

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- 173

Dated: 31.08.2020

OFFICE ORDER


Consequent upon posting of two newly promoted EEs (Civil) as Dy.Directors (NS) in Night Shelter branch vide Office Order of SE (Coordination) dated 27.08.2020 and in supersession of previous Office Orders, the assignment of duties amongst the Dy. Directors (NS) posted in Night Shelter branch 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]	<ol style="list-style-type: none"> 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 refund of EMD to agencies. 2. Payments of agencies (except those of SMAs & Pagoda Tents), Assessment of penalties on the basis of Inspection reports of 3rd party Monitoring Agency/ Deptt. Staff/NGOs/complaints etc. 3. Administrative matters of NS branch 4. Any other matters assigned byDir(NS) 	Sh. K.P.Singh, AE (Civil) (Also posted in Division C-8 & C-10) Sh. K.M.Goel Consultant (Civil) Sh. Virender Singh, Consultant (Civil) Sh. Ravi Jain, LDC Sh. Md. Junaid, DEO
2.	Sh. S.K. Thakur, DD (NS)-II [Link Officer- DD(NS)-III]	<ol style="list-style-type: none"> 1. Coordination with Centralised Control Room, Issues/reports of occupancy/ rescue etc. under Winter Action Plan/ Summer Action Plan. 2. He will be the Nodal Officer for public queries/contacts. 3. Skill Development Training. 4. Management of Store excluding procurement of items, 5.Any other matters assigned byDir (NS) 	Sh. Sh. Rajeev Kumar, AD (NS)-I (also posted in SUR Section) Sh.Krishan Singh, LDC Sh.Amar Singh, SG Sh.Prem prakash, SG Sh.Amit Kumar, DEO

<p>3.</p>	<p>Sh. Ajay Yadav, DD (NS)-III</p> <p>[Link Officer-DD (NS)-II]</p>	<p>1. Execution of agreements of works of O & M of Shelter Homes and their Payments/ Performance Guarantee etc. to the SMAs/ NGOs. Extension of existing agreements/tenure of SHs i/c opening/ closing of SHs(excluding Pagoda Tents)</p> <p>2. Issues related to RTI/ DRIA/ PGMS/ LG/CPGRAM. Matter related to DWC, Assembly/ Parliament Questions, NHRC etc.. & complaint matters of SMAs.</p> <p>3. Monitoring of COVID-19 issues i/c Social Distancing, Provision of Food at all Shelter Homes as per Office Order dated 01.04.2020 (copy enclosed).</p> <p>4. Any other matters/works assigned by Director (NS).</p>	<p>Sh. Pradeep Kr.Sharma, LDC</p> <p>Sh.Krishan Singh, LDC</p> <p>Sh.Ravi Jain, LDC</p> <p>Sh.Munna, DEO</p>
<p>4.</p>	<p>Sh.K.L.Maurya DD (NS)-IV</p> <p>[Link Officer-DD (NS)-I]</p>	<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. Monitoring of rectification of defects/ repairs in all SHs through concerned EEs (Civil/ Elect/Hort.)/other deptts. etc.</p> <p>3. General Coordination with other Departments, JAAC Meetings i/c Supreme Court appointed Monitoring Committee meetings etc. & preparation of their minutes/ATRs.</p> <p>4. Court/Arbitration Cases, Replies of Audit Paras/General issues of SHs etc..</p> <p>5. Any other matters/works assigned by Director (NS).</p>	<p>Sh. Sh. Rajeev Kumar, AD (NS)-I (also posted in SUR Section)</p> <p>Sh.Bharat Bhushan,UDC</p> <p>Sh.Sunil Kumar, DEO</p>

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 (copy enclosed) 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.
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. Kushal Sharma, DEO & Sh.V.S. Meena, LDC (Diary/Despatch) shall work in the office of Director (NS).
9. The duties assigned to DD (NS)-IV vide Office Order bearing No.F-06/374/Dir/ NS/DUSIB/2019-20/D-122 dt.01.04.2020 were changed to DD(NS)-III on his joining of duties on dated 03.04.2020 and same are continued.


31/08/2020
(N.H.Sharma)
SE/Director(Night Shelter)

All DDs (NS)/Concerned

Copy to:-

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

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No. F-06/NS/DUSIB/374/2019-20/D-05


Dated: 08.01.2020

OFFICE ORDER

An Office Order was issued through mail dated 24.12.2019 due to urgency consequent upon joining of Sh. Virender Singh, Consultant (Civil) on dated 16.12.2019 & Sh. K. M. Goel, Consultant (Civil) on 23.12.2019 in Night Shelter branch in pursuance of Office Order of Coordination section dated 16.12.2019.

In supersession of same, they are posted with DD(NS)-I exclusively for carrying out inspection of all Shelter Homes on daily basis using office vehicle allotted for Night Shelter branch. These Consultants (Civil) shall report to DD (NS)-I directly. The said inspections shall be carried out by them jointly through Night Shelter inspection App and efforts shall be made to carry out inspection of Shelter homes in such a way that each shelter home is inspected atleast twice in a month. DD(NS)-I can however explore additional measures for improvement in Inspection Mechanism for the Shelter Homes

The necessary action for getting deficiencies attended to through concerned EEs/SMAs including imposition of penalties on SMAs based on said inspection reports of Consultants (Civil), shall be taken by DD(NS)-I as per the SOP already issued. The user ID & password for the "NS inspection App" have reportedly been provided to the concerned officers of Night Shelter branch, which shall further be issued to the concerned EEs & SMAs by the IT section with the help of DD(NS)-I so that concerned EEs & SMAs can have direct access to the App & take action for attending the deficiencies.


08.01.2020
(N.H.Sharma)
SE/Director (Night Shelter)

Copy to:-

1. CE (Elect/NS) for kind information.
2. CE (Coordination/IT) for kind information.
3. SE (Coordination) for kind information.
4. All DDs (NS) for information & n.a.
5. Sh. K.M.Goel, Consultant (Civil) & Sh. Virender Singh, Consultant (Civil)
6. Office Copy.

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No F-06/374/Dir/NS/DUSIB/2019-20/D- 1 2 2

Dated:01.04.2020

ORDER

The Administrative matters of Night Shelter branch and Coordination with other departments etc. are assigned to DD (NS)-IV vide Office Order No.F-06/374/Dir(NS)/2019-20/D-83 dated 27.02.2020.

During the lockdown period, it is reminded that the monitoring of "Social Distancing" amongst the homeless period within each DUSIB Shelter Home and provision of lunch/Dinner (2 meals) to the homeless people at the Shelter Homes provided by the concerned SMAs in proper manner, are the major issues besides other issues being monitored.

In this regard, it is directed that the above issues please be monitored continuously as per the guidelines issued by the concerned departments from time to time, with the help of AD (NS)-I already posted with you. The assistance of DUSIB EEs/ Nodal EEs attached with the office of respective DMs, may also be taken in shifting of extra people from any Shelter Home to nearby temporary Shelter started by the office of respective DMs/SDMs so that "Social Distancing" could be maintained amongst homeless people in an effective manner. The live occupancy report & food distribution to homeless people at the Shelter Homes, be also monitored on DUSIB website, which is being updated on daily basis by Sh.Deepak Kaushik (M-9717999138) of IT Section. Any non-compliance please be brought to the notice of undersigned for its remedial measures.



01/04/2020
(N.H.Sharma)
SE/Director(Night Shelter)

Sh. Kamal Deep, DD(NS)-IV

Copy for kind information to:-

1. CEO, DUSIB.
2. Chief Engineer (Elect./NS) , CE-1 & CE-2/IT.
3. All Nodal EEs (DUSIB) posted with DMs: They shall assist DD (NS)-IV for above issues.
4. All Concerned SMAs: for necessary compliance of above issues on their part..
5. Office Copy.