

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

No. PS/CEO (DUSIB)/2022/D-162.

Dated: 16.06.22

**MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 13.06.2022 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 13.06.2022 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 Sharma, Chief Engineer(Elect./IT)
- 5 Sh..N.H.Sharma, Chief Engineer-I
- 6 Sh.B.V.Gautam, Suptdg.Engr., SE-III
- 7 Sh.P.K.Garg, Suptdg.Engr.-II
- 8 Sh.Vijay Shankar Verma, SE-IV
- 9 I.K.Srivastava, SE(Plg.)
- 10 V.S.Fonia, SE-I
- 11 Sh.Raj Kumar Jindal, SE(Coord/QC)
- 12 P.D.Ashok, SE(E&M)
- 13 Sh.Rajiv Kumar, SE(E)2
- 14 Atul Jain, SE(E)2
- 15 Sh.Rajender Gosain, Dir(Admn./Vig./Allot/SCP/CDF)
- 16 Sh.P.K.Jha, BFO/Dir(RP)/Prop/IAL/Law
- 17 Sh.Jagdev Singh, Dir(Hsg)/L&L)/BVK/CH
- 18 Sh.Om Prakash, EE(Elect)III

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*u. Mahesh*

- 19 Sh.Akshay Srivastava, Law Officer  
 20 Ms.Honey, Architect  
 21 Sh.Ashok Joseph, Dy.Director(IT)  
 22 Sh.G.L.Kateja, Dy.Dir  
 23 Sh.Rama Kant Sharma, Dy.Dir.  
 24 Pradeep Chandola, Dy.Director  
 25 Sh.Belam Singh, Dy.Director  
 26 Sh.Bhupesh, Dy.Director  
 27 Sh.UM Rao, Dy.Director

At the very outset of the meeting, Chief Executive Officer expressed his concern over increasing number of covid cases and urged the members for wearing face mask during the meeting as a precautionary measure and also follow the COVID norms.

ATR of last meeting held on 07.06.2022:-

S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
01.	<b>Regular Inspection by concerned officers.</b> All the concerned officers were directed to start inspections of the area under their jurisdiction because from Thursday onwards, CEO will start surprise inspections. All Engineers were also directed to send the pictures/information in whatsapp group.	All CEs/ SEs/EEs/ JEs.	(i) All CEs/SEs/EEs/ JEs have started the inspection of their respective area (ii) CEs to collect all inspection report & give number of inspections conducted by JEs, AEs, EEs, SEs & CEs with dates.
02.	<b>Renovation/Cleanliness of Office Premises</b>	Sh.P.K.Garg, SE-2 Director(Admn.)	Cleanliness of office premises



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	CEO had emphasized on Cleanliness and drainage work.		has already started and Sh.P.K.Garg, SE-II informed that drainage work will be completed by 13.07.2022.
03.	<b>Pension Cases</b> Chief Secretary had ordered that all the pension matters of employees of each department should be resolved by 30.6.2022.	Dy.CA	All Officers dealing with Pension/ family pension cases are on the job.
04.	<b>Service Matters</b> Director(Admn.) was directed to prepare a DPC calendar as to who are to be promoted, their details, status etc.	Director(Admn.)	Director(Admn.) informed that the details will be submitted by 17.6.2022.
06.	<b>Formation of a Committee for drafting all DUSIB Rules</b>	Law Officer	L.O. informed that committee has been formed and orders have been issued and draft report to be submitted by 30.6.2022.
07.	<b>Regarding allotment of Houses under JNNURM Scheme (MoUHA)</b> CEO directed that a meeting notice be issued for a meeting with MD, DSIIDC on 17.6.22 at 11.00 AM and before that in-house meeting will be held on 16.6.2022 at 4.00 PM in this regard.	Sh.S.K.Dania, Chief Engineer-I	Meeting Notice has been issued for 17.06.2022.
08.	<b>Timeline of Implementation of e office</b> CE(IT) requested CEO(DUSIB) to	Sh.Arun Sharma Chief Engineer (IT)	Compliance done but procurement

	<p>request Special Secretary(IT), GNCTD for the following for which mail had been forwarded to Joint Director(IT), GNCTD dated 10.6.22:-</p> <ol style="list-style-type: none"> <li>1. Creation of EMD Managers Account</li> <li>2. Creation of e-office instance</li> <li>3. Creation of file heads</li> <li>4. EMD Manager Training</li> </ol> <p>It was also requested to CEO by CE(IT) that a letter has to be sent to Director(UTCS) for immediate initiation of EMD Manager's Training. CEO has directed Dy.Dir (Admn.)/CT to send a reference to GM, MTNL, Eastern Court Janpath, New Delhi to change in the monthly plan of the existing low-speed internet connection in DUSIB to FTTH Fiber Plan with a speed of 100-500 Mbps with unlimited data capacity for all MTNL user connection in Vikas Kutir and Punervas Bhawan.</p>	<p>Sh.Ashok Joseph, DD(System) Dy.Dir.(Admn.)/CT</p>	<p>not started as yet.</p>
09.	<p><b>Water logging problems</b></p>	<p>Sh.P.K.Garg, SE-2</p>	<p>It was informed by the concerned engineers that water pumps have been installed in all water logging areas and all water entering points in Vikas Kuteer and Punervas</p>



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		Bhawan have been plugged in.
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### NEW AGENDA ITEMS

01.	<b>Shelter Home at Gita Colony</b> Chief Executive Officer directed Sh.SK Dania to get the shelter home at Gita Colony inspected.	Sh.SK Dania, CE-2	call visit
02.	<b>Shelter Home for Rescued Women</b> CEO directed the engineers to explore a shelter home exclusively for rescued/trafficked women which is away from the population. Accordingly Sh.NH Sharma informed the CEO that there are two shelter homes one at Gajipur which is a four storied building and the other at sector 20, Rohini. Director(NS) shall submit a proposal for the same giving details including expenditure & management of the shelters for trafficked women. This project be started by 13.07.2022.	Director(NS)	Clarify case. → h50m 150 per
03.	<b>Twitter Handle with Blue Tick</b> CEO directed that a Twitter A/c be created.	Sh.Arun Sharma, CE(IT)	-
04.	<b>Public Library Movement for Slums in Delhi.</b> CEO directed the engineers that there should be a provision of Public Library for the slum children to make accessible books for them. (i) Make a proposal to start 05 public libraries to start w.e.f.20.7.22. (ii) Proposal to contain details regarding expenditure with two ACs installed in each library.	Sh.NH Sharma, Chief Engineer-1	✓

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h. N. Sharma

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	(iii) Management of the public library (iv) Identify the 05 BVKs (v) Selection of books (vi) Survey of the JJBs		
05.	<b>Joint Apex Advisory Committee's meeting</b> CEO directed Director (NS) to start meeting with JAAC fortnightly. The meeting should start by next Tuesday i.e. 21.06.2022.	Director(NS)	Must be start for Sadhya 2 p.m. 24/06/22
06.	<b>Streamlining the issue of Parking and Marriage Halls</b> Chief Executive Officer directed to form a committee <del>com</del> <del>to streamline</del> to streamline the functioning of parking sites and Marriage Halls by formation of terms and conditions. Orders of the Committee shall be issued separately.	Director(PR)	Meeting at 2:30 PM
07.	Chief Executive Officer directed that in order to simplify the procedure and quick disposal of issues and save time a MAP for disposal of the matter at various levels be made.	Co-ordinated by CE(Coordn.)	Must be done soon (CC)

K Mahesh  
16/06/22  
(K.MAHESH)

CHIEF EXECUTIVE OFFICER

All Concerned