

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

Dated: 06.07.2022

No. CEO/PS/DUSIB/2022/D-213

MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 05.07.2022 AT 10:30 A.M IN THE CONFERENCE HALL UNDER THE CHAIRMANSHIP OF CHIEF EXECUTIVE OFFICER TO REVIEW THE FUNCTIONING OF VARIOUS DEPARTMENTS IN DUSIB.

A weekly review meeting was held on 05.07.2022 under the Chairmanship of Chief Executive Officer to review the functioning of various departments in DUSIB. The following points were discussed and decided during the meeting. The list of participants is annexed as Annex. "A".

S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
01.	Geo-referencing & Geo Tagging. The matter was discussed with GM, GSDL by Director(Land) alongwith CE-I & DD(System) and the entire procedure for geo-tagging & Geo referencing was explained by them in detail who has apprised the required documents and information. The same has been conveyed to all the concerned branches and the report will be confirmed by 10 <sup>th</sup> July, 2022	Sh.Pankaj Joshi, Director(Land)	.
02.	<b>Timeline of Implementation of i) e office ii) GEM portal</b>	Sh.Arun Sharma Chief Engineer (IT) Sh.Ashok Joseph, DD(System) Dy.Dir.(Admn.)/ CT	1. GEM Portal should be on Top priority. 2. Orders have been issued by the CEO for GEM portal under the overall control of CE. However, AD(Care Taker) has been registered as buying officer for CT branch on Gem portal.
03.	Punctuality : CEO, DUSIB, inspection of Vikas Kutter office.	Director(Admn.)	Directions of the CEO, DUSIB are being complied with in respect of leave and punctuality.
04.	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.) DD(IT)	The matter is being taken up by I.T Section. It has been informed that new Bio metric machines providing end-to-end solution with Cloud Services will be implemented which has been concurred by CEO.

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05..	<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.
06.	<b>Renovation/Cleanliness of Office Premises</b>	Sh.P.K.Garg, S.E-II to review.	
07.	<b>Pension Cases</b> The Worthy Chief Secretary had ordered that all the pension matters of employees of each department should be resolved.	Dy.CA & Director(Admn.)	All pension cases are cleared except one case of Smt. Panchkala as the office required some clarification from the claimant for which letter sent to the claimant. The claimant lives in Nepal.
08.	Streamlining of staff : The DUSIB staff needs to be streamlined in terms of allocation of work in various branches. Sh. Joshi will personally look into and examine the current posting/ status of staff in all the branches to streamline the office work.	Sh.Pankaj Joshi, Director(Land/ JJR)	
09.	<b>Parking Sites :</b> 1. Concerned engineer at parking site will handover the site without any encroachment/ electricity dues, if any, other than pertaining to parking contractor. R.P Cell will give performance guarantee as per agreement conditions subject to recoveries of all	CE-I/CE-II/ Director(R.P)	

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	<p>dues.. He will demand 12 months electricity charges in advance for running the parking site. Forfeit the EMD i/c P.G money, if any, contractor leave the contract in between. Pre-paid electricity metre is to be installed at every site.</p> <p>Sh.P.K.Jha will give details of 59 sites alongwith outstanding dues, electricity dues, performance guarantee, if any, and details of blacklisted/ debarred cases.</p> <p>JE/AE/EE will give the certificate that site is clear/ vacant for allotment.</p> <p>Member(Admn.) will convene a meeting with CEO, BSES regarding electricity metre connection at site where we have to run parking site &amp; terms and conditions will be finalised accordingly.</p>	Director(R.P)	
10.	<p>Procurement of more Experts in DUSIB.</p> <p>To put up the proposal in file by 08.07.2022.</p>	Member(Admn) Director(Admn.)	
11..	<p><b>Service Matters</b></p> <p>1.Director(Admn.) was directed to prepare a DPC calendar as to who are to be promoted, their details, status etc.</p> <p>2.Director(Admn.) to be ready with checklist of the cases where DPC is to be held for promotion.</p> <p>CEO to discuss service matters with expert-Sh.Mahapatra. DPC for promotion shall be done of Director(Admn.), DD as they are the Chairman of the Committee then Group "C"</p>	<p>Director(Admn.)</p> <p>Director(Admn.) to give break-up every week :</p> <p>i).PGMS.</p> <p>ii).CPGram</p> <p>iii)LG Listening posts.</p>	<p>1.DPC calendar already prepared and report submitted.</p> <p>2. Matter discussed with Shri Mahapatra. Waiting for the date convenient to Shri Mahapatra for DPC.</p> <p>3. File already submitted to the CEO.</p> <p>4. Directions of the CEO are complied with. Every care shall be taken in all such cases.</p> <p>5. PGMS/CPGRAM/LG listening post/PGC etc. are regularly monitored and efforts have been made to address and attend to the same within the timeline given.</p>

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	<p>&amp; Group "D", this should be done in a time bound manner. Create a Chart &amp; Performa.</p> <p>4. Any report to be sent to the Commission/ Court/ Forum/ Govt./ Assembly/ Parliament is sent as per timeline with complete information and record.</p> <p>5. Director(Admn.) will monitor the PGMS, CPgram, LG Listening posts/PGC matters to ensure that as per timeline all the complaints are redressed. PGC</p>	iv)PGC matters.	
12.	<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 is delivered.
13.	A proposal needs to be sent to LG regarding appointment of Vendor by name with name of Link officer.	Director(Admn.)	File is submitted for approval. Reminder already sent.
14.	The issue of imprest was discussed and required information from the concerned branches is to be obtained and amount of imprest will be decided on the basis of average imprest spent during the last three months for onward submission/ concurrence of CEO/Board.	CE-I/ CE-II/CE(Elect) DCA-1 & II	
15.	Office space to police department	Director(Admn.)	A letter to this effect has been sent to Commissioner, Delhi Police.
16.	Possibility of Drone survey is to be evaluated and conducted within time limit, including evaluation of its costing.	Member(Admn) Director(Land)	
17.	For maintaining cleanliness in JJ Clusters, a meeting with MCD Commissioner is	CE(Coord)	

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	to be organized on top priority.		
18.	For smooth supply of water and regular maintenance of sewer-lines, a meeting with CEO, DJB is to be organized.	CE(Coord)	
19.	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 identification of land for construction of DUSIB office building with State of art and technology and construction.	C.E-II/ CE(E)/SE(I) Dir(Lands)	
20.	<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)/ Media Coordinator Sh.Bhasker Sharma	Twitter handle has been created and posts relating to DUSIB are being regularly posted and around 500 followers are there. After one month, DUSIB will be eligible for applying for blue tick. The Media Coordinator, Sh. Bhasker is looking after the matter.
21.	<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	The list of BVKs be drawn up where public libraries and crèches can be provided for slum children in addition to file already submitted for the purpose. The timeline for the same is 12 <sup>th</sup> July, 2022.
22.	Issue regarding CCTV camaras.	Director(Admn)/ C.E(E)	Necessary action has been undertaken by CE(Elect.).
23.	<b>Joint Apex Advisory Committee's meeting</b> CEO directed Director (NS) to start meeting with JAAC fortnightly. Director(N.S) to	Director(NS)	JAAC meeting has been held on 24.06.2022 at 2:00 P.M & next <u>meeting will be held in the month of July, 2022.</u>

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	issue Minutes of the Meeting.		
24.	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. No response has been received as yet. Reminder has also sent by the Admn Section.
25.	Explore the possibility of in-situ rehabilitation with respect to the cluster behind Singapore Embassy. A proposal may be sent after a survey by the end of 31 <sup>st</sup> July, 2022. It should be included in our relocation policy of 2015 under MMAY.	Sh. N.H.Sharma,C.E-I/C. E-II will assist on top priority.	
26	Approx. 50 students from Delhi University and other educational institutes attended the CEO's meeting on 05.07.2022. CE(Coord.) to decide on top priority the survey to be conducted in the presence of Engineering Division concerned. Draw a list of issues to be undertaken on top priority. Detailed proforma to be devised which will bear the signatures of JE/AA/EE after each survey. The data will be entered on a daily basis. J.E will do the survey and students will assist him. The students will mark the attendance in attendance register, contract agreement will be signed, task should be defined, what they have done, with complete information on day to day basis. Link students in group, prepare a chart and issue the instructions.	CE-I/CE-II	

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27.	Regarding setting up of 05 number of Creches, 05 no. of libraries & 02 no. of women trafficking shelter homes in Basti Vikas Kendras. The Worthy C.S has directed DUSIB to go ahead with the proposal of public library, creches and shelter home for women trafficking in anticipation of receiving funds from Finance Department, GNCTD. The expenditure will be incurred by Delhi Govt.	C.Es/S.Es/ Director (BVK)	C.E-I make a proposal. Sh. N.H.Sharma, C.E-II will assist CE-I.
28	One Guest room is to be created in Punerwas Bhawan.	CE-II/Dir.(Admn.)	

All Concerned

*Kulshrestha*  
(K. MAHESH)  
CHIEF EXECUTIVE OFFICER

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