

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (NIGHT SHELTER)
H-15, Vikas Kutir, IP Estate, New Delhi-110002.

No. F-06/374/Dir (NS)/2020-21/D- 196

Dated: 28-09-2020

OFFICE ORDER

An Office Order vide No. F-06/374/Dir (NS)/2020-21/D-173 dated 31.08.2020 was issued consequent upon posting of two newly promoted EEs (Civil) as Dy. Directors (NS) in Night Shelter branch as per the requirement. But, immediately after that DD (NS)-II & DD (NS)-III were transferred by Admn. Branch vide Office Order dated 02.09.2020 and hence under the circumstances, the work distribution amongst the DD (NS)-I & DD (NS)-IV is hereby made as under with immediate effect:-

S. No	Name of DD/ designation	Work assigned	Staff attached.
1.	Sh.V.S.Verma DD(NS)-I [Link Officer- DD (NS)-IV]	<p>1. Complete Tendering/RFP process upto award stage for O & M of Shelter Homes/other tenders (except Pagoda Tents), Work orders for Procurement of store/other items through Quotations etc including their payments, refund of EMD to agencies etc..</p> <p>2. Execution/Implementation of agreements of works of O & M of Shelter Homes for Cluster Nos. 1,2,6,7, 10,11,13 & 14 (8Nos.) and their Payments/refund of Performance Guarantee etc. to the SMAs/NGOs.</p> <p>3. Extension of existing agreements/ tenure of SHs i/c opening/ closing of SHs(excluding Pagoda Tents)</p> <p>4. Assessment of penalties on the basis of Inspection reports of 3rd party Monitoring Agency/ Deptt. Staff/ NGOs/ complaints etc.</p> <p>5. Administrative matters of NS branch i/c Skill Development Training.</p>	<p>Sh. K.P.Singh, AE (Civil) (Also posted in Division C-8 & C-10)</p> <p>Sh. K.M.Goel Consultant (Civil)</p> <p>Sh. Virender Singh, Consultant (Civil)</p> <p>Sh.Krishan Singh, UDC Sh. Pradeep Kr.Sharma, UDC</p> <p>Sh. Ravi Jain, LDC Sh. Md. Junaid, DEO Sh.Amit Kumar, DEO</p>

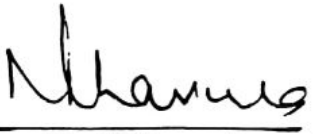
		<p>6. Issues related to RTI/ DRIA/ PGMS/ LG/CPGRAM. Matter related to DWC, Assembly/ Parliament Questions, NHRC etc.. & complaint matters of SMAs.</p> <p>7. Monitoring of rectification of defects/ repairs in all SHs through concerned EEs (Civil/ Elect/Hort.)/other deptts. etc.</p> <p>8. Coordination with Centralised Control Room, Issues/reports of occupancy/ rescue etc. under Winter Action Plan/ Summer Action Plan.</p> <p>9. Any other matters assigned by Dir(NS)</p>	
2.	DD (NS)-II [Link Officer- DD(NS)-III]	Nil	
3.	DD (NS)-III [Link Officer- DD (NS)-II]	Nil	
4.	Sh.K.L.Maurya DD (NS)-IV [Link Officer- DD (NS)-I]	<p>1. Complete work of Pagoda Tents for Tendering & its execution/Installation at site for temp. shelter homes during winter season i/c O & M through SMAs.</p> <p>2. Execution/Implementation of agreements of works of O & M of Shelter Homes for Cluster Nos.3,4,5,8,9, 12 & 16 (7Nos.) and their Payments/ refund of Performance Guarantee etc. to the SMAs/NGOs.</p> <p>3. Monitoring of COVID-19 issues i/c Social Distancing, Provision & Payments of Food at all Shelter Homes as per Office Order dated 01.04.2020.</p> <p>4. General Coordination with other Departments, JAAC Meetings i/c Supreme Court appointed Monitoring Committee meetings etc. & preparation of their minutes/ATRs.</p>	<p>Sh. Sh. Rajeev Kumar, AD (NS)-I (also posted in SUR section & CDF section)</p> <p>Sh. Krishan Singh, UDC Sh. Bharat Bhushan,UDC Sh. Ravi Jain, LDC Sh. Sunil Kumar, DEO Sh. Kushal Sharma, DEO Sh. Munna, DEO Sh. Amar Singh, SG Sh. Prem Prakash, SG</p>

5. Management of Store excluding procurement of items.
6. Court/Arbitration Cases, Replies of Audit Paras/General issues of SHs etc..
7. He will be the Nodal Officer for public queries/contacts.
- 8 . Any other matters/works assigned by Director (NS).

Note:-

1. All DDs (NS) shall extend co-operation to each other in the matters of O & M of Shelter Homes, Pagoda Tents, Court/Arbitration Cases, Audit Paras, NHRC, DWC, Parliament/Assembly questions etc.
2. The Office Order regarding inspection of Shelter Homes, issued vide D-05 dated 08.01.2020 in respect of Sh. K.M.Goel, Consult./Retd. AE (Civil) & Sh. Virender Singh, Consultant/Retd. AE (Civil), posted in Night Shelter branch, shall continue to be in force. Further, DD (NS)-I can take services of said Consultants/Retd. AEs (Civil) additionally for technical matters related to preparation of PE/TS/DNIT etc, tendering process, penalties evaluation against SMAs, as per the need till any independent AEs are posted in Night Shelter branch. DD (NS)-IV can also take assistance of said Consultant/Retd. AE (Civil) for the work of Pagoda Tents.
3. Each Dy. Director (NS) shall check references frequently in their Mail IDs/ E-office etc. for taking timely necessary action.
4. Respective charge/details amongst DDs (NS)/ADs (NS)/UDCs shall be handed over/taken over immediately for smooth functioning.
5. The link officers of each DD (NS) during the leave period of the concerned DDs (NS) is indicated in the column of their names. **Any DD (NS) availing/proceeding on leave, shall intimate his link officer also about his period of leave & pending issues before his departure for smooth functioning of assigned duties.**
6. The attendance of all staff posted under DDs (NS), shall be monitored by DD (NS)-I & any leave in respect of any staff in Night Shelter Branch, shall be put up by the concerned DDs (NS) to Director (NS) through proper channel for sanction or further action..

7. AAO (NS) shall act/assist in issues of all tenders/procurements/payments/ execution of agreements/ award letters etc. to the concerned DDs(NS) directly. He shall attend Night Shelter branch for atleast three days on alternate day basis in each week.
8. Sh.V.S. Meena, LDC (Diary/Despatch) shall work in the office of Director (NS).


28/09/2020
(N.H.Sharma)
SE/Director(Night Shelter)

All DDs (NS)/Concerned

Copy to:-

1. Member (Expert-I)-Night Shelter for kind information.
2. Chief Engineer (Coord./NS) for information & getting posted requisite DDs (NS) AEs/ADs (NS), UDCs etc. as already conveyed separately.
- ✓ 3. Director (Admn.) for kind information.
4. ACA-3/Night Shelter.
5. DD (System/IT) for uploading the Office Order on website.
6. Office Copy.