

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

IMPORTANT

OUT-TODAY

No. CEO/PS/DUSIB/2022/D- 241

Dated: 18.07.2022

**MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 18.07.2022 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 18.07.2022 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.	<p>Geo-referencing &amp; Geo Tagging.</p> <p>The matter was discussed with AGM, GSDL by Director(Land) alongwith CE-I &amp; DD(System) and the entire procedure for geo-tagging &amp; 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.</p> <p>Agenda Item : Initiate mapping at GSDL by Wednesday.</p> <p>We have to give five points that will be covered. Find out the total area and parameters. Sh. Joshi to make record and prepare a chart.</p> <p>Mapping of SRS scheme/ JJR scheme, plotting , BVKs, Community Centre, local shopping centre/ parking/ marriage chunks will do plotting/ tenements, katras, office. Engineering will coordinate and sit with</p>	<p>Sh.Pankaj Joshi, Director(Land)/ C.E-I/DD(I.T)</p>	<p>01.DUSIB staff has already been deployed for coordinating the work of Geo-referencing &amp; Geo-tagging at GSDL facility at Vikas Bhawan-II &amp; the work is in progress.</p> <p>02. GSDL will collectively work with DUSIB team and complete the task within the stipulated period. A presentation made by GSDL, on 18.07.2022.</p> <p>03. GSDL will cover &amp; capture BVKs, Community Halls, Night shelters, Toilet complexes, office buildings, remaining 39 peaces of vacant land, SRS schemes, Khasras, tenements, local shopping malls, parking sites, marriage chunks etc.</p> <p>04. GSDL will provide the URL of the DUSIB Geo portal with user name, password for linking on DUSIB website.</p> <p>05. Engineering division shall assist the GSDL staff in mapping the assets of DUSIB, namely within DUSIB scheme boundary mapped on the GSDL portal.</p> <p>06. Sh. Joseph shall update the DUSIB website. Place the photograph of all Directors, CEs, Sr. Officer, DCAs and upload all circulars, Office order, O.M etc Make a presentation of website of DUSIB in the next meeting scheduled for 25.07.2022 at 10:30 A.M. To get all the Circulars &amp; post it on the website.</p>

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K. MAHESH, IAS  
Chief Executive Officer

	GSDL staff and chalkout and mark boundary for vacant land and map the other assets. To GSDL. Drop out a schedule what is to be done and complete this exercise within 10 days.		07. Link up the DUSIB website with GSDL
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. 2. DUSIB staff shall check their e-office thrice in a day on regular basis.
03.	Procurement of computers	C.E(I.T)/DD(System)	Technical bid will evaluate the clarification received from vendor today i.e on 18.07.2022, thereafter financial bid will be opened, as reported.
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)	A proposal for Administrative approval & expenditure sanction of Bio Metric machines has been granted and file has been submitted for financial concurrence.
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. 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.
06.	<b>Renovation/Cleanliness of Office Premises</b>	Sh.P.K.Garg, S.E-II to review. Director(Admn.)	AD, Caretaker has been issued instructions to inspect the premises at HQ. and prepare the list of such items which are not required. The timeline of 30.07.2022 will be adhere to.

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Chief Executive Officer



07.	<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. <u>CEO DUSIB directed that non response to this letter, therefore, this can be kept in abeyance for decision.</u>
08.	<b>In PIL matter relating to allotment of JNUURM houses</b>	C.E-II/ Director(R.P)	The detailed plan has already been submitted to CEO on 15.07.2022. However, this needs some changes.
09.	Sitting arrangement for Law Staff at Punerwas Bhawan.	S.E(Elect.)-I, Director(Admn.) A.D(C.T)	Rooms identified and sitting arrangements made. As regards, the furniture, the items kept at Vikas Bhawan-II Civil Line, DUSIB office, will be shifted to Punerwas Bhawan for which the arrangements of labour and truck/ temp is being made. This exercise shall be done in this week.
10.	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)	CEO, DUSIB directed that Engineering department shall provide the full details of their staff to Administration & shall work together and compile the total strength of the staff & their postings. To be submitted by <u>25.07.2022.</u>
11.	<b><u>Parking Sites :</u></b> i). Concerned engineer, at parking site will handover the site without any encroachment/ electricity dues, if any, other than pertaining to parking contractor. 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.  Sh.P.K.Jha will give details	Member(Admn.)// CE-I/CE-II/ Director(R.P)          Director(R.P)	i) A meeting of the committee on Discovery of Reserve Price for parking sites was held on 15.07.2022 under the Chairmanship of Member(Admn.). ii) Meeting of the committee constituted for the purpose of framing of terms and conditions, was held under the Chairmanship of Member(Admn./Fin.) and all these have been incorporated in the draft and the same has been approved by the CEO. iii) List of 59 parking sites containing all requisite details have been prepared and already provided. iv) Cases of black listing of contractors of parking sites have been submitted and some cases also sent to LO(DUSIB). v) Meeting has already been held with the BSES regarding the issue of electricity meter connections and accordingly the same has also been incorporated in the terms and

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	<p>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.) will convene a meeting with CEO, BSES regarding electricity metre connection at site where they have to run parking site &amp; terms and conditions will be finalised accordingly.</p>		<p>conditions of allotment of parking sites.</p> <p>vi) RP cell is awaiting the discovery of reserve price committee recommendations and approval of the same by the CEO. As soon as the same is received, further action to float e-tenders/ e-auction of the parking sites etc. will be initiated to generate the revenue.</p>
12.	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. Agenda approved by CEO for placing in the Board meeting.
13.	<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" &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,</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>iv)PGC matters.</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 in an effective manner.</p> <p>6. CEO, DUSIB showed his displeasure in sending replies to PGMS, CPGram, LG references as reports of 96% cases are unsatisfactory. Dir.(Admn.) will ensure that disposal of all the cases shall be qualitative &amp; detailed reply should be sent.</p>

  
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	CPgram, LG Listening posts/PGC matters to ensure that as per timeline all the complaints are redressed. PGC.		
14.	<b>Formation of a Committee for drafting all DUSIB Rules</b>	Law Officer	In this regard, a meeting was held under the Chairmanship of CEO, on 16.07.2022 and draft of the DUSIB rules has been decided. It was decided that draft shall be prepared separately in three parts i.e i) Management of DUSIB Act 2010 ii) Rules which are yet to be completed iii) Regulations. Next meeting of drafting of rules shall be held on <b>30.07.2022 (Saturday) at 10:30 A.M</b> to discuss the draft by the Members of the Committee.
15.	A proposal needs to be sent to LG regarding appointment of Vendor by name with name of Link officer.	Director(Admn.)	On going through the records, It has been noticed that previously Sh. Rajender Kr. Gosain, was allowed as ex-officio Secretariat status power with the approval of Hon'ble LG, Delhi. However, inspite of directions, the relevant file for nominating Sh. Jagdev Singh, Director has not been put up till date. Expedite urgently.
16.	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 12 months, 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. This has not been done despite repeated reminders.
17.	Office space to police department	Director(Admn.)	A letter to this effect has been sent to Commissioner, Delhi Police. A reminder be sent immediately.
18.	Possibility of Drone Survey is to be evaluated and conducted within time limit, including evaluation of costing.	Director(Land)	Geo-referencing & Geo tagging work is in progress. Till the completion of work done by GSDL, Drone work is kept in abeyance.
19.	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.)	CEO directed J.Es/A.Es, DUSIB shall take the pictures of the malbas, garbage, litter, waste and unhygienic area of the JJ Cluster and send it to concerned MCD, Zone. Concerned Executive Engineer, DUSIB shall ensure that there should be a <b>BOARD</b> , displaying the telephone

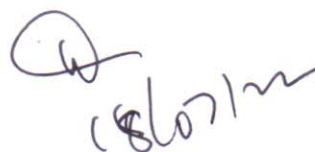
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			numbers of J.Es/EEs/ Sanitary Inspector/ incharge of the cluster/ Suptd. of <b>MCD/ DJB</b> , at the prominent/ conspicuous locations of the JJ Clusters so that complaint be attended by them regarding cleanliness and water crises, if any & the same must also be displayed.
20.	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).	Ms. Honey, Architect, C.E-II/ CE(E)/SE(I)/ Director(Land)	Ms. Honey, Architect shall make a presentation regarding proposed DUSIB office building. In the next weekly meeting.
21.	<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. It will take another 15 days we shall apply to twitter for blue tick.
23.	<b>Night Shelter for children of Sex Workers in the vicinity of G.B. Road.</b>	C.E-I/S.E-III/EE C-7	Estimates has been prepared and submitted to SE-III for AA & ES. For shelter homes for children of Sex workers to be established at prop. No.3074/ Ward VII, Kucha Pandit, Lal Kuan, Ajmeri Gate, Delhi
24.	<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 15.07.2022 next <u>meeting will be held on 5<sup>th</sup> August, 10 :30 A.M. Meeting Notice to be issued by Dir.(N.S)</u>
25.	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 <u>reminder</u> be sent immediately to D.C(Shahdara) with a copy to Sh. Rahul Sudan in the office of Divisional Commissioner.
26.	Explore the possibility of in-situ rehabilitation with respect to the cluster behind Singapore Embassy. A proposal may be sent	Sh. N.H.Sharma,C.E-I/C.E-II will assist on top priority.	The work is in progress and shall be put up by 25 <sup>th</sup> July, 2022.

*Handwritten signature and date: 18/07/22*



	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.		
27..	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 performance to be devised which will bear the signatures of 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.	CE-I/CE-II/ Sh.P.K.Jha, Director	01. Students/ JEs are conducting survey in various JJ clusters. A report to this effect be submitted. Sh.P.K. Jha, Director shall prepare approx. ten thousand handbills in Hindi language, yellow in colour and hand it to each student who are conducting surveys with full details of the department as well as the person who is conducting the survey and the purpose of the survey. After the survey, 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.
28..	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, creches and shelter home for women trafficking in anticipation of receiving funds from Finance Department, GNCTD. The expenditure will be incurred by Delhi Govt.	Member (Expert)-II C.Es/S.Es/ Director (BVK)/	Regarding setting up of 05 number of Creches, 05 no. of libraries & 02 no. of women trafficking shelter homes in Basti Vikas Kendras, Agenda items already put up and submitted to CEO on 15.07.2022.
29	One Guest room is to be created near CEO's office in Punerwas Bhawan.	CE-II/Dir.(Admn.)	Guest room has been established near Conference hall, Punerwas Bhawan. CEO, directed to install one A.C in the guest room.



30.	<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.)	Action for joint survey as well as EDC be taken in complete manner on priority and exact detailed status be informed in before the next weekly meeting.
31.	<b><u>Mangolpuri JJ Bastie</u></b> Workout the proposal regarding Mangolpuri in-situ	C.E-I	Identification has taken place of the land for in-situ. Details are being worked out.

*K. Mahesh*  
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(K. MAHESH)

CHIEF EXECUTIVE OFFICER

All Concerned

**K. MAHESH, IAS**  
Chief Executive Officer