

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

File No. F.16(18)/Admn./DWCD/CS-Meeting/2017/36054-59 Dated :

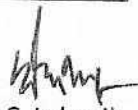
8 FEB 2017

Sub : Minutes of the meeting of Pr. Secretaries/Secretaries/HODs chaired by the Chief Secretary, Delhi, on 19/01/2017 at 5.15 p.m.

The details of the issues considered and action required to be taken by the concerned officers as per the Minutes of the meeting of Pr. Secretaries/Secretaries/HODs chaired by the Chief Secretary, Delhi, on 19/01/2017 at 5.15 p.m. is as under :-

S.No.	Issue	Decision taken	Action
1.	Plan Expenditure Review	Review the progress of Plan expenditure of the Department including the physical targets and financial achievements	FA/COA
2.	Transparency in Governance (including Online delivery of Services)	Implementation of online services through the e-district portal	Asstt. Programmer (IT)
3.	Implementation of Cabinet decision	Cabinet decisions be reviewed and status report be uploaded online	Asstt. Programmer (IT)
4.	Monitoring of Court Cases(including NGT/NHRC)	Personal appearance/adverse orders and ensure regular monitoring of Court cases	Supdt (Litigation)
5.	Contempt Cases	Contempt Cases and responsibility be fixed on the officials concerned for lapses.	Supdt (Litigation)
6.	Cashless transaction in Govt. Offices	To ensure that facilities for cashless transactions are provided in the Deptt.	FA/COA
7.	Implementation of various subsidy and welfare schemes through Aadhaar based DBT	Subsidy/welfare schemes through Aadhaar based DBT	DD(FAS)/ALL Dos
8.	Amendment of RRs (revision of pay scales) after 7 th Pay Commission and compilation of compendium of Recruitment	RRs as per 7 th CPC	Supdt. (Admn.)

	Rules		
9.	Timely payment to contract workers	Ensure that payment to contract/outsourced worker are paid in time	FA/COA, All DDOs
10.	Biometric attendance to be web-based & punctuality in office	Ensure that all the officers/ officials to attend the office on time.	All Concerned.
11.	Grievance Redressal – PGMS portal	Review the pendency regularly	Nodal Officer – PGMS
12.	Updation of websites by department	Old/irrelevant information shall be removed as per guidelines.	Asstt. Programmer (IT)
13.	Payment of retirement benefits and post retirement benefits without delay.	Ensure payment of retirement benefits and post retirement benefits without delay.	ALL DDOs



 (G.C. Lohani)
 Dy. Director (Admn.)

All concerned officers

File No. F.16(18)/Admn./DWCD/CS-Meeting/2017/ 3654-59 Dated: 8 FEB 2017

Copy to :-

1. P.A. to Director, DWCD
2. P.A. to Spl. Director, DWCD
3. P.A. to Addl. Director(ICDS), DWCD
4. FA/COA, DWCD
5. Asstt. Programmer for uploading on the Department's website.
6. Guard File.


 (G.C. Lohani)
 Dy. Director (Admn.)

1016/AD/CIB
01/02/17

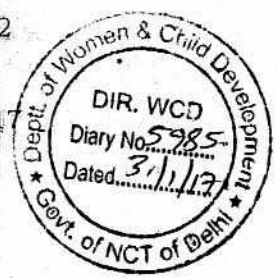
DSW & DW CD
25/01/2017

RECEIVED
National Welfare
Dept. of NCT of Delhi
25 JAN 2017
Dy. No. 449

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/379-380

Dated: 25/01/2017



To,

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

Sub: Minutes of the meeting of Pr. Secretaries/Secretaries/HODs chaired by the
Chief Secretary, Delhi, on 19.01.2017 at 5:15 PM

Dir (SW)

Sir/Madam,

Dir (WCD)

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

Encl: As above

Diary No. 2399
Date 1/2/17
Spl. Dir. for (WCD)
GNCTL DWOD

Yours sincerely,

(Krishan Lal)
Dy. Secretary (GAD)

Copy to

OSD to Chief Secretary, Govt. of NCT of Delhi

Encl: As above.

4/2

- D.D (Adm)
- D.D (Reg)
- DCA
- D.D (PWS)
- P.D (C.I.B)
- A.D (CH)

Spl. Dir. (Litigation, FAS Adm, Accounts)
DD (FAS) Nodal officer for PGM's reform

(Krishan Lal)
Secretary (GAD)

A.P. (27)
FW needed and compliance
in % to S. No. 13, 15-17

02/07/2017

AD (7B)
2/2

		(b) Review the issues pertaining to quality and timeline for maintenance of PWD houses.	
2.	Transparency in Governance (including Online delivery of services)- Secretary Revenue to give demo of e-district software.	Secretary (Revenue) – cum – Divisional Commissioner informed that 28 number of services are being delivered online to the citizens under the e-district project. Her office is co-ordinating with other departments like Education, Food & Supply, Labour and WCD, etc. to implement their online services through the e-district portal as necessary infrastructure has already been created. Chief Secretary asked the Divisional Commissioner to give a note on providing all services to citizen online so that a separate meeting on the matter can be held.	All Departments & Secretary (Revenue)
3.	Implementation of Cabinet decisions.	Chief Secretary directed that implementation of Cabinet decisions be reviewed frequently and status report be uploaded online through the Cabinet Decision Monitoring System.	All Departments
4.	Monitoring of Court Cases (including NGT/NHRC)	Chief Secretary took serious view of Court cases not being attended to in time leading to personal appearance/adverse orders in spite of repeated instructions to Pr. Secretaries/ Secretaries / HODs. Pr. Secretaries/ Secretaries/HODs may ensure regular monitoring of Court cases atleast once a week.	All Departments
5.	Contempt Cases	Chief Secretary directed the HODs to take timely action and ensure that there is no contempt case in their Department. He directed that either the Court orders are	All Departments

[Handwritten signature]

		<p>Pr. Secretary (Finance) pointed out that SBI Life is paying less rate of interest in "Ladli Yojna" than bank interest. Secretary, WCD to review the same.</p> <p>The budget kept for the welfare of poor people should be utilised in the best possible manner.</p> <p>Pr. Secretary (Finance) will review progress of DBT of State Schemes to ensure 100% achievement as quickly as possible and submit progress report.</p>	
8.	Representation of Chief Secretary in Corporations/ Boards etc.	Chief Secretary reiterated that wherever the representation of Chief Secretary in various Corporation/Boards is by name and the same is yet to be changed, proposals in such matters should be submitted without further delay.	All Departments
9.	Amendment of RRs (revision of pay scales) after 7 th Pay Commission and compilation of compendium of Recruitment Rules.	Secretary (Services) mentioned that circular is being issued to all the HODs to review the RRs in their departments as per 7 th CPC recommendations and to submit Interim Report by February, 2017 and final report by April, 2017.	All Departments
10.	Training of newly recruited staff	Director (Training), UTCS informed that training schedule has been prepared for all the newly recruited staff.	Director (Training), UTCS

[Handwritten Signature]
25/1/17

		selected by DSSSB is not up-to the mark. DSSSB was asked to look into the matter and ensure quality in selection while expeditiously filling the posts. Specific issues like RRs not being in conformity with DOPT Guidelines will be brought to the notice of Chief Secretary.	
15.	Digitisation of employee database by all cadre controlling authorities.	All departments to take steps for early digitization of employees database. Standard Performa will be devised by Services Department. IT Department shall provide inputs to Services Department regarding empanelled agencies if any for digitization.	All Departments
16.	Grievance Redressal- PGMS portal	Grievances are being received through various modes/portals. It was pointed out that more than 26,000 grievances are pending on PGMS Portal. All the Secretaries/HODs were directed to settle the same and Secretary (AR) was directed to review the pendency regularly.	All Departments
17.	Updation of websites by departments	All the Pr. Secretaries/Secretaries/HODs were directed to update the websites of their departments on regular basis. Old/irrelevant information shall be removed as per guidelines. IT Deptt. will issue a circular in this regard.	All Departments
18.	Payment of retirement benefits and post retirement benefits without delay.	All the Pr. Secretaries/Secretaries/HODs were directed to ensure payment of retirement benefits and post retirement benefits without delay. Finance Department may issue detailed circular regarding steps/timelines.	All Departments

[Handwritten Signature]
25/12

ATTENDANCE SHEET (19.01.2017)

Sl.No	Name	Designation	Telephone Number Email Address	Signature
1.	Ravon Son	SX-		L
2.	V.K. Jain	CEO DUSA	9866954426	
3.	A.K. SHUKLA	CCF & CW		
4.	Archana Singh	APCCF	7063953594	
5.	Keshav Chandra	CEO, OCB	9871007018	
6.	Narendra Kumar	NDMC		
7.	Dr. Dilraj Kaur	Secretary SW/ARD		
8.	Sandeep Kumar	SMD/ DTC	9825678400	
9.	SANJAY KAPUR	STO, NIC	9910467397	
10.	T. Sreedharth	Dir, UTCS	9599990094	
11.	NK Chandra	Secy Legnry.	9811513486	
12.	B.K. SHARMA	Member DSSSB	9814501516	
13.	S.S. Kanawat	Control of examination DSSSB	9953770057	
14.	Julii Mubhaje	DC(IT) Revenue	9650315665	
15.	D.P. Divedi	Dir Ppl/Sp/Secy In	9810735556	
16.	Dr. Madhulika Sharma	Director FSL	9810268653	
17.	Rana K. Singh	Secretary AR/IT		
18.	Mohan Lal Singh	Comm EDMC		
19.	Praveen Gupta	Comm Nrdm		
20.	Anbaram	Security (Comm)		
21.	Varsha Joshi	Secy GAD/Comm		
22.	Manisha Saxena	Secy (Rev)		

