

Minutes of the Monthly Monitoring Committee Meeting held 14.08.2012 at 11.45 AM in the chamber of Pr. Secretary Cum Development Commissioner to Review the Implementation of Plan & Non Plan Schemes and other important issues of Development Department.

The list of the officers who participated in the meeting is given at Annexure.

The meeting of the Monitoring Committee was held under the chairmanship of the Pr. Secretary Cum Development Commissioner on 14.08.2012 at 11.45 AM in his chamber in which following agenda items were discussed in details :-

1. Review of Plan/Non Plan Schemes of Development Department.

A. Plan Schemes under Rural Development

(Rs. in lakh)

S.No	Name of Sector/Plan Scheme Rural Development Sector (RD Unit)	Budget Estimate 2012-13	Expdr. upto July-2012	% Expdr.
1	2	3	4	5
(i)	Mini Master Plan for Dev. of Rural Villages (Maintenance of MPCCs)			
(a)	Salary for Rural Development Unit/caretakers of MPCCs (Revenue Head)	Rev. 170.00	37.05	21.79
(b)	(Maintenance of MPCCs) (Capital Head)	Cap. 50.00	---	---
	Total (Mini Master Plan)	220.00	37.05	16.84
(ii)	IDRV/Delhi Rural Development Board (Capital Head)	15000.00	5950.07	39.67
	TOTAL (RD)	15220.00	5987.12	39.34

(i) Maintenance of Multi-purpose Community Centers (Mini Master Plan for Development of Rural Villages):-

PDRD informed that an expenditure of Rs. 37.05 lakh has been incurred upto to the month of July-12 against the Budget Estimate of Rs. 220.00 lakh for 2012-13 under the Mini Master Plan. He further intimated that any requisition of repair of Multi Purpose Community Centers has not been received so far from concerned Dy. Commissioners in spite of a written request. It was advised to issue reminder to the Dy. Commissioners with a copy to Divisional Commissioner. PDRD also intimated that 06 proposals of repair of MPCCs has been received from the Hon'ble MLAs during the meeting of DRDB held on 23.05.12 and the same are being scrutinized.

Pr. Secy.-cum- Development Commissioner advised CE to prepare proposals for repair and maintenance of MPCCs in consultation with the Dy. Commissioners and I&FCD without further delay.

(Action-CE-I&II/PDRD/DD(Tech))

(ii) Integrated Development of Rural Villages (IDRV)/DRDB :-

When enquired about the progress of IDRV Scheme, PDRD intimated that an expenditure of Rs. 59.50 lac has been incurred upto 31.07.2012 out of budget allocation of Rs. 150.00 crore for 2012-13. So far funds to the tune of Rs. 70.00 crore have been released to I&FC and Rs. 5.12 crore released to DJB. During the current financial year (upto 13.08.2012) Expenditure Sanctions of Rs. 54.28 crore have been issued for execution of 62 works (including 54 works of Rs. 44.58 crore to I&FC and 08 work of Rs. 9.70 crore to MCD) recommended by the DRDB in its meetings held on 02.02.2011 and 23.05.2012.

The status of these proposals recommended by DRDB in its meeting on 2.2.2011 is as follows:-

S.No	Status (as on 13.08.2012) of Proposals approved by DRDB on 02.02.2011.	No. of Proposal
1	Proposals dropped / rejected / not processed	
A	Proposals dropped due to duplicacy of schemes.	09
B	Proposals rejected due to private Land/wakf Board Land/other Govt. land.	133
C	Proposals relating to protection of Gram Sabha Land sent to Director (Panchayat).	00
D	Proposals dropped due to panchayat ongoing work in the year 2010 for which funds not released by Finance Department.	82
	Total proposals dropped	224
2.	A/A &E/S (amounting to Rs. 275.57 crore) issued (as on 13.08..2012)	404
3.	A/A &E/S issued during 2010-11 after approval of Hon'ble CM / Development Minister for FRRO Complex Pindwala Kalan (for foreigner prisoners and MPCC at Naya Bans.	02
4.	Proposals above Rs. 2.00 crore sent to FD for E/S	-
5.	Proposals sent to D.Cs. (Revenue) for verification of the status of land etc. (awaited/ reminder also sent).	10
6.	Proposals pending with I&FC for submission for sanction as per guidelines of FD.	15
7.	Proposals pending with E-in-C (MCD) for re-submitting estimates for sanction as per guideline of FD.	00
8.	Street light proposals pending with E-in-C (MCD) for submitting estimates as per recent guidelines.	38
9.	Water supply proposals sent to CEO (DJB) for submitting detailed estimates.	05
10.	MPCCs proposals	04
11.	Proposals under process in RD.	03
	GRAND TOTAL	705

DD(Tech) was advised to convene a meeting of the concerned Dy. Commissioners in the chamber of Pr. Secretary Cum Development Commissioner in respect of 10 works for which information is awaited.

(Action : DD (Tech))

New Cases approved by DRDB

PDRD intimated that 679 new proposals of works amounting to Rs. 697.90 crore proposed by the members of DRDB have been approved by the Board in its meeting held on 23.05.2012. These proposals are being scrutinized in terms of feasibility, estimated cost and fund availability. Pr. Secretary Cum Development Commissioner instructed the officers concerned to process these proposals on priority.

Action-(CE-I&II/PDRD/DD(Tech))

I&FC Department:-

The Chief Engineers informed the progress of spill-over works and works sanctioned during current year as per following detail :-

Status of all the ongoing works under DRDB Scheme as on 31.07.2012

Details of DRDB Works	No. of sanctioned Works with I&FC	Amt (Rs in crore)	Completed	Total work to be completed	Amt (Rs in crore)	In Progress	Tender /Award Stage	Estimate Stage/ NIT stage	Held-up	Rescinded / Cancelled / Dropped	Works behind schedule
Spill Over Works Sanctioned upto 31.03.2011	48	57.46	18	30	32.47	13	2	-	15	-	22
Spillover works sanctioned in 2011-12	239	178.07	58	181*	147.53	109	13	10	40	9	100
Works Sanctioned in 2012-13 (on 31.07.12)	54**	44.58	9	45	44.32	-	2	43	-	-	-
TOTAL	341	280.11	85	256	224.32	122	17	53	55***	9	122

Note :-

* In addition to above, 09 other works are in progress but approval of the Board and E/S is awaited.

**Includes 32 works of Rs. 22.85 crore approved by DRDB in its meeting held on 23.05.2012.

***55 works were held up due to various reasons like land/demarcation dispute, encroachment, local resident's dispute, contract dispute, court cases etc. It was noted with concern that still a large number of spillover works are yet to be completed. CE's were directed complete spillover works (2010-11) by August-2012.

(Action-CE-I&II)

Pr. Secretary expressed his concern on the fact that 122 works were behind schedule including 54 works held up. He directed the CE's to submit work-wise status report of all such cases immediately along with reasons for delay and officers responsible for the same. They were further instructed to speed up the execution of all the pending works and complete them at the earliest.

(Action - CE-I&II (I&FC))

PDRD informed that about 15 works (sanctioned during 2011-12) approved by DRDB were still pending with both the Chief Engineers for preparation of detailed estimates. Reasons given by the CE-I&II were not convincing. They were directed to expedite preparation of estimates, tendering process and award of works at the earliest to avoid further delay by observing prescribed codal formalities.

(Action- CE-I&II)

Pr. Secretary Cum Development Commissioner instructed CE-I&II to closely co-ordinate with I&FCD, of Haryana and monitor the progress of the EFC project of Rs. 14.72 crore assigned to I&FC Deptt., Govt. of Haryana during 2011-12. It was also advised that CE-I & II should have a MOU signed with Haryana I&FC Department for timely execution of this work. This should be confirmed before the next Monitoring Committee Meeting.

(Action CE-II (I&FC))

MCD :-

PDRD informed that 07 works recommended by DRDB in its meeting held on 02.02.2011 with the estimate cost of Rs. 9.70 crore have been sanctioned to MCD during current financial year (upto 13.08.2012). He also intimated that MCD had un-utilized funds of Rs. 3010.45 lakh (tentative) at the end of the financial year 2011-12. Due to trifurcation of MCD the sanctioned works of DRDB have been split between south Delhi Municipal Corporation & North Delhi Municipal Corporation as per jurisdiction. However Monthly Progress Reports (Financial & Physical achievements) are not being received regularly from SDMC & NDMC. As a result it is difficult to review the rural development works in totality sanctioned to the Corporations. Pr. Secretary instructed the concerned officers of the Corporations to send the monthly progress reports on Financial and physical achievements regularly to this department.

(Action- CE (SDMC)/SE (NDMC)/EE (NDMC)DD(Tech)(RD))

As per Monthly Progress Report of SDMC dated 31.07.2012 total 377 schemes/works (containing 303 civil and 74 electrical works) amounting to Rs. 155.16 crore were sanctioned during period between 01.12.2005 and 12.01.2010 out of which 373 schemes/works (including 299 civil and 74 electrical works) with expenditure of Rs. 136.42 crore were completed, 02 were in progress and 02 yet to be started. Moreover, 44 schemes/works with estimate cost of Rs. 2553.42 lakh recommended by DRDB in its meeting held on 02.02.2011 have been sanctioned to SDMC. Out of these 44 works, 02 works were completed, 12 under sanction (in SDMC), 01 under award , 06 were in progress and 23 awarded works yet to be started. The Monthly Progress report from NDMC yet to be received. It was stressed that the ongoing works of SDMC/NDMC should be completed on priority.

(Action- CE (NDMC)/SE (SDMC)/EE (NDMC)DD(Tech)(RD))

Delhi Jal Board : Expenditure Sanctions of Rs. 5.30 Crore were issued to DJB for 24 works during last year. Funds of Rs. 5.12 crore have been released during the current year to DJB with the concurrence of FD. 05 work proposals are still awaited from DJB. Pr. Secretary Cum Development Commissioner instructed the Chief Engineer, C&N (DJB) to send the detailed cost estimates for 05 works if the same are considered necessary. As per status report dated 13.08.2012 received from Executive Engineer (W-III), DJB, 02 works were completed, work orders issued for 14 works, tender invited for 04 works and 04 works are proposed to be dropped.

(Action- CE (C&N)DJB/PD(RD)/DD(Tech))

B. Animal Husbandry

Plan Schemes: Director (AH) informed that veterinary services for control of animal disease are provided through a network of 45 Veterinary Hospitals, 28 Vet. Dispensaries and 1 Polyclinic. For repair/renovation of Veterinary Hospitals/Dispensaries, Budget Estimate of Rs. 2.00 Crore has been provided for Annual Plan 2012-13. Pr. Secy.-cum-Development Commissioner instructed the Director (AH) to send the requirement of repair/ maintenance of the hospitals/ dispensaries immediately to I&FC Deptt. so that funds may be allocated to I&FCD. Director (AH) intimated that the proposals for renovation of some of the veterinary hospitals are under submission. CE-II informed that out of 22 works sanctioned during last year, 19 works were completed (including new hospital at Ghogha Dairy) and 02 were under progress and 01 is held up.

Pr. Secy.-cum-Dev. Commissioner directed both the CEs to complete the remaining spill over works on priority and take up new works for the current financial year on the requisition to be submitted by Director (AH/VS)

(Action- CE-I&II/Director (AH))

Non-Plan Schemes: An expenditure of Rs 5.06 crore (26%) has been incurred (mainly on salary expenses) upto the month of July- 2012 against the budget estimate of Rs. 1945.60 Lakh for all Non-Plan schemes of Animal Husbandry Unit for financial year 2012-13.

Main Non-Plan schemes/CSSs under this sector indicating important activities are as under: -

Rs. in lakh

S. No	Name of the Non Plan Schemes (Animal Husbandry Unit)	B.E. 2012-13	Expdr. Upto July-12	Remark
1.	MH2403 B3-(1)(1)(7) Supply and material (purchase of medicines and equipments)	12.00	---	The e-tender for Veterinary Medicines and Supplies & Material has already been floated and technical bids opened on 07.08.2012. Financial Bid will be opened after finalization of qualified technical bids.
2.	MH2403 B 3 (2) (4) / (5) / MH2403 B3 (3) (6) (1) Veterinary Services and control of contagious diseases (procurement of medicines)	126.00	---	
3.	MH2415 B(6) Grant in Aid to SPCA	120.75	29.43	Second installment of Rs. 29.93 lakh has been released to SPCA during second week of August-12.
4.	MH 2404 B4 (1) (1) Shifting of Dairy (release of grant at the revised rate of Rs. 20/- per cattle per day to the five Gosadas as per the Hon'ble High courts orders.)	200.00	---	An amount of Rs. 199.22 lakh has been released during 2 nd week of August-12 for amount payable for 1 st quarter of 2012-13 and balance payable of year 2011-12.
5.	MH 2403 B(4)(1) GIA to Animal Welfare Advisory Board (GIA to N.G.O.)	1.00	---	Proposal for Reconstitution of Board under consideration with Hon'ble Chief Office.
6.	MH 2403 B.3(2)(6)(1) CSS (Plan)- Foot and Mouth disease control programme (procurement of medicines)	2.00	---	This department procures various items like medicines, vaccines, instruments, equipments, general items, supplies and materials through E-procurement wherein all the needs of the schemes including Centrally Sponsored Schemes, under plan and non-plan heads are incorporated. The items to be procured under these scheme will be incorporated with tender of equipment and instruments.
7.	MH2403 B.3(2)(9)CSS (Plan)-Assistance to states for control of animal diseases. (procurement of medicines etc.)	40.00		

Director (AH) intimated that the e-tender for procurement of the medicines and equipments has been floated and technical bids opened on 07.08.12. Financial bids to be opened after finalization of qualified technical bids. He was instructed to expedite the matter and complete all codal formalities on priority basis. He was further directed to ensure that funds allocated for the current year 2012-13 under Plan, Non-Plan and CSSs are optimally utilized as per the provision of each scheme. It was further directed that schemes should be implemented after undertaking field visits.

(Action-Director (AH)/VAS (HQ))

C. Fisheries Unit (Non-plan):- All the non-plan schemes of the Fisheries Unit are mainly staff oriented. There are 15 fish ponds (11 at Seelampur and 04 at Barwala) out of which 12 are functioning. Budget Estimate of Rs. 73.23 Lakh has been provided for all Non-Plan schemes of Fisheries Unit for financial year 2012-13. An expenditure of Rs 20.44 Lakh (28%) has been incurred during the month of July-2012.

Director (AH/Fisheries) intimated that funds of Rs. 32 lakhs has been allocated by the Finance department for repair of fish ponds through PWD and AA/ES for the same is being issued shortly.

(Action Director (AH/Fisheries)/HOO (Fisheries))

Director (AH) intimated that work of Fisheries Unit is being adversely affected due to 13 vacant posts out of 27 sanctioned posts. AO Admn. (HQ) was instructed to take up necessary action immediately to fill up all the vacant posts and put up the proposal without further delay for filling up these posts.

(Action – AO Admn. (HQ))

Director (AH) was advised to intensify and expand the fisheries activities as there is a greater demand for fish in Delhi. In order to revive proposal for undertaking fisheries activities in the ponds of Revenue Department, Director (AH) was instructed to follow up the matter with the Director (Panchayat).

(Action –Director (AH/Fisheries)/HOO Fisheries)

D. Agriculture Units (Non-Plan)

There is no Plan Scheme under Agriculture Sector. The most of the Non Plan schemes are staff oriented. An expenditure of Rs 2.14 crore (31%) has been incurred during the month of July-2012. Budget Estimate of Rs. 696.57 Lakh for all Non-Plan schemes of Agriculture Units for financial year 2012-13.

Some of the Non Plan schemes indicating important agricultural activities are as follows:

Rs. in lakh					
S. N	Name of the Important Non Plan & CSS Schemes (Agriculture Units)	B.E. 2012-13	Expdr. upto July-12	% Expdr .	Remarks
1.	Integrated agricultural development scheme including extension education (training / workshops and production of wormi compost).	4.50	0.09	0.09	i) Rs.1.85 Lakh :- Proposal for conducting 11 public awareness programs at IARI resubmitted along with clarification. ii) Rs. 1.80 lakh :- A/A/ has been received and rates have been called for purchase of inputs.
2	Assistance to SC/ST farmers (Non Plan).	1.00	--	--	List of SC beneficiaries is being obtained from concerned BDO.
3.	Soil testing and demonstration plots on reclamation of saline soil including assistance to SC/ST farmers (Non Plan)	13.20	---	---	i) Rs. 11.49 Lakh :- A/A and E/S has been obtained from Dev. Deptt. & FD. Bids are being called through e-tender for purchase of soil reclamation inputs (for General farmers & SC farmers). ii) Rs. 0.81 lakh :- proposal for conducting 05 public awareness programmes at IARI is being resubmitted along with clarification.
4.	Farmer Training and Education Scheme	6.20			F.D. has given AA/ES of Rs. 2.60 lakh as against the proposal of Rs. 5.49 lakhs for conducting farmers training programmes/study tours for farmers stating reduction of land under agriculture in Delhi.
5.	Centrally Sponsored Scheme (CSS) (Agriculture)				
I	Micro Management Mode (promotion of production of oil seeds, pulses, juse of quality seeds and organic manure, pest management, agri. mechanization etc. (90:10 Central & State Share)	10.00	---	---	i) BDOs concerned have been requested to identify beneficiaries (farmers) for providing Mini Kits (inputs), demonstration plots etc. ii) Proposal is being submitted to FD for authorization of funds.

Pr. Secy.-cum- dev. Commissioner instructed Director (AH/Agriculture/Fisheries) to submit proposals well in advance so that allocated funds are fully utilized as per approved schemes / guidelines during the year 2012-13 after undertaking filed visit to makes the implementation realistic.

(Action -Director (AH/Agri./Fisheries)/HOO (Agri.)/HOO (Fisheries))

2. Disposal of NHRC Cases:-

It has been informed by the officers concerned that there is no NHRC Case pending at present pertaining to Development Department. They were advised to attend these cases on priority.

(Action-Director(AH/Agri./Fisheries)/PDRD/HOO (Hort.)/HOO (Fisheries)/A.O.(HQ))

3. Preparation of Master Plan for Assets Maintenance:-

Pr. Secretary Cum Development Commissioner instructed the Director (AH/Fisheries/Agri.) to prepare the Master Plan for Maintenance of veterinary hospitals & dispensaries for the financial year 2012-13 in consultation with I&FC Deptt. as per guideline of the Finance Department.

Director AH informed that proposal for allocation of funds for repair of building of Soil and Seed Certification Laboratory through PWD is under submission for sending it to FD.

DD (Tech) was also advised to obtain requisitions for repair of MPCCs from concerned Dy. Commissioners.

(Action-Director (AH/Agri./Fisheries)/PDRD/ CE-I & II(I&FC)/HOO (Agri.)/HOO/(Fisheries)/

DD(A)RD/DD(T)RD}

4. Other important issues discussed in the meeting

(i) Disbursement of Pensionary Benefits

The officers of all the units intimated that pensionary benefits to the superannuating employees/officers are being disbursed on the day of the retirement. Pr. Secretary advised that a monthly report in this regard may be submitted to Admn. Officer (HQ) by all units in charge latest by 7th of every month indicating details of of pending cases, if any with reason thereof. It was emphasized that the processing of pension cases should commence at least six month in advance. Pr. Secretary Cum Development Commissioner also directed the officers concerned to submit the cases of VRS with in period of one month so that appropriate decision may be taken within the prescribed time limit.

(Action-ADC/Dir.(AH/Agri./Fisheries)/DD, Admn.(RD)/HOO (Agri)/HOO (Fisheries)/A.O.(HQ))

(ii) Status of pending Audit Para:

Unit wise list of pending Audit Paras is as under:-

Unit	Type of Audit Paras	Audit Para as on 01.06.12	New para added	Reply Sent	Reply yet to be Sent	Para settled	Para Pending as on 30.06.2012
O/o PDRD	Internal	0	0	0	0	0	0
	AGCR	06	0	06	0	0	06
	CAG	01	0	01	0	0	01
	Total	07	0	07	0	0	07
Animal Husbandry	Internal	70	0	11	59	0	70
	AGCR	06	0	04	02	01	05
	CAG	0	0	0	0	0	0
	Total	76	0	15	61	01	75
J.D. (Agriculture)	Internal	13	0	13	0	0	13
	AGCR	09	0	09	0	0	09
	CAG	0	0	0	0	0	0
	Total	22	0	22	0	0	22

Unit	Type of Audit Paras	Audit Para as on 01.04.12	New para added	Reply Sent	Reply yet to be Sent	Para settled	Para Pending as on 30.04.2012
Fisheries	Internal	04	0	04	0	0	04
	AGCR	0	0	0	0	0	0
	CAG	0	0	0	0	0	0
	Total	04	0	04	0	0	04
Development (HQ)	Internal	20	0	08	12	0	20
	AGCR	09	0	01	08	0	09
	CAG	0	0	0	0	0	0
	Total	29	0	09	20	0	29
Total Development Department	Internal	107	0	36	71	0	107
	AGCR	30	0	20	10	01	29
	CAG	01	0	01	0	0	01
	Total	138	0	57	81	01	137

PDRD informed that there is 01 pending CAG Audit Para regarding outstanding loan given to MCD during the period 2001-02 to 2005-06 and necessary action is required to be taken by Urban Development Department. It was instructed to take up the matter with UD Deptt. in respect of pending CAG Para.

The disposal of Audit Paras has been found to be very slow. Officer in-charge of the respective branches were directed to show disposal in concrete terms. All officers were directed to attend to the pending Audit Paras carefully and make efforts to settle them at the earliest. Reply to the Audit Paras with their disposal should be given on priority and monthly status report of pending Audit Paras (indicating year wise break up) would be sent to Accounts Officer (HQ) latest by 7th of every month and to be reviewed in the next meeting.

(Action-Dir.(AH/Agri./Fisheries)/DD, Admn.(RD)/HOO (Agri)/HOO (Fisheries)/Sr.A.O.(HQ))

(iii) Status of pending Court Cases

AO (Admn.) intimated that 36 cases have been on going in various courts in respect of Development Department. Pr. Secy.-cum- Development Commissioner instructed that all notices for contempt of the court must be personally brought to his notice by the concerned officers. All the officers have been instructed to accord top priority to the court cases and to ensure that replies are filed in court well in time in consultation with Law Deptt./Learned Counsel. Any development in this regard must be reported regularly. Status of all ongoing cases should be submitted to the Pr. Secretary with in a week immediately.

Pr. Secretary directed all the concerned officers to adhere to the instruction of the Chief Secretary issued vide U.O. No. SO/CS/279 dated 28.03.2012. **The Chief Secretary has desired that direction given to the Chief Secretary by Supreme Court may be monitored by the Heads of the Departments at their level so that no case is left un-attended. Directions of the Hon'ble court are to be timely complied with and report submitted to the courts in time.**

No court case should be kept pending for action at any level for more than 7 days. Director (AH/Agri./Fisheries/PD (RD)/DD(Admn)(RD)AO (HQ)) shall ensure the adherence to above instructions and personally keep apprised the Pr. Secretary of the latest status.

(Action-JDC/JS (I&FC)Dir.(AH/Agri./Fisheries)/DD, Admn.(RD)/HOO (Agri)/HOO (Fisheries)/A.O.(HQ))

(iv) Disposal of CIC/PGC Cases:-

It was further reiterated that all references received from Hon'ble LG office/ Hon'ble CM office/CS/CIC/PGC/Aap Ki Sunwai Programme & other VIP references are closely monitored & appropriate action is taken in a time bound manner. All such VIP references should be put up to the Pr. Secretary on priority. No officer or official will keep such cases, pending for action by him for more than 7 days.

(Action-Dir.(AH/Agri./Fisheries)/DD, Admn.(RD)/HOO (Agri)/HOO (Fisheries)/A.O.(HQ))

(v) Revision of RRs & DPC cases: -

Pr. Secretary Cum Development Commissioner directed that all proposals of revision in RRs in respect of all categories of the posts (Gazatted/Non Gazatted) as per recommendation of 6th Central Pay Commission must be expedited. All promotion cases and up-gradation of Group-D incumbents to Group-C category should be submitted on priority as per the policy guidelines of 6th CPC.

Action taken on Post wise and Unit wise status of the amendment of RRs would be reviewed in the next meeting.

(Action-Dir.(AH/Agri./Fisheries)/DD, Admn.(RD)/HOO (Agri)/HOO (Fisheries)/A.O.(HQ))

(vi) Punctuality:-

It has been reported that some of employees/officers are attending office late. HOOs and Branch Officers have been directed to make surprise checks and take action against those found attending the office late. It was directed to submit action taken report on punctuality as per instructions of the Chief Secretary to the Pr. Secretary Cum Development Commissioner.

(Action- HOOs/All Branch Officers)

The meeting ended with vote of thanks to the Chair.

**Ashok Kumar
Dy. Director (Plg.)**

Annexure-I

List of the Officers who attended the Meeting of Monitoring Committee held on 14.08.2012 at 11.45 AM

S. No	Name of the Officer	Designation	Department
1.	Mohammed A Abid	Addl. Secretary/Addl. Commissioner	I&FCD/Development
2.	Sh. V.P.S. Tomer	Chief Engineer-I	I & FC
3.	Sh. Ish Kumar	Chief Engineer-II	I&FC
4.	Sh. S.Ram	Chief Engineer	DJB
5.	Dr. Rajiv Khosla	Director (AH/Agriculture./Fisheries)	Development
6.	Sh. V.K. Bhatia	Supdt. Engineer	SDMC
7.	Sh. K.P. Singh	Supdt. Engg.(Najafgarh Zone)	SDMC
8.	Sh. Sunil Gahlot	Assist. Engineer	SDMC
9.	Sh. Roshan Lal	Assist. Engineer	SDMC
10.	Sh. Anang Pal	Executive Engineer (West)-III	DJB
11.	R.S. Meena	ZE (SW)-III	DJB
12.	Dr. Vinoad Jamini	VAS (HQ) (AH)	Development
13.	Sh. Vinoad Attal	Admn. Officer (HQ)	Development/I&FCD
14.	Sh. Y.P. Kaushik	Sr. Accounts Officer (HQ)	Development
15.	Sh. K.L. Sharma	Accounts Officer	Development
16.	D.C. Pant	FS (Fisheries)	Development
17.	Sh. A.P. Saini	HOO (Agriculture)	Development
18.	K.K. Mathur	Agronomist	Development
19	Bikram Singh	S.A. (Agriculture)	Development

Minutes of Monthly Monitoring Committee Meeting held on 14.08.2012 at 11.45 AM in the chamber of Pr. Secretary (I&FC) to Review the Implementation of Plan Schemes and other important issues of I & FC Department.

The list of the officers who participated in the meeting is given at Annexure.

The Monthly Meeting of the Monitoring Committee was held under the chairmanship of the Pr. Secretary (I&FC) on 14.08.2012 at 11.45 AM in his chamber in which following agenda items were discussed in details :-

1. Review of Plan Schemes of I & FC Department:-

The progress of following Plan Schemes were reviewed as under :-

Rs. in Lakh

S.No	Name of Sector/Scheme	BE 2012-13	Expenditure upto July-2012	% Exp.
1	2	3.	4	5
1.	Major Drainage Works Scheme (Capital)	1391.00	383.77	27.59
2.	Other Drainage Works Scheme (Capital)	3000.00	917.09	30.57
3.	Trans Yamuna Area Dev. Board (Capital)	1000.00	423.00	42.30
4	Minor Irrigation Scheme (Capital)	5.00	1.45	29.00
5	Other Works (Capital) (Charged)	4.00	1.11	27.75
6	Survey model study and hydrological collection & investigation of new schemes (Covering of Drains/Nallahas). (Revenue)	39.00	0	0
7	Preparation of Master Plan for Drainage (Revenue)	60.00	0	0
8	Estt. of Quality Control and Material Test (Revenue)	1.00	0.09	9.00
	TOTAL: I &FC Sector	5500.00	1726.51	31.39

Chief Engineer –I informed that an expenditure of Rs. 17.27 crore (31%) has been incurred up to 31.07.2012 against the Budget Estimates of Rs. 55.00 crore provided for the plan schemes of I&FC Deptt. for the current financial year 2012-13. The Pr. Secretary has observed that pace of the expenditure is slow and needs to be expedited. CE-I&II were advised to undertake more schemes under Minor Irrigation and also to further strengthen the quality control testing laboratory.
(Action: CE-I &II)

CE-I further informed that there are 84 **ongoing works** under the plan schemes of I&FCD under Irrigation & Flood Sector.

The status of these 84 ongoing works during 2012-13 (as on 31.07.2012) is given below :-

S N	Name of head/Scheme	Works Completed	In Progress	Tender/ Award Stage	Estimate Stage/ Revised E/S	Held-Up/Land Dispute	Rescinded/dropped/Foreclosed	Total Works	No. of work behind schedule
1	Embankment scheme	1	6	1	1	-	-	9	--
2	Major Drainage	2	-	3	1	-	-	6	--
3	Revamping of Drains	-	3	-	1	-	-	4	2
4	Remodeling /Other small Drainage	-	3	4	-	1	-	8	8
5.	Access Roads & Bridges	5	17	3	11	3	-	39	2
6	Anti-erosion	4	5	1	1	-	-	11	--
7	Protection of Govt. land	4	2	-	1	-	-	7	--
8	Minor Irrigation	-	-	-	-	-	-	-	--
	TOTAL	16	36	12	16	4	-	84	12

It has been observed that there are several works/projects which have been lagging behind stipulated schedule of completion for unduly long periods which is a serious matter and both the CEs have been advised to personally monitor each ongoing works and to ensure that they are completed at the earliest. Work-wise status report is required to be submitted in the next weekly review meeting by CE-I&II. Addl. Secy (I&FC)/ADC to monitor Action Taken in this regard.

(Action: ADC/CE-I & II)

Progress of important Plan Schemes is as follows:-

(I) **Major Drainage Works Scheme:** - Under this scheme expenditure of Rs. 383.77lakh (28%) has been incurred upto 31.07.12, against the Budget Estimate of Rs. 1391.00 lakh for 2012-13. Under this scheme mainly construction of embankment and new drains, revamping of drains, construction of regulators on major drains, procurement of machinery etc are taken up by the Department.

(A) **Construction of Supplementary Drain** to N.G. Drain (phase-I) (Kakrola to Wazirabad out fall in Yamuna):-The Chief Engineer-I&II, explained that the EFC scheme was sanctioned in 1982 and is near completion as 98% of the work has been completed. Although the drain has been made functional by connecting it to the Nazafgarh Drain in its outfall reach, but sections of the drain at the three locations are narrow.

There are following bottlenecks in completion of project of the Supplementary Drain:-

i) There is a kabristan land bearing Kh. No. 98 in lieu of which Delhi Wakf Board has already been offered an alternative land and the **DWB** has already inspected the land. The proposal to exchange land had been agreed in principle. However CEO (Wakf Board) stated that he would confirm the decision after obtaining concurrence of the Divisional Commissioner. CEs were advised to take up the matter with the CEO Wakf Board. The response from CEO (WB) is awaited. Since, this issue has been pending for quite sometime, CE-I was advised to convene a meeting in the office of the Pr. Secretary (I&FC) within a week inviting all concerned officers.

(Action-CE-II/SE-III)

ii) In a stretch of about 150 meters at Sultanpur Mazra, there are encroachments on the land of I& FC since long. As such Supplementary Drain could not be excavated to its full design width. In this stretch of land there is a **Civil Suit No. 476/2006** in the name of Sh. Hari Kishan Vs GNCT of Delhi pending in **Tis Hazari Court**. In this civil Suit the Petitioner is claiming that the demarcation given regarding alignment of Supplementary drain by Revenue Authorities passes through his private land and has challenged the demarcation. Executive Engineer (CD-II) and Dy. Commissioner (N/W) are parties in the above said case. Next date of hearing is 29.08.2012. CEs and SE-III have been directed to get in touch with learned counsel and report the outcome of the next hearing within a week.

(Action-CEs/SE-III)

iii) PWD is to widen their bridge at NH -10 at the crossing point of supplementary drain, as the present section of the drain is narrow. The matter is under persuasion with PWD authorities. CEs intimated that PWD has sent the proposal for widening of the bridge to MOST (Govt. of India) for approval under the scheme of CRF. CEs have been advised to pursue the matter and report the outcome in the next meeting.

Chief Engineers also pointed out that payment to the tune of Rs. 3 crore (approx) is to be made by PWD on account of construction of bridge as the deposit work on supplementary drain. They intimated that so far no fruitful result obtained in spite of repeated persuasion with PWD. It was advised to further pursue the matter with PWD.

(Action-CE-I&II/SE-III)

The Pr. Secretary also instructed the Supdt. Engg.-III to attend the all above mentioned issues on priority and apprise the outcome to him through the CE within a week.

(Action-SE-III)

CE-II has stated that the remaining works would be completed with in 6 months after removal of above hindrances. Since the Supplementary Drain is fully functional except above three locations where full width of the drain is not available the aforesaid project/scheme may be closed as the same has also been explained to the Finance Deptt. vide letter no. CEF/P&D/AE-4/Scheme (Supplementary Drain)/2011-12/3942 dated 06.03.2012. Both the CEs were instructed to further pursue the matter with FD.

(Action-CE-I&II)

(B) Procurement of Machinery: - Under this Sub Head procurement of heavy machinery like barges, draglines bulldozers, and Hydraulic excavators is done for de-silting and maintenance of drains.

Chief Engineer-I, informed that for procurement of 5 draglines and 3 dredgers for de-silting of drains, the order has been placed with DGS&D. The supply of the machinery which was expected to be delivered upto 31.03.2012 has been delayed. The Pr. Secretary advised the CE-I to pursue the matter with DGS&D office at the higher level to expedite the supply.

(Action-CE-I&II)

CE-I&II informed that Action Plan for procurement / purchase of machinery was submitted to FD as per direction of the Hon'ble Chief Minister. FD has accorded 'In principle approval' for the proposal. The proposal to purchase 23 machines with estimated cost of Rs. 28 crore has been approved by TAC and FCB. The EFC proposal will be submitted soon to the Finance Department for the concurrence.

(Action-CE-I&II)

De-silting of drains: The Chief Engineers informed that there are total 61 drains of Irrigation and flood Control Department running into 400 km. The de-silting is being carried out in 12 drains which are passing through urbanized area. A total quantity of silt of **2.76 lakh** cubic meter required to be removed (Out of which 2.15 lakh Cum silt to be removed by departmental machinery and 61439 Cum on contract basis). CE-I&II have informed that de-silting works through departmental machinery has been completed as 3.04 lakh cubic meter (100%) silt has been removed as on 31.07.2012. He also intimated that 59951 cubic meter (98%) silt has been removed (upto 31.07.12) from the drains on the contract basis. Total quantity of 3.64 lakh Cum of silt has been removed so far. CE-I&II were advised to monitor the de-silting work more vigorously and complete the ongoing work as scheduled to ensure that there is smooth flow of storm water during Monsoon Period.

(Action CE-I&II)/EOI&II)

(II) Other Drainage Works: - Under Other Drainage Works Scheme an expenditure of Rs. 917.09 lakh (31%) has been incurred upto 31.07.2012, against the Budget Estimate of Rs. 3000.00 lakh for the year 2012-13. Following works are covered under the scheme - Remodeling/Improvement of existing drains including small drains, Access Road & Bridges, Protection of Govt. Land, Anti-Erosion Works.

(III) Trans Yamuna Area Development Board: -An expenditure of Rs. 423.00 lakh (42%) has been incurred during the month of 31.07.2012, against the Budget Estimate of Rs. 1000.00 lakh provided for this scheme. Under the scheme works like construction of drains, roads, small bridges, cremation grounds, community centers etc. recommended by the Trans Yamuna Area Development Board are executed.

Status of works of Trans Yamuna Area Development Board during 2012-13 (as on 31.07.2012):-

No. of works pending with I&FC (01.04.12 onwards))	Completed	In Progress	Tender/ Award Stage	Estimate Stage	Held Up	Foreclosed/ Rescinded/ Cancelled /Dropped	Works Behind Schedule
20	4	11	1	1	1	2	4

CE-II informed that out of 20 ongoing works amounting to Rs. 22.38 crore, 4 works completed, 11 works were in progress, 1 under tender stage, 1 under estimates/NIT stage, 01 was held up and 2 were cancelled/dropped as on 31.07.2012. CEs was instructed to complete these works within the stipulated period.

(Action CE-I&II)

(IV) Minor Irrigation:-Under this scheme following works are covered - water conservation, recharge of ground water, creation of water detention basin including on channel storage for recharge of ground water. CE-II intimated that there is provision of Rs. 5.00 lakh as Budget Estimate 2012-13 and an expenditure of Rs. 1.45 lakh incurred on the spillover works. Pr. Secretary instructed the CEs to prepare more proposals for rain water harvesting in areas where it is feasible and required for the benefit of the society.

(Action CE-I&II)

(V) Charged Sub Head -Liabilities of Completed Schemes:-

Funds allotted under this sub-head are utilized to discharge the liability on account of enhancement of compensation of land and Arbitration Awards. CE-II intimated that there is provision of Rs. 4.00 lakh as Budget Estimate 2012-13 and an expenditure of Rs. 1.11 lakh has been incurred.

(VI) Survey model study and hydrological collection & investigation of new schemes (Master Plan Drainage System):-

Under the scheme survey of river Yamuna is carried out to ascertain the shifting of the river course after the monsoon period. CEs intimated that the budgetary provision of Rs. 39.00 Lakh has been made for 2012-13. They were instructed to prepare proposal for the survey.

(Action CE-I&II)

(VII) Master Plan Drainage System (BE 2012-13 Rs 60.00 Lakh)

The task of preparation of Master Plan Drainage of NCT of Delhi is to be completed by the consultant Prof. A.K. Gosain, Head of the Deptt, IIT Delhi. The proposal on Master Plan Drainage was submitted by the consultant and thereafter forwarded to the Finance/Planning Deptts. The modifications suggested by the Finance/Planning Deptts referred to the consultant who has given the necessary clarifications. The proposal submitted to Finance Deptt., who had advised to put up Cabinet Note for approval. CE-I intimated that the Cabinet note now has been approved by the Cabinet. The consultancy work for preparation of Master Plan Drainage of NCT of Delhi has been assigned to IIT (Delhi).

(Action-CE-I&II)

(VII) Establishment of quality control and material test: -

Day to day expenditure on operation and maintenance of **Quality Control Lab** is incurred under this sub-head. There is provision of Rs. 1.00 lakh -as Budget Estimate for 2012-13. CE-II was directed to submit the monthly report of QC and material tests conducted indicating the list of pending cases along with follow 'Action Taken' in each case without any further delay as no action has been taken on this issue for a long time with reason for such a delay. Quality control lab is required to be strengthened. CE-I intimated that proposal for up gradation of the laboratory with estimated cost of Rs. 85.00 lakh (approx)- has been prepared and it will be submitted shortly.

(Action- CE-I&II)

(VIII) Plan Schemes of other Departments executed by I & FC Department :-

CEs informed that an expenditure of Rs. 95.52 crore (63%) has been incurred (as on 31.07.2012) out of the Budget Allocation of Rs.152.05 crore for the execution of the works assigned to I&FCD under the plan schemes of other departments during 2012-13.

S. No.	Department/Scheme	Budget Allocation 2012-13	Exp. Upto 31.07.2012	% Exp.
1	2	3	4	5
1.	Rural Development /DRDB	7000.00 (15000.00)	5438.07 (5950.07)	77.69 (39.67)
2.	RD / Mini Master Plan for Rural Villages (MPCCs)	50.00 (220.00)	--- (37.05)	--- (16.84)
	Total (RD)	7050.00 (15220.00)	5438.07 (5987.12)	77.14 (39.38)
3.	AH / Veterinary Services	200.00	---	---
4.	UD/Repair of choupals in urban villages	125.00	92.96	74.37
5.	Urban Dev. / Unauthorized Colonies (Roads, drains etc.)	5000.00	2907.88	58.16
6.	Dir. Panchayat/ Choupals/Barat ghar	1000.00	92.07	9.02
7.	Forest / Dev. of Forest	850.00	485.69	57.14
8.	Forest/ Str. Wild Life	75.00	54.79	73.05
9.	Imp. of SC/ST Basties	900.00	477.67	53.07
10.	Horticulture/Floriculture	4.50	2.78	61.78
	Total	15204.50	9551.91	62.83

(i) Un-authorized Colonies:-

Status of works under the Un-authorized Colonies as on 31.07.2012 is as follows :-

S. N	Year	No. of works pending with I&FC	E/S issued (Rs. in Crore)	Completed	Works Yet to be completed	Corresponding Amount (Rs. in Crore)	In Progress	Tender/Award Stage	Estimate Stage	Held Up	Foreclosed/Rescinded/Cancelled	Works Behind Schedule
1	2010-11 Spill over	39	25.03	16	23	15.23	11	-	-	5	7	13
2	2011-12 Spill over	91	73.06	30	61	54.97	43	1	-	16	1	42
3	2012-13 (as on 31.07.12)	71	138.81	1	70	138.08	12	33	25	-	-	1
	Total	201	236.90	47	154	208.28	66	34	25	21	8	56

As regard projects of the **Unauthorized Colonies** CE- I intimated that out of 201 ongoing works, 47 were completed, 66 in progress, 34 under tender/award stage, 25 under estimate stage, 21 held up and 08 works rescinded/cancelled as on 31.07.2012. Pr. Secretary expressed his concern that 56 works, were behind schedule. CEs were instructed to submit the work-wise list of such cases immediately along with the reasons for the delay. **(Action-CE-I&II)**

(ii) Status of works on reconstruction/renovation of Choupals in Urban villages :-

CE-I intimated that there are 78 works pertaining to choupals in urban villages sanctioned by UD Deptt. since 01.04.2008. Out of 78 works 17 were completed (09 were completed during 2011-12), 27 in progress, 16 in estimate stage, 10 in tender stage, 07 were held up and 01 work was foreclosed as on 31.07.2012.

Year-wise status is as follows :-

S. N	Year	Sanctioned works	Completed	In Progress	Tender Stage	Estimate stage	Held Up	Foreclosed / Dropped	Works behind schedule
1	2008-09	4	2	0	0	0	1	1	0
2	2009-10	3	1	2	0	0	0	0	2
3	2010-11	26	12	8	1	0	5	0	9
4	2011-12	27	2	17	5	2	1	0	3
5	2012-13	18	0	0	4	14	0	0	0
Total		78	17	27	10	16	7	1	14

When the Pr. Secretary asked about the compliance report regarding quarterly progress report to be sent to Urban Development and Planning Department, CEs intimated that monthly/quarterly report on the progress of choupals in urban villages is sent regularly. Quarterly report for the period ending June-2012 has been sent to Planning and UD Department.

(Action-CE-I&II)

2. Status of EFC Projects: - CEs informed that there were total 41 EFC schemes/projects sanctioned during 2006-07 to 2012-13(upto July-2012). Out of the 41 projects, 25 were completed, 6 in progress, 2 under tender stage, 2 were held up, 5 rescinded/cancelled and 1 was under revised A/A & E/S stage.

The progress of EFC schemes/projects (as on 31.07.2012) is as under:

Sl. No.	Name of the Department	Works Sanctioned	Projects Completed	In Progress	Tender / Re-tender stage	Estimate Stage/ Revised E/S	Held-up	Rescinded / Cancelled/ forclosed/ Dropped	Revised A/A & E/S required	No. of Projects behind schedule
1.	I & F C	25	15	4	2	-	2	1	1	11
2.	TYADB	3	2	1	-	-	-	-	-	1
3.	DRDB	12	8	-	-	-	-	4	0	-
4.	FOREST	1	-	1	-	-	-	-	-	-
	TOTAL	41	25	6	2	0	2	5	1	12

The Pr. Secretary expressed his concern that 12 EFC projects were running behind schedule and directed the CE-I&II to submit reason for the delay. He also directed that all SFC/EFC projects/schemes must be completed as per time schedule and weekly progress of such schemes be reported to him in review meeting. CE-I & II assured that these projects would be completed on priority within the given time.

(Action-CE-I&II)

3. NHRC Cases

The Pr. Secretary instructed Chief Engineer- I & II, to attend the NHRC Cases on priority basis and ensure their timely disposal. CE-I informed that at present no such case is pending with the department.

(Action-CE-I&II (I&FC)/Admn. Officer (HQ))

4. Preparation of Master Plan for Assets Maintenance:-

CE-II informed that the Master Plan for maintenance of Assets in respect of I&FCD for the year 2011-12 was prepared and approved by FD. However entire budget was not made available as a result the remaining works are being taken up during current financial year. In case additional funds are made available another action plan for 2012-13 shall also be submitted.

Pr. Secretary instructed the CE-I & II to prepare the Master Plan for maintenance of assets in respect of Veterinary Hospitals/ Dispensaries and MPCCs for current financial year without any further delay in consultation with Director (AH) and PD (RD).

(Action-CE-I & II, Admn Officer (HQ))

5. Pr. Secretary instructed to all the officers concerned to submit details estimates of the works/ expenditure proposals (under plan/non plan) on priority, so that proposals are properly scrutinized and allocated budget may be fully utilized during the financial year 2012-13. This should be done after undertaking field visit to make the implementation of schemes realistic.

(Action-CE-I&II)

6. Pr. Secretary instructed CE-I&II to take up the matter of re-charging of water bodies under development of water bodies/water resources on priority. CE-I&II were instructed to put up an action plan within a week along with list of water bodies. It was observed that no action has been taken in this regard even after a period of one month. They were further directed to submit the action plan without any further delay

(Action-CE-I&II)

7. Other important issues discussed in the meeting

(i) Disbursement of Pensionary Benefits:-

The officers of all the units intimated that pensionary benefits to the superannuating employees/officers are being disbursed on the day of the retirement. Pr. Secretary advised that a monthly report in this regard may be submitted to Admn. Officer (HQ) by all the concerned officers in charge latest by 7th of every month indicating details of pending cases, if any with reason thereof. It was emphasized that the processing of pension cases should commence at least six month in advance. Pr. Secretary Cum Development Commissioner also directed the officers concerned to submit the cases of VRS with in period of one month so that appropriate decision may be taken within the prescribed time limit.

(Action-CE-I/FA&SAO/AO (HQ))

(ii) Status of pending Audit Para :-

CE-II informed that pending Audit Para's were reviewed in a meeting on 13.07.2012 with the officers of the concerned divisions.

The status of pending audit paras (as on 13.07.2012) is as under:-

Type of Audit Paras	Audit Para as on 14.06.2012	New para added	Reply Sent	Reply yet to be Sent	Para settled	Para Pending as on 13.07.2012
Internal	554	22	392	168	16	560
AGCR	221	0	201	20	0	221
CAG	01	0	01	0	0	1

CE-I informed that reply for one CAG Para No.- 3. 5 regarding "unfruitful expenditure due to foreclosure of work" reply was already sent by I&FC Deptt. on 23.12.2011 for settlement. However O/o of A.G.

Audit has sought some further clarification and the reply is under preparation with Ex. Engg. CD-VII. CE-I was advised to pursue with the concerned authorities to settle the para.

(Action: CE-I&II)

All officers were requested to attend to the pending Audit Paras carefully and make all efforts to settle them at the earliest. Reply to the Audit Paras should be given on priority and monthly status report of pending Audit Para should be sent to Admn. Officer (HQ) latest by 7th of every month.

(Action: CE-I & II /FA & SAO/AO (HQ) I&FC)

(iii) Status of pending court cases:-

It was instructed that all notices for contempt of the court must be personally brought to his notice by the concerned officers. All the officers have been instructed to accord top priority to the court cases and to ensure that replies are filed in court well in time in consultation with Law Deptt./Learned Counsel. Any development in this regard must be reported to the Pr. Secretary personally by CE-I & CE-II, and Director (AH/ Agriculture/Fisheries)/PD (RD).

Pr. Secretary directed all the concerned officers to adhere to the instruction of the Chief Secretary issued by U.O. No. SO/CS/279 dated 28.03.2012. **The Chief Secretary has desired that direction given to the Chief Secretary by Supreme Court may be monitored by the Heads of the Departments at their level so that no case is left un attended. Directions of the Hon'ble court are to be timely complied with and report submitted to the courts in time.**

No court case should be kept pending for action at any level for more than 7 days. CE-I & II / AO (HQ) shall ensure the adherence to above instructions and personally keep apprised the Pr. Secretary of the latest status.

(Action: (I&FC)/CE-I & II /AO (HQ), I&FC)

(iv) Disposal of CIC/PGC Cases :-

It was further reiterated that all references received from Hon'ble "LG Office / Hon'ble CM" Office/CIC/PGC/Aap Ki Sunwai Programme and other VIP references are closely monitored and appropriate action is taken in a time bound manner. A list of pending cases with reasons for delay, if any be furnished to AO (HQ) for the next meetings. No such cases be kept pending for more than 7 days at any particular level.

(Action: Chief Engineers-I & II /AO (HQ), I&FC)

(v) Revision of RRs & DPC cases: -

Pr. Secretary Cum Development Commissioner directed that all proposals of revision in RRs in respect of all categories of the posts (Gazatted/Non Gazatted) as per recommendation of 6th Central Pay Commission must be expedited. All promotion cases and up-gradation of Group-D incumbents to Group-C category should be submitted on priority. Action taken on post-wise status of the amendment of RRs would be reviewed in the next meeting. JS (I&FC)/JDC and AO (HQ) to prepare an Annual Action Plan for amending RRs / Recruitment for various vacant posts and holding DPCs.

(Action-JS/CE-I&II/A.O. (HQ))

(vi) Punctuality:-

It has been reported that some of the employees/officers are attending office late. HODs/HOOs and Branch Officers have been directed to make surprise checks and take action against those found attending the office late. It was directed to submit action taken report on punctuality as per instructions of the Chief Secretary communicated from time to time

(Action-CE-I&II /HOOs/AO (HQ))

The meeting ended with vote of thanks to the Chair.

**Ashok Kumar
Dy. Director (Plg.)**