

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

OUT TODAY

No. CEO/PS/DUSIB/2022/D-268

Dated: 08.08.2022

MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 01.08.2022 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 01.08.2022 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".

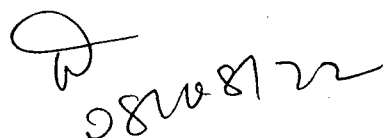
S.No	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT/ACTION REQUIRED
01.	Geo-referencing & Geo Tagging.	Sh.Pankaj Joshi, Director(Land)/ C.E-I/DD(Systems)	01.DUSIB staff has already been deployed for coordinating the work of Geo-referencing & Geo-tagging at GSDL facility at Vikas Bhawan-II & the work is in progress & shall be completed shortly. 02. GSDL will cover & capture BVKs, Community Halls, Night shelters, Toilet complexes, office buildings, remaining 39 pieces of vacant land, SRS schemes, Khasras, tenements, local shopping malls, parking sites, marriage chunks, JSCs etc. 03.The work will be completed on <u>1st August 2022</u> . Therefore, the data populated by GSDL will be analysed for correctness with respect to the requirement of DUSIB and report will be submitted for the perusal of CEO. 04.The MOU has been drafted for approval and will be placed by the DD(System) for approval. Sh.Pankaj Joshi, Director to give names of SEs & EEs who have failed to give information within 02 days.
02.	Board Meeting	Director(Admn.) CE-I/DD(I.T) DCA-I & II	1.CEO directed that next Annual BOARD meeting shall be held on 08.08.2022. Dir.(Admn.) shall make 21 points PPT. 2. Ensure by 04.08.2022 that agenda items has been prepared with spiral binding. All the officers shall be well versed with the agenda items, if any question is

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			asked in the meeting, can be attended to promptly. DCA-I & II should also be present in the meeting.
3.	Mobile Tower	CE-I/CE-II/CE(E)/ Sh. Joshi, BFO	<p>CEO called a list of all the mobile towers for which tenders were invited, but no information has been furnished : Director(R.P) to furnish the information on the following format :</p> <ol style="list-style-type: none"> 1. Date of inviting tender and allotment of the site for mobile tower. 2. Number of towers functional, where money/ license fee is being realized. With full detail of money received. 3. How many mobile towers are not functional? 4. How many mobile towers could not be allotted, give reasons thereof? 5. How many cases are cancelled? 6. In how many cases possession not taken? 7. In how many cases no revenue is being realized and reasons thereof. 8. Concerned engineer shall make inspection and report be submitted by 05.08.2022. All the above details must include the name & address of the location. 9. A meeting notice shall be issued for next week by Director(R.P) where representative of ATC Telecom Infrastructure Pvt Ltd should be present.
04.	Procurement of computers	C.E(I.T)/DD(System)	<ol style="list-style-type: none"> 1. The technical bid will be opened on 01.08.2022. Examination of the technical bid 3 days 04.08.2022. 3. 2 days time of clarification from vendors on 06.08.2022 4. Technical committee meeting and clearance of opening of financial bid on 08.08.2022. 5. Therefore opening of the financial bid subject to there is no second calls for clarification of deficit documents 09.08.2022. 6. Proposal for estimate sanction and approval of competent authority

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			by 11.08.2022. 7. Placing the work order of GEM Portal by 12.08.2022.
05.	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)	1.The technical bid will be opened on 08.08.2022. 2. Examination for the technical bid 3 days on 13.08.2022. 3. 2 days time of clarification from vendors on 15.08.2022. 4. Technical committee meeting and clearance of opening of financial bid on 18.08.2022. 5. Therefore opening of the financial bid subject to there is no second call for clarification of deficit documents 19.08.2022. 6. Proposal for estimate sanction and approval of competent authority 21.08.2022. 7. Placing the work order on GEM portal 22.08.2022.
06.	Regular Inspection by 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. 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 upload the dully filled Performa & inspection report on whatsapp group. iv) If any deficiency is recorded, please ensure that the deficiency gap noticed in inspection is closed. v) Mr.Amarendra Jha (Member-Non official) ensure to give effective inputs as an expert.
07.	Appointment of C.A	BFO/DCA-II	A letter has been written to M/s.Mayank Jain & Co, CA who has been assigned the work for preparation of assets registered,- for updating the current status of the work & give the work assigne, if he has not given.



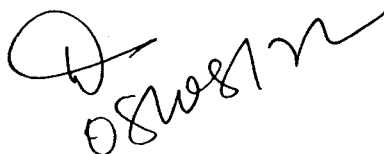
8.	Renovation/Cleanliness of Office Premises	Sh.P.K.Garg, S.E-II/ Director(Admn.)	SE(Civil) to look into the work of renovation. AD(CT) has been issued instructions to inspect the premises at HQ and prepare the list of such items which are not required. The AD(CT) has prepared the list of such items/ scrap materials. File in this regard is being put up.
9.	Pension Cases Chief Secretary had ordered that all the pension matters of employees of each department should be resolved this week.	Dy.CA-I & II & Director(Admn.)	All pension cases of Admn. Branch have been properly attended except the case of one Smt. Panchkala as the office required some clarification from the claimant for which letter sent to the claimant. The claimant lives in Nepal. Reminder also sent. Reply of the claimant awaited. Dir.(Admn.) has approved to keep the matter closed and directed to keep the complete detail of sending the reference through speed post in the file. As soon as any reply in this regard is received, case will reopen.
10.	In PIL matter relating to allotment of JNUURM houses	C.E-II/Law Officer/ Director(R.P)	The comments has been provided by C.E-II in this regard. The case has been assigned to Sh. Parvinder Chauhan, Standing Counsel, DUSIB. The matter was further discussed with him. It was informed by him that he is working on the draft reply and shall prepare it shortly.
11.	Sitting arrangement for Law Staff at Punerwas Bhawan.	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/ tempo shall be provided by Sh..V.S.Phonias, SE-I on 02.08.2022.
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) & Dir.(Admn.)	01. The data compilation has been completed. Inspection of Circle offices & Zones shall be done this week. 02. Whenever any new staff is posted, he must be immediately posted in 24 hours.


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13.	<u>Parking Sites :</u>	Member(Admn.)/ CE-I/CE-II/ Director(R.P)/ Dir.(Finance)	1. There is an absence of policy on parking, therefore, a draft policy must be ready under the Chairmanship of Member(Admn.)/ Sh.N.H.Sharma, C.E-I and Director (Finance). 2. The policy decision is to be taken up before the NEXT BOARD meeting.
14.	Service Matters 1. Director(Admn.) was directed to prepare a DPC calendar for promotion. 2. Check list of cases for DPC and discussion with expert Sh. Mahpatra. 3. Report to be sent to the Commission, Court/ forum Govt./ Assembly/ parliament to be sent within time line with complete information on record. 4. Monitoring of PGMS/CPGRAM/LG listening post/ PGC and such matter to be addressed in timeline.	Director(Admn.)/ CE-II/Coord. To coordinate. Director(Admn.) to give break-up every week : i). PGMS. ii). CPGRAM iii) LG Listening posts. iv) PGC matters.	1 & 2 : Two files for seeking date for DPC meeting submitted to the Member(Admn./Chairman, DPC, and date of DPC is awaited. DPC calendar already prepared and report submitted. As per directions of CEO, DUSIB the vigilance report, work performance report, ACR, Currency Punishment report and integrity report etc have been called in respect of officers who are going to retire in near future. As soon as decision in the cases of Director(Admn.) and DD(Admn.), who are Members of the DPC are taken, further action in respect of retiring officers/ officials will be taken. 3. Directions of the CEO are complied with. Every care will be taken in all such cases. 4. 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.
15.	Formation of a Committee for drafting all DUSIB Rules	Sh. Pankaj Joshi, Director(JJR)/ Law Officer	In this regard, a meeting shall be held under the Chairmanship of CEO, on 18.08.2022 at 2:30 P.M to discuss the draft, after consulting all the members of the Committee.
16.	Office space to police department	Director(Admn.)	Letter already sent to the police for vacating the space. Another reminder has been sent as approved by the CEO. One S.I of Delhi Police attended this office and verified the space occupied by the staff. Dir.(Admn.) also telephonically discussed the matter with said S.I of Delhi Police who informed that he has submitted his report that 08 Rooms are in occupation of STF staff. The report will be sent by concerned police officers in due course.

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17.	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.
18.	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 DC of the Zone and e-mail to MCD. Concerned Executive Engineer, DUSIB shall ensure that there should be a BOARD , displaying the telephone numbers of J.Es/EEs/ Sanitary Inspector/ incharge of the cluster/ Suptd. of MCD/ DJB, at the prominent/ conspicuous locations of the JJ Clusters, so that at the time of any inconvenience, the concerned person of MCD can be contacted & complaint be attended by them regarding cleanliness and water crises, if any. The same must be done in respect of all the JSCs.
19.	Identification of land for construction of DUSIB office building.	CE-I/II Dir.(Admn.)	CE-I/II shall put-up the proposal for construction of office building space at Sarai Kalae Khan as an Agenda item to be placed before the next Board meeting.
20.	Twitter Handle with Blue Tick CEO directed that a Twitter A/c be created.	Sh.Arun Sharma, CE(IT)/ Sh. Ashok Joseph, DD(IT)/ Media Coordinator Sh.Bhasker Sharma	1. E-mail sent to Twitter regarding verification of Twitter handle for blue tick dated 29.07.2022. 2. Application done through twitter internal form for verification by Sh. Bhasker Sharma, Media Coordinator dtd. 29.07.2022.
21.	Night Shelter for children of Sex Workers in the vicinity of G.B. Road.	C.E-I/S.E-III/EE C-7	Tender called and financial bid will be opened on 03.08.2022 & the work shall be taken up shortly.
22.	Joint Apex Advisory Committee's meeting 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	Director(NS)	The next meeting of JAAC will be held on 17.08.2022 at 10:30 A.M. Meeting Notice is to be issued by Dir.(N.S).



	DCP should be present in next meeting.		
23.	Reg. Requirement of Civil Defence Volunteers(Male/Female) in DUSIB	Director (Admn.)	Another reminder has been sent under the signature of CEO, DUSIB. Sh. Rahul Sudan in the office of Div. Commissioner, assured to take prompt action in the matter.
24.	Approx. 50 students from Delhi University and other educational institutes working on the survey work in JJ Clusters.	CE-I/CE-II/ Sh.P.K.Jha, Director	In Block J&K & Block EE Jahangirpuri survey work has been completed and data uploaded. Report in this regard has been submitted to Dir.(Rehab.). Work of K Block, Jahangirpuri has been completed and about 60% data has been uploaded. Locked cases/ left out cases shall be surveyed on 02.08.2022.
25..	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.	C.E-I/S.Es/ Director (BVK)/	CEO directed to take up the matter on TOP PRIORITY AND SHALL COMPLETE IT IN A TIME BOUND MANNER. CE-I informed that eight buildings were identified for this purpose, out of which three buildings for crèches, two for libraries & two trafficked women shelter homes and one for children home of sex workers. SE/EE are working on this issue and the work shall be completed shortly.
26.	Control Room :	Dir.(Admn.)/SE-II	There is a need to reform control room. The control room should be multi functional where important mobile numbers should be written in read base and numbers in white colour. Complaints of JSCs, Night Shelters & flood should monitored immediately. A telephone call should be on hunting mode/ group so that every call can be attended

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			to. Sh.Praveer Kumar Singh, DD to visit control room of Flood Department & DIV. COMMISSIONER OFFICE.
27.	Independence day Celebration	Dir.(Admn.) CE-I/CE-II/Coord.	1. A vendor shall be selected by 04.08.2022 to get approx. 1000 flags. 2. A list shall be provided by CE-I/II to Dir(Admn.) where flags shall be hoisted before 13.08.20022. 3. CEO, DUSIB shall hoist the flag on 15 th August 2022 at 10:30 A.M at Punerwas Bhawan. 4. All SEs/EEs/Zones shall hoist the flag at their respective offices on 15 th August, 2022 & send pictures of hoisting flag on CEO, DUSIB Whatsapp group from their respect divisions. Office building at Punerwas shall be illuminated before Independence day.

All Concerned

~~DD (IT)~~

~~IS~~

~~Sh. Ram~~

~~K Mahesh~~
(K.MAHESH)
CHIEF EXECUTIVE OFFICER
08/08/22

(41)
Diary No... 721 00(Sys)
Date... 8/8/22
Computer Division (CUCD)
Govt. of NCT of Delhi