

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH-I)
GLNS COMPLEX, DELHI GATE, NEW DELHI-02


No.F.10(476)/2020/Admn.-I/DSW/Estt./ 6019-6079

Dated:

20 JUN 2022

CIRCULAR

Reference Minutes on the weekly meeting of the Senior Officers held on 06/06/2022 at 3.00 P.M. under the Chairmanship of the Chief Secretary, Delhi vide No.OSD/CS/2022/8146-8156 dated 10th June, 2022(copy enclosed), all DDOs/HOOs/Branch Incharges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare are hereby directed to work seriously and the decisions taken in the meeting of the Chief Secretary, Delhi are required to be implemented/adhered to in a time bound manner. The Action taken report shall be submitted on every Wednesday by 12:00 noon.


DD(Admn.-I)

Encl: As above.


No.F.10(476)/2020/Admn.-I/DSW/Estt./ 6019-6079

Dated:

20 JUN 2022

Copy to:

1. PPS to Secretary(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
2. PA to Director(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
3. PA to Jt. Director(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
4. **DDOs/HOOs/Branch Incharges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare, GNCTD for strict compliance.**
5. **Sh. Ankur Otto, Welfare Officer, RTE Branch, Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002 with the direction to compile the Action Taken Reports under the supervision of DD(Admn.-I)/Nodal Officer.**
6. DD(Admn.-I), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
7. Sr. System Analyst(SW) with the direction to upload the abovesaid Order and its enclosures on the website of the Department.
8. Guard File.


DD(Admn.-I)

177/CC
21/6/22

**GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF SECRETARY
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI**

No.OSD/CS/2022/ 8146-8156

Dated: 10th June, 2022

Minutes of the meeting held on 06.06.2022 at 03.00 P.M. under the Chairmanship of the Chief Secretary, Delhi

A weekly meeting of the Senior Officers was taken by the Chief Secretary at 03:00 P.M. on 06.06.2022 in the Conference Room No. 03 at 2nd Level, C-Wing, Delhi Secretariat, IP Estate, New Delhi. A list of officers, who attended the meeting, is enclosed at Annexure I.

2 The following was discussed and decided during the meeting:

i) It was directed by the Chief Secretary that all the Departments are required to work seriously and the decisions taken are required to be implemented / adhered to, in a time bound manner.

[Action pertains to: All Departments]

ii) All the pension matters of employees of each department should be resolved by 30.06.2022. A certificate in this regard should be sent by the concerned HoD to the Services Department, which should compile the same and send a compliance report to the Office of the Chief Secretary on 01.07.2022.

**[Action pertains to: All Departments, Services Department]
[Timeline: 01.07.2022]**

iii) **Multiple charges with CVOs and Posting of Officers / Officials for long periods**

a. Secretary-cum-Director (Vigilance) should examine the issue of rationalization of appointment of CVOs in various organizations of GNCTD to ensure that an officer should not hold multiple charges of CVOs of various organizations.

**[Action pertains to: All the Departments /
Secretary-cum-Director (Vigilance) / Special CP (ACB)]**

b. It was observed that there are many personnel who are posted in the same Department for years together (including on sensitive Posts) without any transfer. All Departments, including Services Department, should carry out an immediate exercise for transfer of such personnel to the non-sensitive posts in terms of circulars issued by the Central Vigilance Commission (CVC) in this regard. The instructions of the CVC (as amended from time to time) should be circulated to all the Departments by Secretary-cum-Director (Vigilance) by 10.06.2022 for taking necessary action by the concerned HoDs / Services Department.



**[Action pertains to: All the Departments /
Secretary-cum-Director (Vigilance) / Special CP (ACB)]**
[Timeline: 16.06.2022]

- iv) It was decided that in all the Departments, where large tenders are being floated, the framework of e-Bidding process must be secured so that no manipulations would be possible. Special Secretary (IT) should ensure development and implementation of such framework by 30.06.2022.

[Action pertains to: All Departments and Special Secretary (IT)]
[Timeline: 30.06.2022]

- v) List of Enemy Property, as received from the Office the Custodian of Enemy Property for India under the Ministry of Home Affairs, was sent to the Office of Divisional Commissioner. All the District Magistrates should take immediate action to complete the valuation process of such properties alongwith allied activities such as survey, etc. Divisional Commissioner should review the progress on fortnight basis and complete this work by 15th August, 2022.

[Action pertains to: Divisional Commissioner / All the DMs]
[Timeline: 15.08.2022]

- vi) Details of Gaon Sabha land of all the 49 rural villages of Delhi, belonging to various districts, be provided to the Office of the Chief Secretary by 16.06.2022.

[Action pertains to: Divisional Commissioner / All the DMs]
[Timeline: 16.06.2022]

- vii) A 'Special Cleanliness Drive' is required to be conducted by the MCD, DDA, NDMC, Delhi Cantonment Board, PWD and NHAI from 14.06.2022 to 21.06.2022 to not only ensure cleanliness but also to ensure that all roads / streets / central verges and open public places should be free from any kind of malba / C & D waste, inert material, municipal solid waste, scrap, etc. A letter in this regard has been sent by Secretary (UD) to all the concerned organizations on 06.06.2022. Therefore, all the organizations are required to take necessary action as per this letter. The District Magistrates of 11 Revenue Districts (including their teams of ADMs / SDMs / Tehsildars) and the Deputy Commissioners of 12 zones of MCD should personally check and steer this drive in their respective jurisdiction. An Action Plan in this regard should be prepared and submitted to the Secretary (UD), who is required to examine, compile and submit the same to the Chief Secretary by 13.06.2022.

**[Action pertains to: Secretary (UD) / MCD / DDA / NDMC / DCB / PWD /
NHAI / Divisional Commissioner / All the DMs]**
[Timeline: 13.06.2022]

- viii) All the requests pertaining to pruning of trees should be received and disposed-of, through the online platform only. The necessary decisions for granting / rejecting on pending requests should be taken expeditiously and be communicated to the



concerned Departments / individuals and henceforth all such requests be disposed-of in a time bound manner. The requests received from DMRC in this regard should be disposed-of on priority basis.

[Action pertains to: Forest Department]
[Timeline: 17.06.2022]

- ix) In the Senior Officer's Meeting held on 20.05.2022, Director (Fire Service) was directed to submit a consolidated proposal on various aspects of the Department by 05.06.2022. However, it was observed that no proposal has been received from the Fire Services Department so far. Therefore, Director (Fire Services) was directed again to submit a consolidated proposal latest by 13.06.2022, without fail.

[Action pertains to: Director (Fire Service)]
[Timeline: 13.06.2022]

x) **Revenue Courts / Sub-Registrar Offices**

- a. In the Senior Officer's Meeting held on 27.05.2022, it was decided to transform all the Revenue Courts into e-Courts by 15.08.2022. Accordingly, Special Secretary (IT) was directed to ensure that this work is completed within the prescribed time limits in consultation with Divisional Commissioner.
- b. It was further decided that all the Sub-Registrar Offices should be made faceless and the services should be available to the public through e-platform by 15.08.2022.

[Action pertains to: Divisional Commissioner / Special Secretary (IT)]
[Timeline: 15.08.2022]

- xi) An Action Plan should be prepared by the Department of Irrigation & Flood Control (I&FC) for removal of encroachments from the Yamuna River Front and this plan should be executed in a time bound manner.

[Action pertains to: Development Commissioner-cum-Secretary (I&FC)]
[Timeline: 16.06.2022]

- xii) It should be ensured by PWD / I&FC / MCD / NDMC / DCB that de-silting of all the major as well as minor drains be completed by 15.06.2022. The District Magistrates of Revenue Districts and the Deputy Commissioners of concerned zones of MCD should personally inspect such drains in their respective areas and ensure that they are completely de-silted, so that there is no water logging during the forthcoming monsoon season.

[Action pertains to: PWD / MCD / I&FC / NDMC
/ DCB / All DMs (Revenue) / All DCs (MCD)]
[Timeline: 16.06.2022]

- xiii) Commissioner (Food & Supplies) should review the implementation of PM Garib Kalyan Yojana and ensure that the ration is available for uptake and distribution to all the beneficiaries without any time lag.



[Action pertains to: Commissioner (F&S)]
[Timeline: 16.06.2022]

- xiv) The land issue pertaining to the construction of new Jail Complex at Narela is required to be resolved on priority basis. As it was decided that site in Narela will not be changed, therefore, a letter in this regard may be sent to MHA.

[Action pertains to: DG (Prisons)]
[Timeline: 16.06.2022]

- xv) The details of amendments made in the PMSVANidhi Scheme should be brought to the notice of all the ULBs by the Urban Development Department to ensure that the Scheme is implemented as per the targets already fixed.

[Action pertains to: Secretary (UD)]
[Timeline: 16.06.2022]

xvi) **Jan Sunwai**

- a. Vide circular No. F.19/16/AR/2016/Misc./4169-76 dated 25.05.2017, directions were issued to all the Departments that all the Officers in various offices of GNCT of Delhi, other than those who are on field duty, should be available on their seats to meet the public on every working day between 10.00 a.m. and 11.00 a.m., without appointment, for redressal of public grievances. Compliance of the same should be ensured by all the Departments without fail.

[Action pertains to: All Departments]

- b. It was further decided that an exclusive 'Jan Sunwai' should be held by all the District Magistrates every week (preferably from 09:00 AM to 12:00 PM on every Saturday) for resolving the public grievances at the DM level, in which District Level Heads of all the concerned public interface oriented Departments should be available. An order in this regard should be issued by the Divisional Commissioner by 13.06.2022.

[Action pertains to: Divisional Commissioner / All the DMs]
[Timeline: 15.06.2022]

- xvii) It was observed that the geographical / territorial boundaries of the Districts are not co-terminus with that of the jurisdictions of other departments like MCD / PWD / Social Welfare, etc. Therefore, an exercise should be carried out for ensuring that the territorial / jurisdiction boundaries of municipal zones, police districts, divisions of PWD, education, social welfare, etc. should be co-terminus with the boundaries of revenue districts to create synergies between the Departments and for ease of making administration available to the public.

[Action pertains to: Divisional Commissioner / Special Secretary (IT)]
[Timeline: 31.07.2022]



xviii) Inspection of all the Hospitals should be carried out by the Pr. Chief Engineers / Chief Engineers of the PWD to address the various issues of maintenance and sanitation of these buildings.

[Action pertains to: Pr. Secretary (PWD) / E-in-C (PWD)]
[Timeline: 30.06.2022]

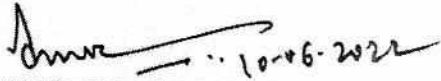
xix) A presentation was made by the Director, G.B. Pant Hospital during the meeting, in which, inter-alia, the issues of encroachments between the G.P. Pant Hospital and L.N.J.P. Hospital was highlighted. Therefore, it was decided that Divisional Commissioner (Revenue) should direct the concerned District Magistrate (Central District) to ensure that all such encroachment be removed in coordination with concerned Deputy Commissioner of MCD. Necessary police protection should be provided by the concerned area DCP.

[Action pertains to: Divisional Commissioner /
DM (Central District) / DC (City-SP Zone) / DCP (Central)]
[Timeline: 30.06.2022]

xx) It was decided that Special Secretary (IT) should check the NIC Data Centre and examine the possibility of combining / merging / consolidating the various kinds of data-sets pertaining to different department to create a master data-set so that the same can be maintained at one unified Data Centre with limited access of concerned fields in such master data-set to the concerned Departments, which would remove redundancy and will help in inter-Departmental coordination.

[Action pertains to: Special Secretary (IT)]
[Timeline: 20.06.2022]

3 The meeting ended with a Vote of Thanks to the Chair.


(ASHISH MADHARAO MORE)
Staff Officer to CS, Delhi

No.OSD/CS/2022/8146-8156

Dated: 10th June, 2022

Copy To:

All ACS / Pr. Secretaries / Secretaries / Special Secretaries / Commissioner (MCD) /
Commissioner (T&T) / CEO (DJB) / All District Magistrates / All Deputy
Commissioners of MCD / MS (DPCC) / E-in-C (PWD) / DCP (Central) / Director
(DFS)