

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

No. CEO/PS/DUSIB/2022/D-277

Dated: 17.08.2022

MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 16.08.2022 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.

01. A weekly review meeting was held on 16.08.2022 under the Chairmanship of Chief Executive Officer to review the functioning of various departments in DUSIB. CEO DUSIB appreciated and placed on record the efforts made by all the Engineers/ Directors in participating in Har Ghar Tiranga campaign, initiated by Central Govt. as part of "Azadi ka Amrit Mahotsav" to commemorate India's 75th year of Independence and the decoration made/ illuminating the office buildings during celebration of Independence day.

02. The following points were also 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-IT/DD(System)	1.As per the information received from GSDL, the assigned work of geo tagging and geo referencing is competed. 2.The engineering divisions have to give a certificate in format giving full details of division with their mobile no. and signature to the effect that, all their assets have been geo tagged and referenced, at the GSDL facility, leaving aside the Katras. Must be done before 20.08.2022. 3.The system branch has to coordinate with GSDL to provide for link on the DUSIB site. GSDL has consented to provide the facility. Director, IT to take up the matter with GSDL. 4.MoU has been approved by CEO. Submitted to GSDL for approval.
02.	Board Meeting	Director(Admn.) CE-II	Needful as per directions of CEO, DUSIB has been done by Board cell and Board meeting has also been convened on 08.08.2022 at the residence of Hon'ble CM/ Chairman

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			DUSIB. Draft Minutes of the meeting has been attempted and again sent by CEO to Sh. S.K.Dania, CE-II for correction.
03.	Mobile Tower	CE-II Sh. Joshi, BFO	C.E-II has to coordinate regarding receipt of details of Mobile towers which has still not been provided despite the Minutes of the meeting dtd. 01.08.2022.
04.	Recovery Notice/certificate	Director(R.P)/ (Housing)/Allotment/ CDF	CEO, DUSIB directed to issue recovery notices to defaulters of Katras, Dairy form, SCP, Parking sites, Shopping malls, Marriage chunks, Housing, allotment and in any other areas/ subject where DUSIB had to sent there RCS etc before 19.08.2022 in the format indicating the Name of Bank, Bank account number, IFSC code should be mentioned where the amount is to be credited. 2. Mention the name of receiver/ in favour of whom ; if defaulter present DD, with full details/ address.
05	Notification of JJ Bastie	CE(Coord.)/ Director(Rehb.)	1. A meeting shall be convened on 18.08.2022 at 5:00 P.M regarding notification of JJ bastis. 2. SPYM agency member shall also be called in the meeting with detail of : i)Survey done and payment made to them. ii)Copy of the agreement. iii)Copy of the Board meeting vide which the survey was under taken by SPYM. iv)What is the balance amount? v) Reasons for its pendency?
06.	Procurement computers of	C.E(I.T)/ DD(System)	1.The technical bid opened on 01.08.2022. 2.Examination of the technical bid 3 days on 04.08.2022. 3. 2 days time of clarification from vendors on 08.08.2022 4. Technical committee meeting for examining of Technical bid 16.08.2022. 5.Opening of financial bid on 17.08.2022. 6. Proposal for estimate sanction and approval of competent authority by 22.08.2022.

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			7. Placing the work order of GEM Portal by 24.08.2022. Please expedite.
07.	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)	<p>1.The technical bid opened on 08.08.2022.</p> <p>2. Examination of technical bid 3 days on 13.08.2022.</p> <p>3. Technical committee meeting on 16.08.2022 to evaluate the technical bid.</p> <p>4. Clarification if any to be sought by 18.08.2022.</p> <p>5. Technical committee meeting for examining the clarification received and recommendation for opening the financial bid by 22.08.2022.</p> <p>6 Opening of the financial bid on 23.08.2022.</p> <p>7. Proposal for estimate sanction and approval of competent authority 25.08.2022.</p> <p>8. Placing the work order on GEM portal 26.08.2022. PLEASE EXPEDITE.</p>
08.	<p>Regular Inspection by concerned officers.</p> <p>All the concerned officers were directed to continue holding of inspections of the area under their jurisdiction as CEO. 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.</p>	All CEs/ SEs/EEs/ JEs.	<p>i) CEO directed that a sticker should be fixed on all the doors of the WCs & baths where the mobile number of Control Room & Landline no. of DUSIB Control Room should be displayed.</p> <p>(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.</p> <p>ii) All inspections be loaded and the pictures with brief description about the inspection conducted of the concerned area., and deficiency if any, to be communicated to him and repairs done/ rectification required has been done.</p> <p>iii) Engineering staff shall upload the dully filled Performa & inspection report on whatsapp group.</p> <p>iv) If any deficiency is recorded, please ensure that the deficiency gap noticed in inspection is closed.</p> <p>v) Mr.Amarendra Jha (Member-Non</p>


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			official) ensure to give effective inputs as an expert.
09.	Appointment of C.A	BFO/DCA-II	The work for finalisation of preparation of asset register has been assigned to M/s.Mayank Jain & Co, CA and is looked after by Dy.C.A-II. CEO DUSIB directed to blacklist the Company. Director(Finance) to issue notice to him thereafter take action for blacklisting and forwarding the proposal to the Disciplinary Authority for the CA.
10.	Renovation/Cleanliness of Office Premises	Sh.P.K.Garg, S.E-II/ Director(Admn.)	1.SE(Civil) to look into the work of renovation. 2.AD(CT) has been issued instructions to inspect the premises at HQ and prepare the list of such items which are not required. The 3.AD(CT) has prepared the list of such items/ scrap materials. File in this regard is being put up.
11.	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.)	As previously informed, action in the case of Smt. Panchkula has been taken up and Director(Admn.) has to keep the matter pending. As soon as any reply in this regard is received from applicant, her case will be reopened.
12.	In PIL matter relating to allotment of JNUURM houses	C.E-II/Law Officer/ Director(R.P)	1.The comments has been provided by C.E-II in this regard. The case has been assigned to Sh. Parvinder Chauhan, Standing Counsel, DUSIB. 2.The file shall be put up to CEO by 17.08.2022.
13.	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.)	1. The data compilation has been completed. 2.Inspection of Circle offices & Zones shall be completed within 10 days. 03. Whenever any new staff is posted, he must be immediately posted in 24 hours.


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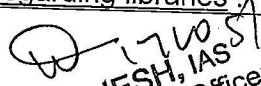
14.	Parking Sites :	Member(Admn.)/ CE-I/CE-II/ Director(R.P)/ Dir.(Finance)	1. There is an absence of policy on parking, therefore, a draft policy must be ready under the Chairmanship of Member(Admn.)/ Sh.N.H.Sharma, C.E-I and Director (Finance).
15.	Service Matters 1. Director(Admn.) was directed to prepare a DPC calendar for promotion. 2. Check list of cases for DPC and discussion with expert Sh. Mahapatra. 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.	1. Member(Admn.) has fixed date for DPC meeting in one case which will be held on 17.08.2022. Thereafter Admn. Branch will take action in other cases also. 2. PGMS/ CPGRAM/LG listening post etc. are being regularly monitored and efforts have been made to address and attend to the same within the timeline given in an effective manner. 3. CEO directed that if any of the grievances are listed/pending regarding PGMS/ CPGRAM/ LG listening post and are not attended to, the matter shall invite disciplinary proceedings.
16..	Formation of a Committee for drafting all DUSIB Rules	Sh. Pankaj Joshi, Director(JJR)/ Law Officer/JLO/LAs	1. CEO further directed that without awaiting for the MoM Law Officer/JLO/LAs shall work to draft the rules and regulations and submit a fortnightly report. 2. File shall be placed before the CEO, by Director(Law).
17.	Office space to police department	Director(Admn.)	On the basis of visit of one S.I of Delhi Police, another reminder has been sent under the signature of CEO, DUSIB.
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	CE-I/II CE (Coord.)	1. CEO directed J.Es/A.Es, DUSIB shall take the pictures of the malbas, garbage, litter, waste and unhygienic area of the JJ Cluster


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	to be convened on top priority. The cleanliness in JJ Cluster is done by MCD.		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 & for COMMUNITY TOILETS. Put up details as follows : CONTROL ROOM i) Landline number. ii) Cell Number. 2.A letter may be sent to Commissioner, MCD and endorsed to Addl. Commissioner, DEMS, to provide a list of Asstt. Sanitary inspectors/ Sanitary inspectors, MCD, deployed in 675 JJ Basties with their names & mobile number and details.
20.	Identification of land for construction of DUSIB office building.	CE-I/II Dir.(Admn.)	The proposal for construction of DUSIB office building space at Sarai Kalae Khan as an Agenda item was placed before the Board in 31 st Board meeting held on 08.08.2022. The agenda item was approved by Board.
21.	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 submitted through twitter internal form for verification by Sh. Bhasker Sharma, Media Coordinator dated 29.07.2022. 3. Twitter will take minimum 1 days for evaluation of DUSIB account for blue tick.
22.	Night Shelter for children of Sex Workers in the vicinity of G.B. Road.	C.E-I/S.E-III/EE C-7	Work has been awarded and the work shall be completed within 45 days. Please give the progress of the work.
23.	Joint Apex Advisory Committee's meeting CEO directed Director (NS) to start meeting with JAAC fortnightly. Director(N.S) to issue	Director(NS)	The next meeting of JAAC shall be held on 17.08.2022 at 10:30 A.M. Meeting Notice is already issued by Dir.(N.S).


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	Minutes of the Meeting. It should be ensured that Police personnel (N.O), upto the rank of DCP should be present in next meeting.		
24.	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. Again the matter was telephonically discussed with Sh. Rahul Sudan about further progress who informed that discussion in the matter have been completed with Divisional Commissioner. He would put up it and process the matter again.
25.	Approx. 50 students from Delhi University and other educational institutes working on the survey work in JJ Clusters.	Sh.P.K.Jha, Director(Rehb.)	1.Sh.Parveer Singh DD shall handover the survey report of Night Shelters to Prof. Rahul Kumar of Ramjas College. D.U. 2. The students who performed their duties in DUSIB in the month of July & August 2022 shall give their full details like names, mobile number, Name of Bank with their A/c no. & IFSC code in the format so that their payment shall be made.
26.	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)/	1.Out of 5 sites for crèches, 3 sites were already identified in the month of July 2022 and tenders for renovation of sites are at awarding stage as reported by concerned Executive Engineer. 2. The other two sites for creches have already been identified, one at Haiderpur JJ bastie and other at Gandhi Camp, Kalkaji. The site will be finalised by Sh.Amarendra Kumar, Member Board within 2-3 days and tenders for renovation for the remaining two sites will be called by concerned Executive Engineer within next two weeks. 3.The agency for operation and management of 5 creches is being finalised within week's time. Regarding libraries :


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			Earlier, DUSIB identified/ finalised two sites of libraries but after a meeting convened under the Chairmanship of Dy. C.M, Delhi on dt. 26 th July 2022 with DUSIB and Dialogue & Development Commission of Delhi sites of libraries shall be finalised jointly.
27.	Control Room :	CE-II/Sh.Parveer Singh, DD	<p>1. There is a need to reform control room with a proper set-up. Sh. Parveer Singh, DD/ shall be the in-charge of Control room who shall visit the control room frequently to check the compliance plus setup the software and monitor the staff after visiting the office of Div. Commissioner, control room and Flood Control office.</p> <p>3. Name plate/ board 3'X2" should be fixed where the name of official, cell number should be displayed.</p> <p>2. A telephone call should be on hunting mode/ group so that every call can be attended to.</p> <p>3. All JSCs & Night Shelters on a white board, written in Red colour will indicate Telephone number of Control room plus one Mobile no will be provided in Control room to receive pictures which has been forwarded to the concerned engineer/ division.</p>
28.	Electricity Problem	CE(E)/ Director(Rehb.)	<p>1. Director(Rehb.) shall issue a letter for formation of RWA in Housing pocket at Baprola within a months time positively.</p> <p>2. CEO, DUSIB directed CE(Elect.) to check up the outstanding demand and issue a debit note for electricity charges to CISF.</p>

All Concerned

K. Mahesh
(K. MAHESH)
CHIEF EXECUTIVE OFFICER
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