

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

No. CEO/PS/DUSIB/2022/D- 226

Dated: 12.07.2022


**MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 11.07.2022 AT 11.00 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 11.07.2022 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 Annexure "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)	01.DUSIB staff has already been deployed for coordinating the work of Geo-referencing & Geo-taggaing at DSDL facility at Vikas Bhawan-II.  02. CEO has desired that the daily performance, attendance of the staff should be reported to him and the work should be accomplished within stipulated time.
02.	<b>Timeline of Implementation of i) e-office ii) GEM portal</b>	Sh.Arun Sharma C.E(IT)/ S.E-IV/ Sh.Ashok Joseph, DD(System) Dy.Dir.(Admn.)/AD (CT)	1. Gem Portal should be explored further for all the items that are to be procured by DUSIB. Sh. Vijay Pal, AD(C.T) & Sh.V.S.Verma, S.E-III are registered on Gem Portal as buyers (DUSIB).
03.	Punctuality : CEO, DUSIB, inspection of Vikas Kutter office.	Director(Admn.)	CEO, DUSIB has directed that Branch officers will also mark their attendance and ensure the presence of the staff members.
04.	Procurement of computers	C.E(I.T)/DD(System)	Technical bids will be evaluated by the Committee and financial bids of the eligible bidders will be opened on Gem Portal within two days after the approval of the Technical Bid Committee.
05.	<b>Women shelter homes :</b> A presentation was made by S.E(Elec.)-I regarding CCTVs in women shelter	C.E(Elect.)/ S.E(E)-I	Sh. Arun Sharma, CE(E) has informed that at all the 17 CCTV locations at N.S for women live feed has been provided.



	homes. Out of 17 no. locations, in 11 nos. Locations live feed functional and in 06 locations LFF are yet to be installed.		
06.	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 a proposal for procurement of 10 Bio metric machines has been received. It will be put up for approval for calling bid on Gem portal.
07..	<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. ii) 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. iii) Engineering staff shall <b>upload the dully filled Performa &amp; inspection report on whatsapp</b> group. iv) If any deficiency is recorded, please ensure that the deficiency gap noticed in inspection is closed.
08.	<b>Renovation/Cleanliness of Office Premises</b>	Sh.P.K.Garg, S.E-II to review. Director(Admn.)	Caretaker shall prepare details of all the items which are not required, as per record and the timeline be fixed and engage the services of MSTC for bidding, e-auction/ disposal. The inventory must be prepred on or before <b>30.07.2022.</b>
09.	<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-I & II & 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. No reply has been received yet. A <b>reminder</b> be sent immediately.
10.	<b>In PIL matter relating to allotment of JNUURM houses</b>	C.E-II/ Director(R.P)	The next date of hearing in the PIL regarding allotment of houses has been listed for 22.08.2022. The detail plan regarding identification, survey/ Jt. Survey, EDC and allotment has to be prepared by C.E(Coord.) & it must

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			be ready in another 15 days by CE(Coord., PPT is to be prepared on allotment of flats, to identify the area where we can allot flats and pending action. To put up by 18.07.2022 with DRAFT PLAN.
11.	Sitting arrangement for Law Staff at Punerwas Bhawan.	S.E(Elect.)-I, Director(Admn.) A.D(C.T)	To provide space with modern furniture.
12.	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)	The work is under process. To be submitted by <b>15.07.2022.</b>
13.	<p><b><u>Parking Sites :</u></b></p> <p>i). Concerned engineer, at parking site will handover the site without any encroachment/ electricity dues, if any, other than pertaining to parking contractor.</p> <p>ii) R.P Cell will seek performance guarantee as per agreement conditions subject to recoveries of all dues. Demand 12 months electricity charges in advance for running the parking site. Forfeit the EMD i/c P.G money, if any, contractor leaves 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 &amp; vacant for allotment.</p>	<p>Member(Admn.)/ CE-I/CE-II/ Director(R.P)</p> <p>Director(R.P)</p>	The "Committee on Reserve Price" shall discuss the "Reserve Price" for e-auction by <b>18.07.2022.</b>


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	Member(Admn.) will convene a meeting with CEO, BSES regarding electricity metre connection at site where they have to run parking site & terms and conditions will be finalised accordingly.		
14.	Experts in DUSIB.	Director(Admn.)	Files in respect of Sh. R.K.Bhatia, Sh.PCP Mahapatra and retiring Chief Engineers, as Consultant have been put up.
15..	<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. DPC for promotion shall be done of Director(Admn.), DD as they are the Chairman of the Committee then Group "C" & Group "D", this should be 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	Director(Admn.) to give break-up every week : i).PGMS. ii).CPGram iii)LG Listening posts. iv)PGC matters.	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 in an effective manner.
16.	<b>Formation of a Committee for drafting all DUSIB Rules</b>	Law Officer	The first draft of Legal framework/ rules and regulations has been prepared and handed over to the committee. A meeting will be

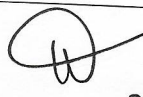
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			convened on <b>16.07.2022 at 10:30 A.M</b> to discuss the draft by the Members of the Committee.
17.	A proposal needs to be sent to LG regarding appointment of Vendor by name with name of Link officer.	Director(Admn.)	To go through the records of past appointment of Vendors made in DUSIB with the approval of Hon'ble L.G.
18.	The issue of enhancement of imprest was repeatedly raised in the meeting,	CE-I/ CE-II/CE(Elect) DCA-1 & II	CEO has directed that each division shall arrange their independent budget allocation and work out the average imprest amount drawn per month for the period of three years excluding Corona period of 2020-21, 2021-22. The information from the concerned branches is to be obtained and amount of imprest will be decided on that basis.
19.	Office space to police department	Director(Admn.)	A letter to this effect has been sent to Commissioner, Delhi Police. A reminder be sent immediately.
20.	Possibility of Drone Survey is to be evaluated and conducted within time limit, including evaluation of costing.	Director(Land)	
21.	For maintaining cleanliness in JJ Clusters a meeting with MCD Commissioner is to be convened on top priority. The cleanliness in JJ Cluster is done by MCD.	CE-I/II CE (Coord.)	Concerned Executive Engineer, DUSIB shall ensure that there should be a <b>BOARD</b> , displaying the telephone numbers of J.Es/EEs/ Sanitary Inspector/ incharge of the cluster/ Suptd. of <b>MCD/ DJB</b> , at the prominent/ conspicuous locations of the JJ Clusters so that complaint be attended by them regarding cleanliness and water crises, if any.
22.	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. (with zero discharge).	C.E-II/ CE(E)/SE(I)/ Director(Land)	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. (with zero discharge).
23.	<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. Normal twitter handle has been created and it will take another 15-20 days for putting up

  
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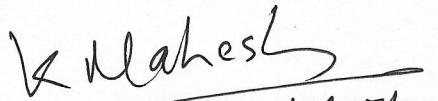


			the application to twitter for blue tick. This twitter account is being handled by Sh. Bhasker Sharma, Media Coordinator.
24.	Night Shelter for children of Sex Workers in the vicinity of G.B. Road.	C.E-I/S.E-III/EE C-7	EE C-7 shall prepare the estimates for setting up of Night Shelter for slum children with facility of food and reading room at prop. No.3074/ Ward VII, Kucha Pandit, Lal Kuan, Ajmeri Gate, Delhi.
25.	Issue regarding CCTV cameras.	Director(Admn) C.E(E)	Necessary action has been taken by CE(Elect.).
26.	<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. It should be ensured that Police personnel (N.O), upto the rank of DCP should be present in next meeting	Director(NS)	JAAC meeting has been held on <u>24.06.2022 at 2:00 P.M</u> & next <b><u>meeting will be held on 15th July at 12:30 P.M.</u></b> <b><u>Meeting Notice be issued by Dir.(N.S)</u></b>
27.	Reg. Requirement of Civil Defence Volunteers(Male/Female) in DUSIB	Director (Admn.)	A communication has been sent to ADM(Shahdara) by Director(Admn.). No response has been received yet. CEO directed that reminder be sent immediately to D.C(Shahdara)..
28.	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.	01. It has been reported by C.E-I that JJ cluster behind Singapore Embassy falls under the jurisdiction of North Delhi Municipal Council and this cluster is having more than 7000 jhuggies and is in existence for the last 45 to 50 years and looked after by NDMC and cannot be explored for in-situ rehabilitation. CEO directed for another site on DUSIB land for proposal of in-situ rehabilitation.
29	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 done on top priority. Detailed performa to be devised which will bear the signatures of	CE-I/CE-II	01. Students/ JEs are conducting survey in various JJ clusters. A report to this effect be submitted by 15.07.2022, thereafter, a presentation shall be done in conference room, Punerwas Bhawan and what are the findings/ outcome of the survey and the problems being faced by them shall be discussed. 02. Director(Admn.) to put up a proposal before the BOARD for ex-post facto approval.

  
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	JE/AA/EE after each survey. The data will be feeded on 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.		
30.	Regarding setting up of 05 number of Creches, 05 no. of libraries & 02 no. of women trafficking shelter homes in Basti Vikas Kendras. Hon'ble C.S has directed DUSIB to go ahead with the proposal of public library, cretches and shelter home for women trafficking in anticipation of receiving funds from Finace Department, GNCTD. The expenditure will be incurred by Delhi Govt.	Member (Expert)-II C.Es/S.Es/ Director (BVK)/	C.E-I has identified the sites of BVKs for establishing libraries as well as crèches in JJ Basties, however, Member(Expert)-II is finalising the locations of Buildings/ BVKs/ Community halls for setting up of libraries and crèches. Further action will be taken accordingly.  Regarding location of women shelter homes ; 02 no. locations has already been identified by C.Es. Further action is being taken for establishing these women shelter homes. These works have to be done on TOP MOST PRIORITY in a time bound manner, as directed by Chief Secretary, Delhi.
31	One Guest room is to be created near CEO's office in Punerwas Bhawan.	CE-II/Dir.(Admn.)	To find out suitable place to be properly kept neat and cleaned with Sofa.
32.	<b><u>Sultanpuri JJ Bastie</u></b> The issue of Sultanpuri JJ Bastie was discussed where joint survey has been conducted and eligibility determination camps were organised.	Director(Rehb.)/ DD(Rehb.)	CEO directed to submit the exact status report with complete details of each cluster followed by detailed plan.

All Concerned

  
(K.MAHESH) 12/07/22  
CHIEF EXECUTIVE OFFICER