

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

No. CEO/PS/DUSIB/2022/D-195

Dated: 28.06.2022

MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 27.06.2022 AT 5:00 P.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 27.06.2022 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) - On leave
- 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 Sh.I.K.Srivastava, SE(Plg.)
- 10 Sh.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 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(JJR/SUR/Land/PR
- 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

  
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- 31 Sh. Vijay Kr. Magoo. Jr.L.O
- 32 Sh. V.K.Chohan, AE(QC).
- 33 Sh. Pankaj Singhal, AE(C)
- 34 Ms. Madhu Malti, Modi, A.O(PF& Pension)
- 35 Ms. Anupma Nijhawan, AAO

At the very outset, Chief Executive Officer welcome all the participants and briefed about the agenda items and ask for Action Taken Report on previous meetings. The following agenda items were discussed :


S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
01.	<p><b>Timeline of Implementation of e office</b></p> <p>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:-</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</p>	<p>Sh.Arun Sharma Chief Engineer (IT)</p> <p>Sh.Ashok Joseph, DD(System)</p> <p>Dy.Dir.(Admn.)/CT</p>	<ol style="list-style-type: none"> <li>1. GEM Portal should be on Top priority.</li> <li>2. Technical bid for scanning of file has been done. Bid has been uploaded on Gem portal for procurement of around 32 no. computers and 08 no. Scanners.</li> <li>3. Old NIC mail i.d has been created for 163 officials. Old NIC mail i.d has been reactivated for 146 employees.</li> <li>4. For increasing of Band width of internet connection in Circle/ Divisions and Zonal office C.E(Coord.) is monitoring the issue with local MTNL office.</li> <li>5. e-office to start from available on or before 29.06.2022.</li> </ol> <div style="text-align: right;">   <b>K. MAHESH, IAS</b>            Chief Executive Officer         </div>



	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.		
2.	Punctuality : CEO, DUSIB undertaken inspection of Vikas Kutter office and it was found that number of officers were not present. He stressed on punctuality and if any employee is on leave, he must submit his C.L/E.L/Medical Leave.	Director(Admn.)	
3.	CEO directed that 10 no. Biometric machines is to be installed in our ten office locations, outside and within two premises at Punerwas Bhawan and Vikas Kuteer office.	Director(Admn.)	
4..	<b>Regular Inspection by concerned officers.</b> 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 with time & date with brief description about the inspection conducted & concerned area.	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 reports & give information reg. number of inspections conducted/ plan of inspection by JEs, AEs, EEs, SEs & CEs with time and dates. All inspections are being up loaded and the pictures with brief description about the inspection conducted of the concerned area, and deficiency if any, were communicated to him and repairs done/ rectification required has been done.
5.	<b>Renovation/Cleanliness of Office Premises</b>  01.CEO had emphasized on Cleanliness and drainage work.	Sh.P.K.Garg, S.EII to review.	1.Cleanliness of office premises has already started and

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	<p>The undersigned inspected Vikas Kuteer office where he found that there is garbage lying, white wash not done filthy atmosphere, almirah in the galary, not cleaned. Scrap has to be disposed off by a public sector unit. MSTC should be contacted for disposal of all the scrap. The detail of the scrap should be prepared branchwise. This exercise must be completed by 15.07.2022.</p> <p>CEO directed that entry and exit for the slum dwellers should be only one.</p> <p>02. The beautification of entry of DUSIB office with replacement of DUSIB Board to be done by this week.</p> <p>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.</p> <p>A separate meeting should be organised divisionwise with JEs/EEs/S.Es before 4<sup>th</sup> July 2022.</p>	<p>i)The board should be placed outside CRU section with white and blue mark.</p> <p>ii)Complaint centre white &amp; red colour with Name and mobile number of each officer/ employee should be mentioned.</p>	<p>2.Board outside the CRU section has been replaced.</p> <p>3.Mobile no. of each employee with white and blue mark has been done.</p> <p>4.Control room Board has been prepared with Red base and names of the employees in white colour has been marked.</p> <p>5.Sh.Raj Kr. Jindal, S.E informed that drainage work is completed.</p> <p>6.Beautification of entry of DUSIB office has been done.</p> <p>7.Flex Board has been replaced.</p>
6.	<p><b>Pension Cases</b></p> <p>Chief Secretary had ordered that all the pension matters of employees of each department should be resolved by 30.6.2022.</p>	<p>Dy.CA &amp; Director(Admn.)</p>	<p>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.</p>


  
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7.	CE(Coord.) will prepare 20 slides of pointwise information received from various branches.	C.E(Coord.)	
8.	CEO directed that all the consultants shall regularly attend the weekly meetings.	Sh. Randhir Singh, Sh. Ramesh Singh & Sh.R.S.Rana	CE(Coord.) to call them.
9..	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/ Director(Admn.) to ensure that file of Provakil must be processed at a time bound manner. Director(Law) to give details of the lowest bidder & date when was the bid uploaded on Gem site and on which date he will receive the rates of the lowest bidder on Provakil software.
10..	<b>Service Matters</b> 1. Director(Admn.) was directed to prepare a DPC calendar as to who are to be promoted, their details, status etc. 2. Director(Admn.) to be ready with checklist of the cases where DPC is to be held for promotion. CEO to discuss service matters with expert- Sh.Mahapatra. 3. Previously, Ad hoc promotions have been done without DPC. The relevant file be put up immediately. 4. Any report to be sent to the Commission/ Court/ Forum/ Govt./ Assembly/ Parliament is sent as per timeline with complete information and record. 5. Director(Admn.) will monitor the PGMS, CPgram, LG Listening	Director(Admn.)  Director(Admn.) /CEs  Director(Admn.)  Director(Admn.) to give break-up every week : i).PGMS. ii).CPGram iii)LG Listening posts. iv)PGC matters.	Director(Admn.) informed that the details for DPC has been submitted. 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. CEO will discuss service matters with expert.



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	posts/PGC matters to ensure that as per timeline all the complaints are redressed. PGC		
11.	<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. Legal framework is ready, several meetings have been held in Law office and First draft will be delivered by 30 <sup>th</sup> June, 2022.
12.	A proposal needs to be sent to LG regarding appointment of Vendor by name with name of Link officer.	Director(Admn.)	
13.	<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, CE-II will prepare the housing slides and give response to the letter of Sh. Gautam Narayan with respect to reasons why these houses are not allotted.	Sh.S.K.Dania, Chief Engineer-I	A Meeting has already been conducted with DSIIDC and follow up is to be done.
14	Water logging problems. CEO, DUSIB directed that drainage pump should be installed.	Sh.P.K.Garg, SE-2/ Sh. Raj Kr. Jindal, S.E	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.
15.	DUSIB has a number of land pockets. A committee should be formed with C.E-II, CE(Elect.) & Sh. V.S.Fonia, S.E(I) to assist in	C.E-II/ CE(E)/SE(I)	 <b>K. MAHESH, IAS</b> Chief Executive Officer



	identification of land for construction of DUSIB office building with State of art and technology and construction.		
16..	<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-II	C.E(Coord.) informed that the Geeta Colony, Shelter home has been inspected and it is intimated that N/S is functioning properly.
17.	<b>Shelter Home for Rescued Women</b> 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 Ghajipur 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 existing Night Shelter needs to be shifted to near by location. The case is under process for setting up of new shelter home.
18.	<b>Twitter Handle with Blue Tick</b> CEO directed that a Twitter A/c be created.	Sh.Arun Sharma, CE(IT)/ Sh. Ashok Joseph, DD(IT).	DD(IT) to follow with twitter regarding blue tick handle. Twitter handle of DUSIB has been created for blue tick. Status has to be timely updated by posting DUSIB related news, public events, public information for minimum 30 days to meeting the twitter criteria. After 30 days, twitter will analyse whether we have met the criteria for blue tick and then converted into twitter handle. All the posts and news items will be posted by Media Coordinator Sh.Bhasker Sharma.

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19.	<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. (iii) Management of the public library (iv) Identify the 05 BVKs (v) Selection of books (vi) Survey of the JJBs	Sh.N.H Sharma, Chief Engineer-1	To put up file for public library for slum children in BVKs.
20.	Issue regarding CCTV camaras.	Director(Admn)/ C.E(E)	09 no. cameras has been installed in Punerwas Bhawan including 03 no. In Reception area and 04 number cameras has been installed in Vikas Kuteer, in the entry and exit gate.
21.	<b>Joint Apex Advisory Committee's meeting</b> CEO directed Director (NS) to start meeting with JAAC fortnightly. Director(N.S) to issue Minutes of the Meeting.	Director(NS)	JAAC meeting has been held on 24.06.2022 at 2:00 P.M & next <u>meeting be fixed for 15.07.2022 at 2:00 P.M.</u>
22.	Sh. Jagdev Singh, Director(BVK) to give details of No. of BVKs with details of date of allotment, whether functional/ vacant and the latest position/status of BVKs with its present condition.	Director(BVK)	
23	<b>Streamlining the issue of Parking and Marriage</b>	Director(RP)/ Sh. Pankaj Joshi,	Inspection report of all parking sites to be placed before C.E(Coord.) for

  
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	<p><b>Halls</b></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. All the Law Deptt./Legal assistants will scrutinise all the R.P.Cell files &amp; give their comments immediately.</p> <p>All C.Es to get information from concerned S.Es/EEs that they are free for inviting tender for parking with the report should be furnished before 4<sup>th</sup> July 2022.</p> <p>To seek information from encroached land from the concerned engineers on the basis of Geo tagging and Geo referencing from ISRO. A proposal in this regard should be put up by 5<sup>th</sup> July 2022.</p> <p>S.Es/EEs under the supervision of 02 CEs to get the list of all the encroached policy by 4:00 P.M of 30.06.2022. The list of DUSIB land shall be furnished by Sh.Pankaj Joshi assisted by two JEs. Sh. P.K.Jha will give list of vacant land. Concerned division will verify regarding encroachment/ land free from encroachment.</p>	Director(Land).	compilation.
24.	Reg. Requirement of Civil	Director (Admn.)	A communication has been sent to

	Defence Volunteers(Male/Female) in DUSIB		ADM(Shahdara) by Director(Admn.) vide No.F/1379/24/CTB/DUSIB/2020/D-34 Dtd.15.06.2022. No response has been received as yet.
25.	Director(R.P) will prepare and put up the details/ list of shopping malls, marriage chunks, residential plots, commercial plots where the recovery is to be affected, find out where notices were not sent.?	Director(R.P)	
26.	Sh. Jha shall be the direct incharge of record maintenance and he will be assisted by all the Directors/ DDs and he will draw time bound plan for sorting out the record.	Sh.P.K.Jha, Director	
27.	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.
28.	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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CHIEF EXECUTIVE OFFICER

All Concerned

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