

OFFICE OF THE CHIEF EXECUTIVE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
4th FLOOR, C' WING, VIKAS BHAWAN - II,
CIVIL LINES, DELHI - 110 054
Tele Nos: 011-23814165/66, 011-23814164(Fax),
Email : delhishelter@gmail.com

No: PS/CEO/DUSIB/2014/D- 60

Dated: /^{7A}9 Feb., 2014

ORDER

To digitize the records in DUISB relating to allotment of plots, properties and lands in a time bound manner, the following Committee is constituted:

1. Shri M.C. Wankhadey, Director (P&M)
2. Shri Gurukirpal Singh, DD(P&M)
3. Shri V.B. Kashyap, DD(IT)
4. Shri Jeet Ram, Architect
5. Shri K.K. Bhardwaj, Tehsildar (I)

.....Chairman

The Committee shall review the progress of digitization regularly and sort out the issues arising during digitization process. Any policy decision required will be put up for approval to the Competent Authority.

The review meeting of the Committee will be held on every Monday and Thursday at 10.00 A.M. in the office of the undersigned at Vikas Bhawan-II.

The Committee should make an Action Plan to complete the digitization by **31st March, 2014.**

The Digitization should include :

- (i) Data entry relating to records
- (ii) Scanning of the documents
- (iii) Digitization and scanning of Lay-Out Plans of the Properties
- (iv) Marking of the properties and records on GIS
- (v) Linking of MIS & GIS

: 2 :

- (vi) The Committee will also ensure that certificate of authentication is obtained from the concerned Branch In-Charges to ensure that data entered is authentic and certified
- (vii) The Committee shall also make a Plan for storing and retrieval of the physical records/files etc.

Amar Nath 18.2.14

(Amar Nath)
Chief Executive Officer

To,

1. Member (Admn)
2. Chief Engineer(I)&(II)
3. All Directors
4. All Dy Directors
5. All SEs/All EEs
6. Shri M.C. Wankhadey, Director (P&M)
7. Shri Gurukirpal Singh, DD(P&M)
8. Shri V.B. Kashyap, DD(IT)
9. Shri Jeet Ram, Architect
10. Shri K.K. Bhardwaj, Tehsildar (I)
11. All ADs
12. Office copy