as to avoid undue delay/harassment. A complaint register should be maintained for this purpose.
4. Registers as prescribed in Manual of Office Procedures should be maintained mandatorily with up to date details so as to get desired information instantly.
5. All the Section heads are also directed to carry out regular inspection to ensure effective functioning of the respective section.

6. Moreover, separate inspection teams are being constituted who may conduct surprise visits to oversee that the instructions/policies are being properly followed. Any laxity noticed/reported during such surprise visit against any official will be viewed seriously.
7. The old policy decisions/Resolutions passed by MCD with respect to Housing/property/lease and other sections, which are in vogue but if not-readable, then may be retyped. These may be got ratified by DUSIB Board, with modification, if any, needed. It was also desired to make or formulate DUSIB own policy and all such policies be put on DUSIB official website.
8. Each branch should maintain Master folder/guard file wherein copies of all the policies, important decisions and circulars be kept for ready reference.
9. As also provided in vigilance manual, respective branch shall also ensure that all policies, important decisions, circulars and orders pertaining to their branch be uploaded on the website of the department as public domain document which will improve the transparency in working as well as reduce the queries/RTI references.
10. Verification of stock, as prescribed in GFR may be followed in the department.
11. Regular office inspection as per instructions/provision contained in manual of office procedure be carried out.
12. Finance section should ensure periodic internal audit of branches. Timely reply of audit paras and implementation of suggestions if any should be ensured by the branches.
13. All branch heads should ensure timely reply to the information sought by Vigilance branch to avoid unnecessary delay of vigilance cases.

Director (Vig) has also informed that Special Vigilance Commissioner, GNCTD has desired to interact with officials mainly dealing with public to know their functioning and activities and also steps for further improvement in timely disposal of public references. Accordingly, Member (Admn.)/CVO has fixed a meeting with all concerned on Friday, 29th January, 2016 at 4 p.m.

Meeting ended with thanks to the chair.


1/29/16
Dy. Director (Vig.)

All branch heads

Copy for information to :-

1. P.S. to C.E.O., DUSIB
2. PS to Members (Admin/Finance/ Engineer/Power)
3. P.S. to C.V.O., DUSIB
4. P.S. to Director (Vig.)