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

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

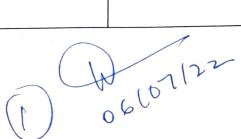
Dated:

06.07.2022

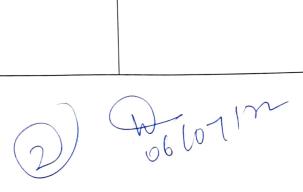
MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 05.07.2022 AT 10:30 A.M IN THE CONFERENCE HALL UNDER THE CHAIRMANSHIP OF CHIEF EXECUTIVE OFFICER TO REVIEW THE FUNCTIONING OF VARIOUS DEPARTMENTS IN DUSIB.

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 was discussed and decided during the meeting. The list of participants is annexed as Annex. "A".

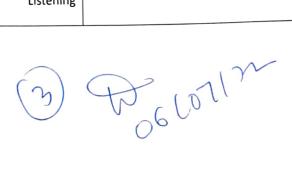
S.No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT
01.	Geo-referencing & Geo Tagging. The matter was discussed with GM, GSDL by Director(Land) alongwith CE-I & DD(System) and the entire procedure for geo-tagging & Geo referencing was explained by them in detail who has apprised the required documents and information. The same has been conveyed to all the concerned branches and the report will be confirmed by 10th July, 2022	Sh.Pankaj Joshi, Director(Land)	
02.	Timeline of Implementation of i) e office ii) GEM portal	Sh.Arun Sharma Chief Engineer (IT) Sh.Ashok Joseph, DD(System) Dy.Dir.(Admn.)/ CT	<ol> <li>GEM Portal should be on Top priority.</li> <li>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.</li> </ol>
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.



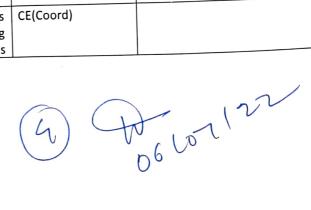
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	concerned officers.  All the concerned officers were directed to continue holding of inspections of the area under their jurisdiction as CEO will start surprise inspections. All Engineers were also directed to send the pictures/information in whatsapp group 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.	Renovation/Cleanliness of Office Premises	Sh.P.K.Garg, S.E-II to review.	
07.	Pension Cases 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.	JJR)	
09.	Parking Sites:  1. Concerned engineer a parking site will handove the site without an encroachment/ electricit dues, if any, other tha pertaining to parkin contractor. R.P Cell will giv performance guarantee a per agreement condition subject to recoveries of a	r y y n g e e	



	dues He will demand 12		
	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.  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.  JE/AE/EE will give the certificate that site is clear/vacant for allotment.  Member(Admn.) will convene a meeting with	Director(R.P)	
	convene a meeting with CEO, BSES regarding		
	electricity metre connection at site where we have to		
	run parking site & terms and conditions will be finalised accordingly.		
10.	Procurement of more Experts in DUSIB.  To put up the proposal in file by 08.07.2022.	Member(Admn) Director(Admn.)	
11	Service Matters  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. DPC for promotion shall be done of Director(Admn.), DD as they are the Chairman of the Committee then Group "C"		1.DPC calendar already prepared and report submitted. 2. Matter discussed with Shri Mahapatra. Waiting for the date convenient to Shri Mahapatra for DPC. 3. File already submitted to the CEO. 4. Directions of the CEO are complied with. Every care shall be taken in all such cases. 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.

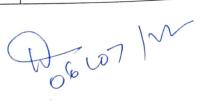


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	1	P)PGC matters.	
	done in a time bound		
	manner. Create a Chart &		
	Performa.		
	4. Any report to be sent to	-	
	the Commission/ Court/		
	Forum/ Govt./ Assembly/		
	Parliament is sent as per		
	timeline with complete		
	information and record.		
	5. Director(Admn.) will		
	monitor the PGMS, CPgram,		
	LG Listening posts/PGC		
	matters to ensure that as		
	per timeline all the		
	complaints are redressed.		
	PGC		
	1.00		
12.	Formation of a Committee	Law Officer	L.O. informed that committee has been
12.	for drafting all DUSIB Rules	<del></del>	formed and orders have been issued.
	for drafting an Doorb redies		Legal framework is ready, several
			meetings have been held in Law office
			and First draft is delivered.
12	A proposal needs to be sent	Director(Admn.)	File is submitted for approval.
13.		Director (	Reminder already sent.
	to LG regarding appointment of Vendor by		
	name with name of Link		
	officer.	CE-I/ CE-II/CE(Elect)	
14.	The issue of imprest was discussed and required	DCA-1 & II	
	41504554	DCA 1 S.II	
	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.	Director(Admn.)	A letter to this effect has been sent to
15.		Director (Admin.)	Commissioner, Delhi Police.
	department	A A h a a / A al mm)	Commission
16.	Possibility of Drone survey	Member(Admn)	
	is to be evaluated and	Director(Land)	
	conducted within time limit,		
	including evaluation of its		
	costing.		
17	. For maintaining cleanliness	CE(Coord)	
	in JJ Clusters, a meeting		
	with MCD Commissioner is	. 1	



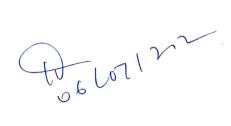
	to be organized on top priority.		
18.	For smooth supply of water and regular maintenance of	CE(Coord)	
19.	sewer-lines, a meeting with CEO, DJB is to be organized.  DUSIB has a number of land	C.F. W. CF/F) /CF/I)	
19.	pockets. A committee should be formed with C.E-II, CE(Elect.) & Sh.	C.E-II/ CE(E)/SE(I) Dir(Lands)	
	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.		
20.	Twitter Handle with Blue Tick CEO directed that a Twitter	Sh.Arun Sharma, CE(IT)/ Sh. Ashok Joseph, DD(IT)/	Twitter handle has been created an posts relating to DUSIB are bein regularly posted and around 50
	A/c be created.	Media Coordinator Sh.Bhasker Sharma	followers are there. After one mont DUSIB will be eligible for applying followers. The Media Coordinator, Supplying after the matter.
21.	Public Library Movement	Sh.N.H Sharma,	The list of BVKs be drawn up whe
	for Slums in Delhi.	Chief Engineer-1	public libraries and crèches can l
	CEO directed the engineers that there should be a		provided for slum children in addition
	provision of Public Library		to file already submitted for the
	for the slum children to		purpose. The timeline for the same 12 <sup>th</sup> July, 2022.
	make accessible books for them.		12 July, 2022.
	(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	,	,
22.	Issue regarding CCTV	Director(Admn)/	Necessary action has been undertake
	camaras.	C.E(E)	by CE(Elect.).
23.	Joint Apex Advisory	Director(NS)	JAAC meeting has been held o 24.06.2022 at 2:00 P.M & next meetin
	Committee's meeting		will be held in the month of July, 2022
	CEO directed Director (NS) to start meeting with JAAC		Will be field iff the manner
	fortnightly. Director(N.S) to		





	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.	by the Admir Section.
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	





7.	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.)	

CHIEF EXECUTIVE OFFICER

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All Concerned

