

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
PT. RAVI SHANKAR SHUKLA LANE, K.G.MARG, NEW DELHI 110001**

No F.5(91)/Admn/WCD/Misc/2014/ 30358

Dated:

20 DEC 2016

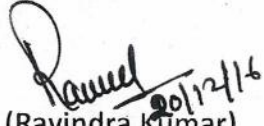
CIRCULAR

Sub: Minutes of the meeting of Pr. Secretaries/Secretaries chaired by the Chief Secretary, Delhi on 06.12.2016 at 12.15 PM.

Deputy Secretary (GAD), GNCT of Delhi vide its letter No. F.53/1/2016/GAD/CN/dsgadiii/5709-10 dated 09.12.2016 has forwarded 'Minutes of the meeting of Pr. Secretaries/Secretaries/HOD under the chairmanship of Chief Secretary, Delhi on 06.12.2016 at 12.15 PM in the Conference Room of Chief Secretary, 5th Floor, New Delhi-02'.

In this regard, all the Branch Incharges of WCD (HQ), all District Officer of WCD & HOO of field units, WCD are hereby requested to do the needful and take further necessary action as mentioned in the minutes.

Encl: As above.


(Ravindra Kumar)
O.S (Admn.)

1. All Branch Incharges – WCD (HQ).
2. All District Officer of DWCD.
3. All HOO of field units, DWCD.

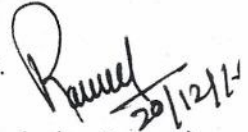
20 DEC 2016

No F.5(91)/Admn/WCD/Misc/2014/ 30358

Dated: 22 DEC 2016

Copy to:

1. Asstt. Programmer, WCD for uploading the circular on website of the department.
2. Guard file.


(Ravindra Kumar)
O.S (Admn.)

Mail forwarded to
DSW & DWCD on 13/12/16

Diary No. 580
Date 15/12/2016
Spl. Director (WCD)
GNCTL, DWOD

Office of the Secretary (SW/WCD)
Deptt. of Social Welfare
Govt. of NCT of Delhi
13 DEC 2016
Dy. No. 8807

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(COORDINATION BRANCH)
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

No. F.53/1/2016/GAD/CN/dsgadiii/5709-10

Dated: 09/12/2016

DSW
13/12/16

To,
All Pr. Secretaries/Secretaries/HODs
Govt. of NCT of Delhi

Sub: Minutes of the meeting of Pr. Secretaries/Secretaries chaired by the Chief Secretary, Delhi, on 06.12.2016 at 12:15 PM

4039/331A)
15/12/16

Sir/Madam,

Please find enclosed herewith Minutes as stated above for further necessary action as mentioned in the minutes.

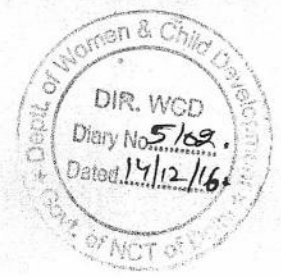
Encl: As above

Yours faithfully,
9/12/16
(KRISHAN LAL)
Dy. Secretary (GAD)

Copy to

- 1. OSD to Chief Secretary, Govt. of NCT of Delhi.

M. circulate
14/12



P.D. (A)
18/12
Sh. Anand
19/12/16

Minutes of the meeting of Pr. Secretaries/Secretaries/HODs under the Chairmanship of Chief Secretary on 06.12.2016 at 12.15 PM in the Conference Room of Chief Secretary, 5th Floor, New Delhi-02

1. List of participants in attached as Annexure- A.
2. Discussion held and decisions taken in the meeting are tabulated below:

S.No	Issue	Decision Taken	Action
1.	Pending Issues of the Deptts.	Pr. Secretaries/Secretaries were requested to send a note regarding important pending issues/cases/projects of their Departments. The note should mention in brief the issues involved, current status and Competent Authority to decide the issues. This information may be submitted by 9 th December, 2016.	All Departments
2.	Personal appearance of Senior Officers in Courts	Chief Secretary directed that Pr. Secretaries/Secretaries may review the position of Court cases to ensure timely reply, effective representation as well as to avoid contempt of Court and personal appearance of senior officers before the Courts. Any laxity in this regard may be viewed seriously and responsibility of the concerned officer be fixed.	All Departments
3.	Implementation of orders of Hon'ble National Green Tribunal	The Chief Secretary desired implementation of NGT orders may be reviewed regularly to ensure implementation in a time bound manner. He directed all the HODs and specifically North Municipal Corporation, South Municipal Corporation,	North Municipal Corporation South Municipal Corporation East Municipal Corporation

[Handwritten Signature]
9/12/16

		East Municipal Corporation, NDMC, Transport Department and Environment Department and other departments concerned to ensure compliance of the orders of NGT. In this regard, he sought information from the officers regarding status of implementation of the orders of NGT under 03 heads, viz. Fully complied, partly complied or not complied, within a fortnight.	NDMC Transport Department Environment Department & other department concerned
4.	Representation in Corporations, Boards, etc.	The Chief Secretary informed the officers that he is ex-officio member of various Corporation, Boards, Bodies, etc. A list of such Corporation/Boards, etc. be prepared and approval of Competent Authority obtained for nomination of Chief Secretary.	All Departments
5.	Attaching additional note-sheet in the file	The Chief Secretary pointed out that in most of the cases, no space is left in the note-sheet for recording observations and signature. He desired that all the HODs will ensure that sufficient space is left on the note-sheet and courtesy note-sheets attached as per instructions contained in the 'Manual of Office Procedure'.	All Departments
6.	Intimation of Competent Authority in files.	The Chief Secretary desired that the HODs must indicate the Competent Authority and the channel of submission for approval of the proposal, in each file.	All Departments
7.	Attendance of Officers and Officials.	The Chief Secretary pointed out that large number of the officers/officials of Delhi Secretariat are not observing punctuality in	All Departments

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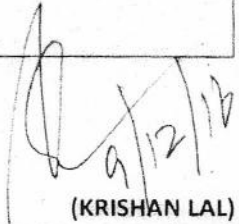
		attending the office. He directed Secretary (GAD) to keep a watch on the attendance and to ensure that all the officers/officials working in Delhi Secretariat mark their attendance through Biometric Attendance System/IRIS System by 9.45 AM. Pr. Secretaries/Secretaries may ensure punctuality in their departments and if an officer/official is a habitual late-comer, then action may be taken against him/her as per rules. The progress achieved will be reviewed at next meeting.	
8.	Decline in Revenue Collection - Action reg.	The Chief Secretary mentioned that major revenue generating departments should keep a close watch and monitor revenue collection for improving collection.	Revenue Deptt. Trade & Taxes Deptt. Excise Deptt. Transport Deptt.
9.	Timely payment to Contractual Staff	The Chief Secretary directed all the HODs to ensure that the salary and wages of the MTS/Class-IV employees are paid in time as per the cabinet decisions and report be sent to S.O. to Chief Secretary by 20 th of the month. In case of delay, concerned HOD will have to explain the reasons.	All Departments
10.	Payment of salary to staff under posting	The Chief Secretary pointed out that some of the regular employees do not get salary for months for want of posting against a vacant post and directed Secretary (Services) to ensure timely payment of salary.	Services Department
11.	Cashless	It was stated that Central Govt. is frequently	All departments

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9/12/16

	transaction in Govt. Offices	reviewing the progress of cashless transaction in Govt. Departments. Accordingly, all the Pr. Secretaries/Secretaries were advised to ensure that cashless transaction is promoted to achieve cashless transaction in their departments by 30 th December, 2016.	
12.	Implementation of Cabinet decision.	Implementation of Cabinet decisions may be reviewed frequently by Pr. Secretaries/Secretaries and report sent to GAD.	All departments
13.	Planned expenditure	Pr. Secretary (Finance) stated that the plan expenditure of some of the departments is not upto the mark. Chief Secretary desired that expenditure under plan may be reviewed on a regular basis.	All departments
14.	Training for newly recruited staff	The Pr. Secretary (Urban Development Department) pointed out that newly appointed LDCs and UDCs need to be given proper training. Chief Secretary stated that UTCS and ISTM are the possible organisations to whom the work could be entrusted and the Administrative Department may process the matter further.	UTCS & all other Deptts.
15.	Mobilisation of additional funds by Corporations	Responding to observation of Commissioner of Corporations, Chief Secretary advised the Heads of the Municipal Corporations to examine the option of mobilising additional funds to improve their revenue loss.	Heads of Municipal Corporations.
16.	Completion of ACRs	The Secretary (Services) pointed out that ACRs of some of the officers/officials are	All departments

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9/12/16

		not complete and Services Department is not able to undertake promotions for want of ACR/Integrity Certificate, etc. Chief Secretary desired that the Services Department may prepare a list of such officers/officials with the relevant information like period of pending ACR, name of Reporting Officer, Reviewing Officer, etc.	
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9/12/17

(KRISHAN LAL)
DEPUTY SECRETARY (GAD)