

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER
PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

No. CE/DUSIB/2025-26/D-34

Date: 02/06/2025

Minutes of the Meeting held under the Chairpersonship of the Chief Executive Officer, DUSIB on 29th May 2025 at 3:30 PM in the Conference Hall, Punarwas Bhawan to Review overall working of IT Section.

A meeting was convened under the chairpersonship of the Chief Executive Officer, DUSIB on 29th May 2025 at 3:30 PM in the Conference Hall of Punarwas Bhawan to review the current functioning of the IT Section and deliberate on measures for its enhancement, both in terms of infrastructure and operational efficiency.

At the outset, the Chief Executive Officer welcomed all officials and participants, and emphasized the critical role of the IT Section in enabling efficient service delivery, data management, and digital governance within DUSIB. He underscored the need for continuous technological upgrades and improved system integration to enhance overall departmental performance.

The Chief Engineer, DUSIB briefed the Chief Executive Officer that the IT Team has developed several in-house software applications, including the JSC Inspection Application, Night Shelter Monitoring Application, Community Hall Booking System, DUSIB Asset Management System, and the official DUSIB website, among others. It was highlighted that no other department under the Delhi Government currently operates such a wide range of in-house developed software solutions, reflecting the commendable efforts and capabilities of DUSIB's IT team.

A detailed discussion was held on the following key agenda points:

- 1) The Chief Executive Officer reviewed the JSC Monitoring Web Application and appreciated the efforts of the IT team for its effective development. He suggested that the fields for 'Inspection Officer' and 'Complainant Name' be separated to improve data clarity and usability.

Action: Dy. Director (IT)

- 2) The Chief Executive Officer subsequently reviewed the official DUSIB website and issued the following directions for its improvement and updation:
 - a. It was observed that the details related to the CEO's Section, the Organogram, the Citizen Charter, and various departmental information

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had not been updated. The CEO directed that all such information be promptly reviewed and updated to ensure transparency and public accessibility. Additionally, the "Engineering Works" tab must be reviewed and revised as necessary to accurately reflect current work executions.

Action: Dy. Director (IT)

- b. The CEO observed that circulars and orders were not being uploaded regularly on the website. He directed that henceforth; all circulars and office orders must be uploaded promptly to ensure availability of up-to-date information on website. Henceforth; all Sectional Heads shall send the necessary circular/orders to IT Section for uploading regularly.

Action: Dir/DD/SE/EE

- c. The Chief Executive Officer reviewed the Community Hall Booking Web Application and highly appreciated its functionality. He directed that a similar online portal be developed for Mobile Toilet Van (MTV) booking to streamline the process and enhance user convenience.

Action: Dy. Director (IT)

- d. The Chief Executive Officer reviewed the Project Monitoring System (PMS) and observed that it requires improvement. He directed that a detailed study of the PMS models used by CPWD and PWD be conducted. If necessary, a meeting with the concerned departments should be arranged to understand their systems better, with the objective of redesigning DUSIB's PMS based on the CPWD/PWD models for enhanced efficiency and effectiveness.

Action: Dy. Director (IT)

- e. It was emphasized that each division should appoint a Nodal Officer responsible for updating the Project Monitoring System (PMS) regularly. The issue of shortage of Data Entry Operators (DEOs) was highlighted, noting the lack of adequate staff. In response, the Chief Executive Officer directed that a file be processed promptly for the recruitment of additional DEOs to address this staffing gap.

Action: All EEs/SEs/Dir(Admn.)/DD (IT)

- f. The Photo gallery should be updated showcasing the department's ongoing activities, such as new construction of BVKs, JSCs, Night Shelters, inspections, EDC camps, and DUSIB assets etc. Additionally, the CEO directed the programmers to create and manage social media account for DUSIB.

Action: Dy. Director (IT)

- 3) The Chief Executive Officer discussed the implementation of a leased line to ensure more reliable and high-speed internet connectivity. He expressed the desire to provide the current status of the leased line implementation and to explore the feasibility of its full deployment across all relevant offices.

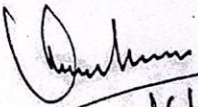
Action: Dy. Director (IT) & E-03

- 4) The Chief Executive Officer appreciated the efforts of the IT team for their commendable work and dedication. He also observed that the IT Section in DUSIB is operating with limited resources, and many systems and equipment are outdated. The CEO emphasized the need to upgrade the IT Section and directed that necessary steps be taken to strengthen the IT infrastructure for improved efficiency and service delivery.

Action: Dy. Director (IT)

Meeting ended up with thanks to the Chair.

This issues with the approval of CEO, DUSIB.

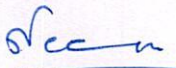

2/6/2025

EO to Chief Engineer, DUSIB

AD(IT) Pl. upload on DUSIB website.


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pl. upload on
website.
Programmer


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