

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

No. CEO/PS/DUSIB/2022/D- 282

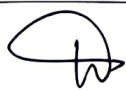
Dated: 23 .08.2022

**MINUTES OF THE WEEKLY REVIEW MEETING HELD ON 22.08.2022 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 22.08.2022 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".

Sr. No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT/ACTION
01.	Geo-referencing & Geo Tagging.	Sh.Pankaj Joshi, Director(Land)/ C.E-IT/DD(System)  Director(Law)  Director(Vigilance)	1.Reports from Ex. Engineer C-1, C-2, C-8, C-9, C-10, C-11 regarding completion of GSDL mapping and details of pending mapping work not received. (Action : Director (Vigilance) issue show cause notice by 26.08.2022). 2.Pendency report from C-4, C-5, C-6, C-7, C-8 has been received, however, C-7 & C-6 have not provided the details of pending assets in excel. (Action : Director (Vigilance) issue show cause notice by 26.08.2022). 3.Ex. Engineer C-3 and C-12 have submitted completion certificate 4.MoU has been approved by CEO. Submitted to GSDL for approval. Response of GSDL is awaited. (Action : Director(Law) to follow-up).
02.	Transaction of Business rules	Director(Admn.)	01.A copy of all our Board meetings and all our important issues/ proposals or matters disposed of in the department shall go to Secretary U.D, Secretary to Minister, U.D. (Action : Director(Admn.) 02.A copy of the said statement shall be submitted to the Lt. Governor as per Rule 17 of Transaction of Business Rules, 1993 which is reproduced as under : <b>"Every Monday (or if it</b>

			<p>is a holiday, on the next working day) the Secretary shall submit to the Minister-in-charge, a statement showing the particulars of important proposals or matters disposed of in the Department by the Minister and the Secretary and other Officers during the preceding week. A copy of the said statement shall be simultaneously submitted to the Lt. Governor and the Chief Minister". In this regard, a Performa shall be drafted by Dir.(Admn.) to coordinate.</p> <p>2. <b>Standing order</b> : There is a provision under Transaction of Business Rules 1993, <b>Under Rule 16</b> "Minister shall, by means of standing orders, arrange with the Secretary of the Department, what matters or classes of matters are to be brought to his personal notice. Copies of such standing orders shall be forwarded to the Lt. Governor and the Chief Minister".</p> <p>3. A note shall be put up to the Hon'ble Minister to issue standing order. (Action : Director(Admn.)</p>
03.	Board Meeting	Director(Admn.) CE-II	<p>Board meeting has been held on 08.08.2022 at the residence of Hon'ble CM/ Chairman DUSIB. Minutes of meeting have been attempted and sent to CEO, DUSIB for consideration and onward forwarding the same to Hon'ble VC, DUSIB and Chairman of the Board. (Action : Director(Admn.) to follow with Dy. C.M office).</p>


  
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4.	Mobile Towers	CE-II Sh. Joshi, BFO	C.E-II has coordinated regarding receipt of details of Mobile towers and details have been provided by him to CEO & Sh.Joshi. (Action : BFO put up action to be initiated w.r.t. Mobile towers).
05.	Recovery Notice/certificate	Director(R.P)/ (Housing)/Allotment/ CDF Director(Recovery) Sh.Praveer, DD.	CEO, DUSIB directed to issue recovery notices to defaulters of Katras, Cattle Dairy form, SCP, Parking sites, Shopping malls, Marriage chunks, Housing, allotment and in any other areas/ subject where DUSIB had to send there RCS etc in the format indicating the : 1. 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. (Action : Director(Recovery) to coordinate with Sh. Praveer, DD)
06	Notification of JJ Bastie	CE(Coord.)/ Director(Rehb.)/SE	1.A meeting was held on 18.08.2022. MoM is awaited. (Action : Sh.B.V.Gautam, S.E)
07.	Enhancement of financial powers	CE(Coord.) BFO/ DCA-I/ II	A proposal may be taken up in the next DUSIB BOARD meeting regarding enhancing the financial powers of the Engineering cadre in division. (Action : CE(Coord.) to put up a proposal).
08.	Procurement computers of	C.E(I.T)/ Director(Law)/ DD(System)	1.Technical bids of the five bidders have been evaluated by the Technical Evaluation Committee and recommended for the opening of the financial bid of three vendors on 17.08.2022.2.Same has been approved by Competent Authority for the subsequent opening of the financial bid fo the three eligible bidders. 3.On initiating the process of the acceptance/ rejection of the bids on the GeM portal on 18.08.2022, it has been found that the portal has rejected two bidders at the portal end, out of which one bidder is declared eligible by the department.

  
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			<p>4.Immediately complaint has been raised on the GeM portal on 18.08.2022 through Help Desk and mail for immediate enabling of the acceptance/ rejection options for the above two vendors.</p> <p>5.Once the issue is resolved the financial bid will be opened and put up for approval for placing the order with the L1 bidder.</p> <p>(Action : Director(Law) to expedite with DD(IT).</p>
09.	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.Technical bid of the three participating bidders has been examined by the Technical Evaluation Committee on 17.08.2022.</p> <p>2.Shortfall documents of the three bidders have been sought on the GeM portal on 17.08.2022. Same is to be given within two days.</p> <p>3.The shortfall documents received on the GeM portal shall be downloaded on 22.08.2022 for evaluation.</p> <p>PI expedite the work.</p> <p>(Action : DD(IT)</p>
10.	<p><b>Regular Inspection by concerned officers.</b></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 &amp; date with brief description about the inspection conducted &amp; concerned area.</p>	All CEs/ SEs/EEs/ JEs. Director(Finance) Sh.Praveer, DD	<p>i).CEO directed that a sticker should be fixed on all the doors of the WCs &amp; baths where the mobile number of Control Room &amp; Landline no. of DUSIB Control Room should be displayed.</p> <p>(Action:Sh.Praveer, DD, Incharge, Control Room).</p> <p>(ii)CEs to collect all inspection reports &amp; give information reg. number of inspections conducted/ plan of inspection by JEs, AEs, EEs, SEs &amp; CEs with time and dates.</p> <p>(Action : CE(Coordination).</p> <p>iii) 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>(Action : CE(Coord.).</p> <p>iv) Engineering staff shall upload</p>


  
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			<p>the dully filled Performa &amp; inspection report on whatsapp group.</p> <p>(Action : CE(Coord.).</p> <p>v) If any deficiency is recorded, please ensure that the deficiency gap noticed in inspection is closed.</p> <p>vi) Mr.Amarendra Jha (Member-Non official) ensure to give effective inputs, as an expert &amp; attend regular weekly meetings.</p>
11.	Appointment of C.A	Director(Finance) /DCA-II	<p>1.Notice shall be issued with a copy to ICAI.</p> <p>(Action: Director(Finance).</p> <p>2.Process should be initiated for appointment of new C.A.</p> <p>(Action : Director(Finance).</p>
12	Planning & Monitoring Division	Director(Admn.)/ CE(Coord.)	<p>Director(P&amp;M) raised the issue regarding looking after the charge of P&amp;M section. After discussion, it was decided that an order shall be issued by Director (Admin).</p>
13.	<b>Renovation/Cleanliness of Office Premises</b>	Sh.P.K.Garg, S.E-II/ Director(C.T)	<p>1.SE(Civil) to look into the work of renovation.</p> <p>2.AD(CT) has prepared list of scrap materials which are to be disposed off. File in this regard is being put up.</p> <p>(Action: Director(C.T)</p>
14.	<b>Pension Cases</b> 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.)	<p>As previously informed, action in the case of Smt. Panchkula was kept pending as no required clarification was received from the applicant. Now the reply has been received from Smt. Panchkula from Nepal. The Administration Branch has processed her case.</p>
15.	<b>In PIL matter relating to allotment of JNUURM houses</b>	C.E-II/Law Officer/ Director(R.P)	<p>The reply on behalf of the department has already been filed. GNCTD has adapted the reply on behalf of DUSIB and UOI sought time to file the reply. Next date of hearing is 5<sup>th</sup> Dec. 2022.</p> <p>(Action:Director(Law) to ensure that on every hearing Law Officer attend it).</p>



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16	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.)	The report will be placed for the perusal of CEO in the ensuing week.
17.	<b><u>Parking Sites :</u></b>	Member(Admn.)/ CE-I/CE-II/ Director(R.P)/ Dir.(Finance)	A meeting is slated for 22.08.2022 at 1:00 P.M for preparing terms & conditions of parking site.
18.	<b>Service Matters</b> 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.	1.DUSIB,s three Chief Engineers are going to retire on superannuation on 31.08.2022.  2.A letter be sent to services department, GNCTD informing therein regarding their retirement and requesting about the posting of three CE's on deputation. (Action: Director(Admn.)  3.DPC meeting has been convened by Member (Admn.) in one case. The recommendations of the committee will now be placed before CEO, DUSIB for consideration and approval. (Action: Director(Admn.)  4.PGMS/ CPGRAM. LG listening post etc. are being regularly monitored and efforts have been made to address and attend the same within the time line given in an effective manner. (Action: Director(Admn.)  5.CEO directed that those LDCs who have joined this department their posting should be made the same day. Those who have not yet joined a letter be sent to services department that these persons have

  
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			not yet joined and action shall be initiated against them.
19..	<b>Formation of a Committee for drafting all DUSIB Rules</b>	Sh. Pankaj Joshi, Director(JJR)/ Law Officer/JLO/LAs	<p>1.CEO directed to go through the ACT of DJB and other Boards and go through its rules and regulations. We may seek the services of Mr. Manmeet Walia &amp; others. Please talk to our expert Mr. Mahapatra who could be engaged as a CONSULTANT.</p> <p>2.The comprehensive proposal will be expedited soon.</p> <p>3. CEO further directed that there is approx. 900 cases in DUSIB. Compilation should be done with the assistance of Mr.Pravinder Chauhan, Standing Council, as to which cases could be taken-up in Lok Adalat/ Mediation..</p>
20.	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.
21.	Possibility of Drone Survey is to be evaluated and conducted within time limit, including evaluation of costing.	Director(Land)	The matter has been kept in abeyance for the time being.
22.	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.)	<p>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 and send it to concerned DC of the Zone and e-mail to MCD.</p> <p>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 MCD/ DJB, at the prominent/ conspicuous locations of the JJ Clusters &amp; for COMMUNITY TOILETS.</p> <p>2.A letter may be sent to Commissioner, MCD and endorsed to Addl. Commissioner, DEMS, to provide a list of Asstt. Sanitary</p>



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			inspectors/ Sanitary inspectors, MCD, deployed in 675 JJ Basties with their names & mobile number and details. (Action : Sh. Dania, CE(Coord.))
23.	<b>Identification of land for construction of DUSIB office building.</b>	CE-I/II Dir.(Admn.)	CEO, DUSIB has issued necessary direction to Chief Engineer I & II in this regard.
24.	<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	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. Media Coordinator has further forwarded a mail 16.08.2022 to twitter for early evaluation of DUSIB titter account for blue tick. 4.CEO directed to issue a show cause notice to the media coordinator as he has not attended the regular weekly meetings for the two consecutive period and not attended office stating therein why his services should not be terminated. (Action : Director(Admn.))
25.	<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	Work shall be awarded this week and shall be completed within 45 days. Please give the progress of the work on a daily basis. (Action : CE-I).
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)	The next meeting of JAAC shall be held on 21.09.2022 at 10:30 A.M. Meeting Notice is to be issued by Dir.(N.S).

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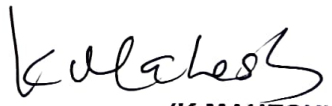


27.	Reg. Requirement of Civil Defence Volunteers(Male/Female) in DUSIB	Director (Admn.)	Another reminder has been sent under the signature of CEO, DUSIB. Sh. Rahul Sudan in the office of Div. Commissioner, assured to take prompt action in the matter. Again the matter was telephonically discussed with 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. Presently, file is pending for approval of Div. Commissioner.
28.	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.A letter has been prepared to hand over the documents 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. This whole exercise shall be coordinated with Prof. Rahul. (Action : Director(Rehb.) to make a format for this).
29.	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.Tenders for three identified sites of crèches have already been called by divisions and will be awarded within next three days as reported by them. The tenders for renovation of other two sites of crèches will be called by 29.08.2022. All these works will be got completed by first week of October 2022. 2. The tender for operation of 5 crèches will be called by 24.08.2022. As regards the sites of libraries, the five sites will be finalised. 3.A joint meeting of the DDC alongwith DUSIB shall be held shortly. Similarly a meeting will be convened with the Delhi Commission for Women for running two Trafficked Women shelter homes. (Action : CE-I, Sh.N.H.Sharma).

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30.	Control Room :	CE-II/Sh.Parveer Singh, DD/ Director(Admn.)	<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.</p> <p>(Action Director(Admn.): will issue an order that Mr. Parveer Singh, DD is Incharge of Control Room. His Link officer shall be Sh. Raghav, DD.</p> <p>2. Name plate/ board 3'X2" should be fixed where the name of official, cell number should be displayed.</p> <p>3. A land line telephone call should be on hunting mode/ group so that every call can be attended to.</p> <p>4. All JSCs &amp; Night Shelters on a white board, written in Red colour will indicate Telephone number of Control room.</p> <p>5. A new Cell phone be provided in the Control room to receive the pictures which has been forwarded to the concerned engineer/ division.</p>
31.	Electricity Problem	CE(E)/ Director(Rehb.)	<p>1. C.E(E) has confirmed that a debit note has been sent to CE(DSIIDC) for making payment to DUSIB.</p> <p>2. CEO, further directed that this reference may also be endorsed to Secretary(UD), and in the office of Chief Secretary, Delhi.</p>

All Concerned

  
**(K. MAHESH)**  
**CHIEF EXECUTIVE OFFICER**  
**K. Mahesh, IAS**  
**Chief Executive Officer**  
**Delhi Urban Shelter Improvement Board**  
**Govt. of NCT of Delhi**  
**New Delhi-110 002**