

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF EXECUTIVE OFFICER

No. CEO/PS/DUSIB/2022/D-180

Dated: 21.06.2022

MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 20.06.2022 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 20.06.2022 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 (Not present)
- 11 Sh.Raj Kumar Jindal, SE(Coord/QC)
- 12 P.D.Ashok, SE(E&M) (Not present)
- 13 Sh.Rajiv Kumar, SE(E)2
- 14 Sh.Atul Jain, SE(E)-I
- 15 Sh. Rajiv Kumar, SE(E)-II
- 16 Sh.Rajender Gosain, Dir(Admn./Vig./Allot/SCP/CDF)
- 17 Sh.P.K.Jha, BFO/Dir(RP)/Prop/IAL/Law
- 18 Sh.Jagdev Singh, Dir(Hsg)/L&L/BVK/CH
- 19 Sh. Pankaj Joshi, Director
- 20 Sh.Om Prakash, EE(Elect)III
- 21 Sh. K.L.Sharma, DCA
- 22 Sh.Akshay Srivastava, Law Officer
- 23 Ms.Honey, Architect
- 24 Sh.Ashok Joseph, Dy.Director(IT)
- 25 Sh.Rama Kant Sharma, Dy.Dir.
- 26 Pradeep Chandola, Dy.Director
- 27 Sh.Uma Rao, Dy.Director
- 28 Sh.Belam Singh, Dy.Director
- 29 Sh.G.L.Kateja, Dy.Dir
- 30 Sh.Bhupesh, Dy.Director
- 31 Sh. Vijay Kr. Magoo. Jr.L.O


K. Mahesh
21/06/22

K. MAHESH, IAS
Chief Executive Officer

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

ATR of last meeting held on 13.06.2022 & 14.06.2022 :

S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
1..	Regular Inspection by concerned officers. All the concerned officers were directed to continue holding of inspections of the area under their jurisdiction as 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 information reg. number of inspections conducted by JEs, AEs, EEs, SEs & CEs with dates. All inspections shall be up loaded & the picture with brief description about the inspection conducted the area of concerned indicate the repair required.
02.	Renovation/Cleanliness of Office Premises 01. CEO had emphasized on Cleanliness and drainage work. 02. The beautification of entry of DUSIB office with replacement of DUSIB Board to be done by this week. 03. The CRU Section, Dak receipt/ complaint centre/Control room N.S was inspected by CEO for three times in a week which is not properly maintained and labelled and white washed.	Sh.P.K.Garg, SE-2 Director (Admn.) Sh.P.K.Garg, SE-II. S.E-2 to review. i) The board should be placed outside CRU section with white and blue mark. ii) Complaint centre white & red with Name and mobile number of each officer/ employee should be mentioned.	Cleanliness of office premises has already started and Sh.P.K.Garg, SE-II informed that drainage work will be completed soon.



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K. MAHESH, IAS
Chief Executive Officer

3.	Pension Cases Chief Secretary had ordered that all the pension matters of employees of each department should be resolved by 30.6.2022.	Dy.CA & Director(Admn.)	All Officers dealing with Pension/ family pension cases are on the job. All pension cases with complete details must be put up before next weekly meeting and the same must be quashed by 30.6.2022 as a report is to be sent to C.S, GNCTD of Delhi.
04.	To initiate the work of e-office, Chief Executive Officer directed that Provakil (Business Intelligence & Data Analysis Software) be procured from GEM within 15 days. 2. Work distribution between the DCAs may also be issued today.	Dy.C.A & Dir.(Law)	DCA to ensure that file of Provakil must be processed at a time bound manner. Director(Admn.) on or before 24.06.2022.
05.	Service Matters 1. Director(Admn.) was directed to prepare a DPC calendar as to who are to be promoted, their details, status etc. 2. Previously, Ad hoc promotions have been done without DPC. The relevant file be put up immediately. 3. Any report to be sent to the Commission/ Court/ Forum/ Govt./ Assembly/ Parliament is sent as per timeline with complete information and record. 4. Director(Admn.) will monitor the PGMS, CPgram, LG Listening posts/PGC matters to ensure that as per timeline all the complaints are redressed.	Director(Admn.) Director(Admn.) /CEs Director(Admn.) Dir.(Adm.)	Director(Admn.) informed that the details will be submitted shortly. Member(Admn.) and the Director (Admn.) to take a view on service matters. An Expert body/ Retired Officer on Admn./Estab. matters may be engaged as member. His comments/ views will be included on all service matters.


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K. MAHESH, IAS
Chief Executive Officer

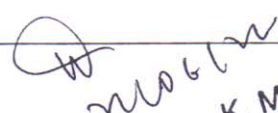
06.	Formation of a Committee for drafting all DUSIB Rules	Law Officer	L.O. informed that committee has been formed and orders have been issued and draft report to be submitted by 30.6.2022.
07.	Regarding allotment of Houses under JNNURM Scheme (MoUHA) CEO directed that a meeting notice be issued for 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	A Meeting has been conducted with DSIIDC and the Minutes are to be issued and follow up is to be done.
08.	Timeline of Implementation of e office CE(IT) requested CEO(DUSIB) to request Special Secretary(IT), GNCTD for the following for which mail had been forwarded to Joint Director(IT), GNCTD dated 10.6.22:- <ol style="list-style-type: none"> 1. Creation of EMD Managers Account 2. Creation of e-office instance 3. Creation of file heads 4. EMD Manager Training 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	Sh.Arun Sharma Chief Engineer (IT) Sh.Ashok Joseph, DD(System) Dy.Dir.(Admn.)/CT	1.Compliance done but procurement not started as yet. 2. Spl. Secretary(I.T) was contacted by CEO for the issues raised by JD(I.T).


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	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.		
09.	Water logging problems	Sh.P.K.Garg, SE-2	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 Bhawan have been plugged in.
10.	Shelter Home at Gita Colony Chief Executive Officer directed Sh.SK Dania to get the shelter home at Gita Colony inspected.	Sh.SK Dania, CE-2	C.E(Coord.) informed that the Geeta Colony, Shelter home has been inspected and the reports are being submitted.
11.	Shelter Home for Rescued Women CEO directed the engineers to explore a shelter home exclusively for rescued/trafficked women. Accordingly Sh.N.H Sharma, C.E-1 informed the CEO that there are two shelter homes one at Ghazipur 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)	The file to be put up regarding Ghazipur shelter home. This shelter home will be inspected by CEO and details regarding repair, white wash etc. to be put up.
12.	Twitter Handle with Blue Tick CEO directed that a Twitter A/c be created.	Sh.Arun Sharma, CE(IT)	DD(IT) to follow with twitter regarding blue tick handle.
13.	Public Library Movement for Slums in Delhi. CEO directed the	Sh.N.H Sharma, Chief Engineer-1	To put up file for public library for slum children in BVKs.


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	<p>engineers that there should be a provision of Public Library for the slum children to make accessible books for them.</p> <p>(i) Make a proposal to start 05 public libraries to start w.e.f.20.7.22.</p> <p>(ii) Proposal to contain details regarding expenditure with two ACs installed in each library.</p> <p>(iii) Management of the public library</p> <p>(iv) Identify the 05 BVKs</p> <p>(v) Selection of books</p> <p>(vi) Survey of the JJBs</p>		
14.	Issue regarding CCTV camaras.	Director(Admn.)	Director(Admn.) to ensure that CCTV cameras which are already fitted must be made functional within 10 days.
15.	<p>Joint Apex Advisory Committee's meeting</p> <p>CEO directed Director (NS) to start meeting with JAAC fortnightly. The meeting should start by next Tuesday i.e. <u>21.06.2022.</u></p>	Director(NS)	
16.	<p>Streamlining the issue of Parking and Marriage Halls</p> <p>Chief Executive Officer directed to form a committee to streamline the functioning of parking sites and Marriage Halls by formation of terms and conditions.</p> <p>Orders of the Committee shall be issued separately.</p>	Director(PR)	Inspection report of all parking sites to be placed before C.E(Coord.) for compilation.
17.	Reg. Requirement of Civil Defence Volunteers(Male/Female) in DUSIB	Director (Admn.)	A communication has been sent to ADM(Shahdara) by Director(Admn.) vide No.F/1379/24/CTB/DUSIB/2020/D-34 Dtd.15.06.2022.
18.	Regarding setting up of 05 number of Creches in Basti Vikas Kentras.	C.Es/S.Es/Director (BVK)	Sh. N.H.Sharma, C.E-I make a proposal.


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19.	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. The format for the same may be got approved by CE(Coord.) from CEO by 21.06.2022.	CE(Coordn.)	
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All Concerned

K. Mahesh
 (K. MAHESH)
 CHIEF EXECUTIVE OFFICER *21/06/22*

K. MAHESH, IAS
 Chief Executive Officer