

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

No. CEO/PS/DUSIB/2022/D-292

Dated 31.08.2022

MINUTES OF THE [WEEKLY REVIEW MEETING HELD ON 29.08.2022 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 29.08.2022 under the Chairmanship of Chief Executive Officer to review the functioning of various departments in DUSIB. The following points were discussed and decided during the meeting. The list of participants is annexed as Annexure "A".

01. Presentation on JSC (Mr.Amarendera Jha, Expert (NON-OFFICIAL).

Sh.Amarender Jha, Expert has made presentation on JSC Status update of DUSIB. The Agenda items were i) Team structure ii) Terms of reference iii) Status update on JSC iv) Service level agreement & Action to be taken.

(i) In terms of Team structure, he made a list of JSC incharge, in terms of reference, he explained in detail the work to be maintained by agency and DUSIB to do the annual repair and maintenance of infrastructure.

(ii) In inspection status he pointed out that performance of Agency is not satisfactory in C-4, C-10, C-11 and C-12.

(iii) Agencywise JSC management was to be carried out where he explained that there are cleaning issues in JSCs where large agency is managing services like M/s. Sainath Sales, Safe Approach , Ayush and SH Khan. He apprised that there is inadequate manpower and non-compliance on account of labour laws needs to be vetted before making payment. (Action : Labour Welfare Officer & C.E).

(iv) Service level agreement : In this regard, Sh.Jha apprised that the issues regarding cleanliness, routine maintenance of WC/pot, flooring, electrical fittings, fixtures, electric supply, payment of bills, horticulture maintenance, sewerline, drains, water pipes, septic tank, desilting, sewerage system, supply of water & display board, signages were pointed out. He further apprised that there is shortage of staff in almost all the JSCs. The agency have not made payments to the deployed staff.

(Action : CE & Director(Finance)

(v) Sh.Amarender Jha, Expert suggested that on all these aspects action is required to be taken by Engineering division & Agency.

(vi) CEO directed that Action Taken Report in this regard be submitted at periodic intervals.

(vii) CEO has instructed to issue show cause notice and impose penalty on the contractors-agency on non performance it includes non deployment of staff at site.


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(vii) CEO directed to convene a meeting with all the Agencies once in a month.

(viii) Mr. Amarendra Jha, Expert shall make a presentation of the state of toilets every 2nd week.

(Action : Mr. Amarendra Jha, Expert)

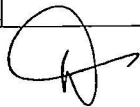
(ix) Payments to the agencies be processed on time for which CIRCULAR has been issued by CEO defining clear timelines.

(Action : Director(Finance))

Sr. No.	ISSUES	CONCERNED OFFICER/BRANCH	ACTION TAKEN REPORT/ACTION
01.	Geo-referencing & Geo Tagging.	Sh.Pankaj Joshi, Director(Land)/ C.E/DD(System) Director(Vigilance)	1.Ex. Engineer C-1, 2, 3, 4, 6, 9, 10 and C-12 have submitted completion certificate. 2. The pending asset details as received from the Divisions have been mailed to the Coordinator/ Executive in GSDL for completion of work. 3. The data relating to pending Geo tagging and geo referencing assets of C-5, 7, 8 & 11 has been referred to GSDL for completion and would be completed by 30.08.22. <u>Thereafter only geo tagging of Katras will remain pending.</u> 4.The MoU has been approved by CEO & submitted to GSDL for approval. Response of GSDL is awaited. 5. 675 JJ bastis longitude and latitude and mapping work. 6. As informed by Sh. Pankaj Joshi, Director(Land) , since all the /Ex. Engineers have submitted their reports, as such, issued Show cause notices may be dropped. (Action : Director(Land)/ DD(IT))
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.


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			<p>Governor as per Rule 17 of Transaction of Business Rules, 1993. (Action:Dir.(Admn.)to coordinate).</p> <p>2. Standing order : There is a provision under Transaction of Business Rules 1993, Under Rule 16 "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	<p>Board meeting has been held on 08.08.2022 at the residence of Hon'ble CM/ Chairman DUSIB. Minutes of meeting have been sent to Hon'ble VC, DUSIB and Chairman of the Board.</p> <p>(Action : Director(Admn.) to follow with Dy. C.M office) to get the minutes approved by (C.M).</p>
04.	Local Shopping Complexes	Director(R.P)/ Sh.Prashant Raghav, Director	<p>1.Director(R.P) to furnish a comprehensive list of local shopping complexes after collecting requisite information from following branches :</p> <p>i) R.P.Cell (ii) Housing (iii) SUR (iv) Lease & Liquidation (v) Allotment (vi) JJR (vii) SCP.</p> <p>2.A policy shall be drafted for allotment of these vacant local shopping complexes.</p> <p>Action : Sh.Prashant Raghav(Director).</p>
05.	SRS vacant plots	Director(JJR)	<p>01.A letter be sent to CBI under the signature of CEO regarding whether</p>




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			<p>plots which has been cancelled under SRS could be given for allotment or not.</p> <p>02. A letter is to be sent to Divisional Engineer to furnish information regarding the current status of unallotted plots of SUR Branch.</p> <p>(Action: Director(JJR)).</p>
06.	Mobile Towers	Chief Engineer Sh. Joshi, BFO	<p>The concerned branch has been directed to prepare a detailed report regarding the issues related to Mobile Towers and revenue generation. A report may also be added in it. The file is sent to Accounts branch for determining the exact recovery amount, if any, till date..</p> <p>(Action : BFO put up action to be initiated w.r.t. Mobile towers).</p>
07.	JJR zones inspection	Director(JJR)	<p>Member(Admn.) took the stock of the situation of 7 JJR zonal offices. He informed that these offices are in very bad shape and needs repairs and cleanliness. The files are not maintained. Staff is not attending office on time. Almirahs are broken & there is no lock in some almirahs.</p> <p>CEO directed that Director(JJR) shall call for a meeting and form a committee and streamline the staff and look into the problems being faced in the JJR Zones and proper up keep of files and maintain register as recovery certificates are pending. He shall made all out efforts to generate revenue.</p> <p>(Action : Director(JJR) lay down the ROAD MAP).</p>
08.	Recovery Notice/certificate	Director(R.P)/ (Housing)/Allotment/ CDF Director(Recovery) Sh.Praveer, Director.	<p>CEO, DUSIB directed to issue recovery notices to all the category of assets where revenue can be generated. ATR in this regard may be sent to CEO on daily basis.</p> <p>(Action : Director(Recovery) to coordinate with Sh. Praveer, Director)</p>
09.	Scanning of 675 JJ basti files	Sh.P,KJha,Director)	<p>Director(JJR) shall arrange to scan all the files of 675 JJ basti. This</p>


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			exercise shall be done by 12 th Sept. 2022. A report shall be sent weekly to give a report of the total scanning done, total left out and the same be uploaded on the website.
10	Notification of JJ Bastie	Chief Engineer Director(Rehb.)/SE (MOST URGENT)	1.A meeting was held on 18.08.2022. MoM has been submitted by S.E., Sh.Gautam & he must follow-up expeditiously.
11.	Enhancement of financial powers	Chief Engineer 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 to put up a proposal).
12.	Procurement of computers	Chief Engineer Director(Law)/ DD(System)	1.On initiating the process of the acceptance/ rejection of the five 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. 2.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. 3.It was informed by GeM that the rejection is not from GeM portal and have given the I.P Address from where the two bids were rejected. 4.Consequently department has cancelled the tender and new tender has been uploaded on the GeM portal on 26.08.2022(Evening). 5.e-FIR has been filed on the Cyber Crime Portal as per the details given by GeM on 27.08.2022. Keep a copy in the file. 6.The date of opening of technical bid is 05.09.2022 at 4:30 PM. Action : Director(IT)/DD(IT)
13.	CEO directed that 10 no. Biometric machines is to be installed in our ten office locations,	Director(Admn.)/ DD(IT)	1.The financial bid of the three bidders have been opened 25.08.2022. The L1 bidder has been shortlisted and file has been


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	outside and within two premises at Punerwas Bhawan and Vikas Kuteer office.		submitted for financial concurrence on 26.08.2022. 2.Work order will be placed by 31.08.2022. Pl expedite the work. (Action : DD(IT))
14.	Regular Inspection by concerned officers. 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.	All CE/ SEs/EEs/ JEs. Director(Finance) Sh.Praveer, Director	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. (Action:Sh.Praveer, Director, Incharge, Control Room) to get Mobile phone with sim). (ii)CEs to collect all inspection reports & give information reg. number of inspections conducted/ plan of inspection by JEs, AEs, EEs, SEs & CE with time and dates. (Action : CE(Coordination)). iii) All inspections be uploaded 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. (Action : CE(Coord.)). iv) Engineering staff shall upload the dully filled Performa & inspection report on whatsapp group. (Action : CE(Coord.)). v) If any deficiency is recorded, please ensure that the deficiency gap noticed in inspection is closed. vi) Mr.Amarendra Jha (Member-Non official) ensure to give effective inputs, as an expert & attend regular weekly meetings. (Action : Sh. Amarendra Jha, Expert)
15.	Appointment of C.A	Director(Finance) /DCA-II	Final Notice has been issued on 24.08.2022 with a copy to ICAI to initiate action. Place it on file. (Action : Director (Finance))
16	Planning & Monitoring Division	Director(Admn.)/ Chief Engineer	File in this regard has been submitted to Member(Admn.).

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17.	Renovation/Cleanliness of Office Premises	Sh.P.K.Garg, S.E-II/ Director(C.T)	1.SE(Civil) to look into the work of renovation. 2. File in this regard is under submission. (Action: Director(C.T))
18.	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.)	The case of Smt. Panchkal is being decided. File has been sent to Finance Wing.
19.	In PIL matter relating to allotment of JNUURM houses	Chief Engineer /Law Officer/ Director(R.P)	The reply on behalf of the department has already been filed. Next date of hearing is 5 th Dec. 2022. (Action:Director(Law) to ensure that on every hearing, Law Officer attend it and give report in writing to CEO)
20	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 as the work is in progress. This has been pending for a long time. Sh. Joshi, Director to look into personally.
21.	<u>Parking Sites :</u>	Member(Admn.)/ Chief Engineer Director(R.P)/ Dir.(Finance)	A meeting was held on 22.08.2022 at 1:00 P.M for preparing terms & conditions of parking site. Minutes in this regard has been issued. Sh. Prashant Raghav, Director to finalise the tender documents as important points were again left out in the terms & conditions (Action : Sh. P.Raghav, Director)


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22.	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.)/ Chief Engineer To coordinate. Director(Admn.) to give break-up every week : i). PGMS. ii). CPGRAM iii). LG Listening posts.	1. Letter to Services department be sent for 03 CEs. 2. One promotion of Director done. 3. Few current duty assignment cases have been approved by CEO, DUSIB. 4. File for CEs promotion case is being put up. 5. PGMS/CPGRAM cases are being regularly monitored. 6. New LDCs have joined, Orders for posting issued. 7. CEO directed that 2 more DANICs' officers already joined this office. He directed that new staff be provided space at Punervas Bhawan. For this rooms at Punervas bhawan be parted so that new officers shall accommodate at nearby office of CEO. (Action : Director(Admn.)
23..	Formation of a Committee for drafting all DUSIB Rules	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 & others. Please talk to our expert Mr. Mahapatra who could be engaged as a CONSULTANT. 2. The comprehensive proposal will be expedited soon. 3. CEO further directed that there is approx. 900 cases in DUSIB. Compilation should	1. The files of rules & regulations has been put up before Director(Law) with copy of rules and regulations of Delhi Jal Board and he has made certain corrections and queries. 2. List of court cases has been sent to Sh. Parvinder Chauhan, Standing Counsel. 2. Sh. Manmeet Walia was contacted but due to workload he regretted. He has however provided the names of three persons who would be willing to participate. Those will be contacted and accordingly names shall be suggested to CEO.

Handwritten signature and date: 31/10/22

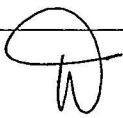
		be done with the assistance of Mr.Pravinder Chauhan, Standing Council, as to which cases could be taken-up in Lok Adalat/ Mediation..	
24.	Office space to police department	Director(Admn.)	Reminder has already been sent under the signatures of CEO.
25.	Possibility of Drone Survey is to be evaluated and conducted within time limit, including evaluation of costing.	Director(Land)	The matter has been kept in abeyance for the time being.
26.	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.	Chief Engineer	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. 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. (Action : All EEs) 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. (Action : Sh. Chief Engineer)
27.	Identification of land for construction of DUSIB office building.	Chief Engineer Dir.(Admn.)	CEO, DUSIB has issued necessary direction to Chief Engineer in this regard.

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28.	Twitter Handle with Blue Tick CEO directed that a Twitter A/c be created.	Chief Engineer, Sh. Ashok Joseph, DD(IT)/ Media Coordinator Sh.Bhasker Sharma	1.Show cause notice issued to Sh. Bhaskar Sharma, Media Coordinator. Director(Finance) to deduct his salary for one day. Put-up in file. Action : Director(Finance)
29.	Night Shelter for children of Sex Workers in the vicinity of G.B. Road.	C.E/S.E-III/EE C-7	The work has been awarded and shall be completed within 45 days. Please give the progress of the work on a weekly basis. (Action : CE).
30.	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 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 be issued by Dir.(N.S) by 05.09.2022.
31.	Reg. Requirement of Civil Defence Volunteers(Male/Female) in DUSIB	Director (Admn.)	Sh. Rahul sudan informed that he has issued letter to DM, Shahdara to provide man power.
32.	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.Bank details of students has been received and the case is under process. The payment shall be made this week. (Action : Director(Rehb.)
33.	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	C.E/S.Es/ Director (BVK)/	Provision of Creches : 1.Tenders for two identified sites of crèches is under process of award. 2.BVK at Chowki No. 4 (Site-1) : The work is in progress. 3.BVK in JJ Basti at Outer Ring Road No. 26, Haiderpur, Shalimar Bagh AC & BVK in JJ Basti at Gandhi Camp behind DTC deport, Okhla site – II, Tender to be called by 02.09.2022. 4.Provision of Public libraries in BVKs/Community Hall at 5 locations for the children/students of JJ Bastis/ Slum dwellers. DDCD, GNCTD has finalised the


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	incurred by Delhi Govt.		<p>five locations :</p> <p>i).BVK in JJ Basti at Kusumpur Pahari.</p> <p>ii). Community Hall at Pilanji</p> <p>iii) BVK in JJ Basti at Shakurpur Basti.</p> <p>iv)BVK at Indira Cam No.2 near Sunlight Colony.</p> <p>Two shelter homes for the Trafficked women :</p> <p>i)Shelter home for Trafficked Women in NS building at Ghazipur : CE-I informed that renovation work for this building has already been carried out. The file regarding addition/ alteration work & electrical installations is with Finance depts.</p> <p>ii)Shelter home for trafficked women in NS Building at Sector-22, Rohini :CE-I informed that the work of this site will be awarded to the contractor by 25.08.20022 and the same shall be completed by 30.09.2022. MoM has been circulated in regarding these issues vide D- 154 dtd. 27.08.2022 by CE-I (Action : Chief Engineer).</p>
34.	Control Room :	CE/Sh.Parveer Singh, Director/ Director(Admn.)	<p>1.There is a need to reform control room with a proper set-up. Sh. Parveer Singh, DD the in-charge of Control room shall visit the control room frequently to check the compliance plus setup the software and monitor the staff. CEO directed that staff at control room be trained.</p> <p>2.Sh. Raghav, DD shall be the link officer of Sh. Parveer Singh, DD(Control Room).Orders in this regard are being issued.</p> <p>3.File is submitted for approval of Sim card and new Hand set of cell phone. New number shall be flashed to all the MLAs in which pictures shall be uploaded and all the compliances be made.</p> <p>(Action : Sh. Praveer, Director)</p>
35.	Electricity Problem	SE(E)/ Director(Rehb.)	<p>1.CE(Elect.) has informed that CISF officials have requested for a meeting under the Chairmanship of CEO, DUSIB in his chamber</p>


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			alongwith MD, DSIIDC for taking the final decision regarding clearance of dues. Notice for this be issued for 07.09.2022 at 3:00 PM. SE(E), Sh. Rajiv Ailawadi, SE(E) & Director(Rehb.) to prepare agenda items and present in file on 05.09.2022.
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(K.MAHESH)
CHIEF EXECUTIVE OFFICER

All Concerned

By Dir (IT)