

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
OFFICE OF THE CHIEF EXECUTIVE OFFICER**

No. PS/CEO/DUSIB/2022/D-150

Dated: 08/06/2022

**MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 07.06.2022 AT 11.00 A.M. IN THE CONFERENCE HALL UNDER THE CHAIRMANSHIP OF CHIEF EXECUTIVE OFFICER TO REVIEW THE FUNCTIONING OF VARIOUS DEPARTMENTS.**

A weekly review meeting was held on 07.06.2022 under the chairmanship of Chief Executive Officer to review the functioning of various departments in DUSIB. The following officers attended the meeting :-

- 1 Sh.K.Mahesh, IAS, CEO ..... In Chair
- 2 Sh.S.K.Singh, IAS, Member(Admn)
- 3 Sh.S.K.Dania, Chief Engineer-II
- 4 Sh.Arun Sharm, Chief Engineer(Elect./IT)
- 5 Sh..N.H.Sharma, Chief Engineer-I
- 6 Sh.P.K.Garg, Suptdg.Engr.-2
- 7 I.K.Srivastava, SE(Plg.)
- 8 V.S.Fonia, SE-I
- 9 Sh.Raj Kumar Jindal, SE(Coord/QC)
- 10 P.D.Ashok, SE(E&M)/DIR(NS)
- 11 Sh.Rajiv Kumar, SE(E)2
- 12 Atul Jain, SE(E)2
- 13 Sh.Rajender Gosain, Dir(Admn./Vig./Allot/SCP/CDF)
- 14 Sh.P.K.Jha, BFO/Dir(RP)/Prop/IAL/Law
- 15 Sh.Jagdev Singh, Dir(Hsg)/L&L/BVK/CH
- 16 Sh.Akshay Kumar, Law Officer
- 17 Ms.Honey, Architect
- 18 Sh.Akshay Srivastav, Law Officer

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*08/06/22*  
K. MAHESH, IAS  
Chief Executive Officer

- 19 Sh.Ashok Joseph, Dy.Director(IT)  
 20 Sh.G.L.Kateja, Dy.Dir  
 21 Sh.Rama Kant Sharma, Dy.Dir.  
 22 Sh.Om Prakash, EE(Elect)

On the onset of meeting, Chief Executive Officer directed all the officers that the Action Taken Report must be submitted before the schedule of next meeting in the following format :

S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
01	Chief Executive Officer directed that all JEs/EEs/SEs/Chief Engineers should start inspection of the community toilets, Basti, Vikas Kendras, Community Halls, Night Shelters and maintain a record of their inspections. Surprise inspections will be held by Chief Executive Officer and Member(Admn.) from Thursday i.e 16.6.2022 onward.	Chief Engineers/ Suptdg.Engrs./ Executive Engrs.	<i>Give list of members</i>
02.	Director (Admn.)/SE-2 was asked about the progress of renovation/cleanliness of the office premises. SE-2 apprised the CEO that estimates have been made for the renovation of office and within one week the work will be started. He was also directed by CEO for regular monitoring of the cleanliness in office. It was also brought to the knowledge of CEO that Sh.Surinder Singh, Caretaker is absent from duty for a long period. He has been	Director(Admn.) Sh.P.K.Garg, SE-2	<i>13/07/2022</i>

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K. MAHESH, IAS  
 Chief Executive Officer



	issued Show Cause Notice but no response has been received. Accordingly Chief Executive Officer directed that he should be placed under suspension immediately.	✓	
03.	Pension Cases were discussed in the meeting. Chief Executive Officer directed that there should be timely disposal of all pension cases. He further directed that all pending pension cases should be disposed off on or before 30.06.2022.	Pension Cell Ms.Madhu Malti Ms.Anupama, AAO — —	DYCA D7.
04.	To initiate the work of e-office, Chief Executive Officer directed that Pro-vakil (Business Intelligence & Data Analysis Software) be procured from GEM within 15 days.	Director (Law) and L.O. (DUSIB)	<del>Vinay Vansh</del> <del>(Wed)</del> 15/06/22
05.	Service Matters – CEO directed that all service matters requiring decision be placed before him by 30.06.2022.	Director(Admn.) —	17/07/2022 :-
06.	Chief Executive Officer directed for formation of a Committee for drafting all DUSIB Rules under the DUSIB Act 2010, giving details of the members of the committee to be chaired by CEO. All three CE's will be the member of the committee. Sh.Akshaya Shrivastava will be the Member Secretary assisted by Sh.Pranab Siroha and Sh.Vijay Magoo, JLO.	Law Officer	Order issued 30/06/22
07.	CEO informed that a meeting was held under the chairmanship of Joint Secretary, MoUHA and informal discussion has taken place regarding the allotment of JNNURM Houses. This is in pursuance of High Court's order dated 1.6.22 and it has been	Sh.SK Dania Sh.NH Sharma, Sh.P.K.Jha Law Officer	

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K. MAHESH, IAS  
Chief Executive Officer



	listed as PIL for 6 <sup>th</sup> July 2022. Sh.S.K.Dania will do the detailing of four projects along with Rehab Branch. Sh.P.K.Jha, Sh.N.H.Sharma, Sh.B.V.Gautam and Sh.Vijay Magoo will assist Sh.Dania. The first meeting in this context will be held on 9 <sup>th</sup> June 2022 at 3.00 P.M. in CEO's office. All the members should come well prepared with all the reports and facts.	<p>① Heister derlet</p> <p>② Relent 18/07/22</p> <p>③ ASH 26 17/05/22</p>
08	The timelines for implementation of e office as per the initial target date of 24.6.22 has been submitted. The times lines and the target dates will be strictly adhered to and it was directed by CEO that all DUSIB officials will extend their utmost cooperation in meeting this deadline. It was also informed that The section heads will assess their requirement for computers and scanners strictly as per the work load of the section and the data submitted with respect of the number of files/DAK moved in the month of April 2022.	<p>Sh.Arun Sharma, CE(IT)</p> <p>Sh.Ashok Joseph, DD(System)</p> <p>① Scanners email</p> <p>② Monitors also 1 year</p>
09	(i) At the end of the meeting, water logging issue was discussed with Engineers. They apprised CEO that there are 08 Points where problem of water logging exist. The concerned Engineers were directed to submit the report where pumps have been installed by 6.00 P.M. on 07.06.2022. He further directed all the SEs to visit the area where water logging takes place at 08 points and also	<p>Sh.P.K.Garg, SE</p> <p>Sh.V.Fonia, SE</p> <p>Sh.B.V.Gautam, SE</p> <p>Tender work.</p> <p>To discuss with pump mgs.</p>

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<p>identify any other part of water logging. Further they should confirm that the water pump is in place or needs to be requisitioned as per contract. This information must be furnished for LG's meeting on 7.6.22 by 6.00 P.M. Furthermore, SEs should also furnish information for the year 2020-21 as how many pumps were used at various points and an actual duration of pump operation (date-wise) with expenditure details etc.</p> <p>(ii) He further directed that proper dewatering arrangements for office premises be also made. All the water entering points in Vikas Kuteer and Punervas Bhawan be identified and must be plugged. This information should also be furnished by 11.00 A.M. tomorrow.</p>		
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The next meeting will be held on 13.6.2022 at 10.30 A.M.

*K Mahesh*  
(K. Mahesh)  
Chief Executive Officer  
13/06/22  
**K. MAHESH, IAS**  
Chief Executive Officer

All Concerned

*Add Agenda items &*

*put up minutes*

*5/5*

*13/06/22*

*13/6*