

**Minutes of the Meeting of Monitoring Committee held on 11.08.2011 at 10 AM in the chamber of Development Commissioner / Pr. Secretary (I&FC) to Review the Implementation of Plan & Non Plan Schemes/Works and other important issues pertaining to Development and I&FC Departments.**

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 11.08.2011 at 10 AM in his chamber in which following agenda items were discussed in detail :-

**1. The following Orders/OMs issued by the Chief Secretary/Finance Department, GNCTD were discussed :-**

<b>S. No</b>	<b>Order No.</b>	<b>Brief Subject</b>
<b>I</b>	<b>PA/DSF/Misc./2010-11/DSIV/2505-2515 dated 02.06.11</b>	<b>Revision of delegation of powers for sanction of capital works</b>
<b>ii</b>	<b>PA/DSF/Misc./2010-11/DSIV/ dated 08.06.11</b>	<b>Delegation of financial power to Administrative Secretaries/HODs</b>
<b>iii</b>	<b>F.16/2/2011-AC/DS-III/741-749 dated 14.06.2011</b>	<b>Regarding observance of provisions of Minimum Wages Act, Contract Labour (R&amp;A) Act, PF Act, etc., while engaging persons on contract basis through private contractor on outsourced bases.</b>
<b>iv</b>	<b>F. Pr. AO/Pension/03/T-II/2011/1201-132 Dated 16.06.2011</b>	<b>Up-dation / completion of Service Records of the employees of the GNCT of Delhi-six months campaign thereof-regarding.</b>
<b>v</b>	<b>F.1(89) Misc/Fun./Ex-I/2010-11/72-82 Dated 04.07.2011</b>	<b>Compliance of Directives/Orders/ Instructions Issued by Government to Autonomous/Grantee institutions-regarding.</b>
<b>vi</b>	<b>F-3/30/CS/2007/DS-IV/3051-64 dated 12.07.11</b>	<b>Guidelines for Preparation of the EFC/SFC Memo</b>
<b>vii</b>	<b>F-P-A-DSF(Infra)/Misc./2010-11/DSIV/3037-50 dated 12.07.11</b>	<b>Building capacities and guidelines for sanction of Capital/Infrastructure Projects by Administrative Secretaries/Head of the Departments-regarding.</b>
<b>viii</b>	<b>F.12/3/2010-AC/dsfa/DS-III/914-921 Dated 18.07.2011</b>	<b>Instructions and Guidelines regarding Expenditure Management in Autonomous Bodies/Grantee Institutions, etc.-regarding.</b>
<b>ix</b>	<b>PA/DSF/(Infra)/FD/2011-12/DSIV/3386-3400 dated 25.07.11</b>	<b>Maintenance of Public Assets, Services, facilities-Institutional Arrangements and procedure thereof-</b>

The above instructions/guidelines have been discussed in detail and it has been impressed upon all officers to follow the same scrupulously. It was also directed to prepare proper checklist in view of above orders for preparation and scrutiny of expenditure proposals/work estimate reports. It was further directed that brief details of proposal/work estimates must also be reflected in the noting portion on the file

**(Action: Chief Engineers-I & II, I&FC / PDRD/ Director (AH) / JD(A) / HOO (Horti.) / HOO Fisheries / D.D.(Plg.)/A.O.(HQ) / A/C Officer.(HQ) )**

## 2. Review of Plan/Non Plan Schemes of Development Department.

The following Plan/Non Plan Schemes have been reviewed as under :-

### A. Rural Development

(Rs. in lakh)

S.n	Name of Sector/Scheme	Approved Outlay 2011-12	Expdr. upto July-11	% Expdr
1	2	3	4	5
	<b>Rural Development Sector (RD Unit)</b>			
(i)	Mini Master Plan for Dev. of Rural Villages (Capital + Revenue Head)	Rev. 170 Cap. 50	38.41 -----	
		<b>Total 220</b>	<b>38.41</b>	17.46
(ii)	Delhi Rural Development Board (Capital Head)	15000	799.08	5.33
	<b>TOTAL (RD)</b>	<b>15220</b>	<b>837.49</b>	<b>5.51</b>

- (i) **Mini Master Plan for Development of Rural Villages :-** PDRD informed that out of BE of Rs. 2.20 crore an amount of Rs. 38.41 lac utilized up-to 31.07.2010.

It was impressed upon the Chief Engineer –I & II to undertake joint inspections along with PDRD of all multipurpose community centers and assess the requirement of their maintenance to formulate Master Plan for Maintenance of Assets in accordance with the instruction of the Finance Department. Inspection reports may be submitted latest by 26.08.2011.

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

- (ii) **Delhi Rural Development Board (IDRV):-** The progress of works/Projects recommended by DRDB have been reviewed. Project Director Rural Development informed in the meeting that out of Budget Allocation of Rs. 150.00 crore, funds to the tune of Rs. 50.00crore have been released to I & FC Deptt. during current year. Sanctions amounting to Rs. **62.04** crore have been issued for execution of 120 works recommended by the DRDB in its meeting held on 02.02.2011. Chief Engineer (I) informed that in addition to above, 75 schemes amounting to Rs. **28.17** crore sanctioned during last year are to be implemented by I&FC Deptt. during 2011-12. So far an amount of Rs. 7.99 crore has been utilized upto July-2011 against the release of Rs. 50.00 crore.

Dy. Director (T), Rural Development intimated that total 705 proposals with estimated cost of Rs. 503.00 crore placed in the meeting of the DRDB held on 02.02.2011 were approved by the board. The status of these proposals is as under :-

The following are the executing agencies for the above Rural Development works/schemes and

S.No	Status of Proposals of DRDB meeting held on 02.02.2011	No. of Proposal
1.	A/A &E/S issued.	120
2.	Dropped due to duplicacy of schemes.	06
3.	Proposals rejected due to private Land/wakf Board/land/other land.	16
4.	Proposals of Street/gali held up for want of clarification from Finance/Planning Departments.	105
5.	Proposals relating to protection of Gram Sabha Land sent to Director (Panchayat).	08
6.	Proposals dropped due to Panchayat ongoing work in the year-2010.	82
7.	Proposals sent to D.C. (Revenue) for verification of the status of land etc.	62
8.	Proposals sent to Chief Engineer (I&FC) for clarification.	32
9.	Proposals under process with the department.	278
	<b>TOTAL</b>	<b>705</b>

status of implementation of various schemes is as follows :-

#### **I&FC Department:-**

Chief Engineer-I (I&FC) intimated that there is spill over liability of Rs. **28.17** crore for **75** ongoing works sanctioned during previous year. **34 works** were **held up** due to various reasons and 04 works are in the progress. As far as the status of **120** works sanctioned during current year, 46 works are under tendering stage. CE-I&II were advised to complete the pending works of DRDB on priority.

**(Action- PDRD/CE-I&II)**

#### **MCD**

PDRD informed that MCD has unutilized funds of Rs. **30.40** crore released last year out of which it has utilized only Rs. 3.35 crore upto **31.07.2011**.

Executive Engineer (**SW-VII**) informed that total 673 schemes/works of DRDB were sanctioned to be executed by MCD during 2005-06 to 2010-11, out of which 640 works were completed upto 31.03.2011. 33 works are still pending. The Nodal Officer of MCD was directed to submit work-wise monthly progress report by 4<sup>th</sup> of every month indicating time schedule and reason for the delay in completion of the works.

**(Action- Exec. Engg. (SW-VII), MCD)**

#### **Delhi Jal Board**

PDRD intimated that DJB has unutilized funds of Rs. 1.08 crore released last year. The Director Finance (DJB) explained that above funds were directly released to concerned Division/Zone of DJB for execution of works. As such it is difficult to indicate progress of the work. Pr. Secretary Cum Commissioner Development instructed PDRD that all funds to DJB should be routed through Director (Finance) of DJB (HQ). PDRD has been requested to send the list of pending works with estimated cost of each work to Director (Finance), DJB and obtain financial and physical report from DJB.

**(Action-DD (PDRD)/Director (Fin.) /DJB )**

**B. Animal Husbandry/Fisheries**

**Plan Schemes :-** Director (AH) informed that out of Plan allocation of Rs. 3.00 crore for repair/renovation of Veterinary Hospitals/Dispensaries expenditure sanctions of Rs. 296.38 were issued to I&FC Department for construction of veterinary hospital at Ghogha Dairy Colony and repair of 20 other hospitals/dispensaries. An expenditure of Rs.12.65 lac has been incurred by I&FC upto 31.07.2011.

The Pr. Secretary Cum Development Commissioner instructed CE-I & II to complete the Ghogha Dairy Hospital latest by 15 November 2011. He also advised them to complete all other sanctioned works latest by December, 2011.

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

**Non-Plan Schemes :-** There is a Budget Estimates of Rs. 2.22 crore for the current year for Animal Husbandry/Fisheries under the Non-Plan schemes, out of which an amount of Rs. 0.48 crore (22%) have been utilized up-to July, 2011. Non-Plan schemes indicating important activities are as under :-

**Rs. in lakh**

S. No	Name of the Non Plan Schemes (AH)	B.E. 2011-12	Expdr. upto July-11	% Expdr.
1.	MH2403 B3- Supply and material (purchase of medicines and equipments)	12.00	-----	-----
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	109.00	27.25	25
4.	MH 2404 B4 (1) (1) Shifting of Dairy (refund of the principal amount @ Rs. 5000 for death cases)	50.00	-	-
5.	B3 (4) GIA to Animal Welfare Advisory Board (GIA to N.G.O.)	1.00	-	-
	CSS - Foot and Mouth disease control programme (procurement of medicines)	2.00	-	-

The progress of implementation of the above schemes have been found to be highly unsatisfactory. Dy. Director/VAS (HQ) have attributed the slow progress to the delay in finalization of E-tendering document for procurement of medicines. The draft has been vetted by the Law Department and it is to be vetted by the Finance Department.

**(Action-Director (AH)/DD/VASs (HQ))**

Pr. Secretary Cum Development Commissioner also instructed to finalize Master Plan on Maintenance of Assets in coordination with I&FC Department

**(Action-Director (AH)/CE-I (I&FC)/VAS (HQ))**

Pr. Secretary Cum Development Commissioner instructed VAS (HQ) to submit the approved Pattern of Assistance under the Grand in Aid Schemes (Non Plan) in respect of SPCA, Animal Welfare Advisory Board and Veterinary Council (CSS). It was impressed upon the Dy. Director and VAS (HQ) to prepare a proposal for Pattern of Assistance to implement the schemes, if the same is not already got approved.

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

**C. Agriculture Units :-**

There is no Plan Scheme under Agriculture Sector. The most of the Non Plan schemes are staff oriented. An expenditure of Rs. 1.72 crore (28.52%) incurred up to June, 2011 under Non Plan schemes out of the total budget allocation of Rs. 6.04 crore. Non Plan schemes indicating important agricultural activities are as under :-

**Rs. in lakh**

S. No	Name of the Non Plan Schemes (Agriculture)	B.E. 2011-12	Expdr. upto July-2011	% Expdr.
1.	Integrated agricultural development scheme including extension education (training / workshops and production of wormi compost), Assistance to SC/ST farmers .	2.25	0.53	23.55
2.	Soil testing and reclamation of soil	1.00	-----	----

	<b>Centrally Sponsored Scheme (CSS)</b>			
1.	Micro Management Mode (promotion of production of oil seeds, pulses, juice of quality seeds and organic manure, pest management, agri. mechanization etc. (90:10)	15.00	-	-

It has been observed that progress of Non Plan schemes/CSS pertaining to Agriculture was not up-to the mark and it needs further improvement in terms of utilization of funds and physical achievements on this ground. Joint Director (Agri.) was instructed to prepare an Action Plan for implementation of these schemes and give the physical progress achieved alongwith the financial performance.

**(Action-Jt. Director (Agriculture))**

**D. Horticulture Unit :-**

The Plan Scheme **Floriculture Production Programme** has been transferred to Environment Deptt.. Head of Office (Horticulture) informed that against the BE of Rs. 50 lac, two expenditure sanctions amounting to Rs. 37.00 lac were issued to I&FC Deptt. for the Capital Works under Floriculture Production Programme (Plan). I & FC Deptt. is required to execute the works as per schedule.

**(Action-CE-I&II (I&FC)/HOO (Horticulture))**

The most of the Non Plan schemes are staff oriented. An expenditure of Rs. 3.76 crore (42%) incurred up to July, 2011 under Non Plan schemes out of the total budget allocation of Rs. 8.90 crore. Non Plan schemes indicating important agricultural activities are as under :-

S. No	Name of the Non Plan Schemes (Horticulture)	B.E. 2011-12	Expdr. upto July-11	% Expdr.
1.	Floriculture Production Programme (mainly salary oriented scheme)	173.00	74.63	43
2.	Floriculture Production Programme (SCP) Material and Supply	1.00	1.00	100

**3. Monthly Progress Reports**

Pr. Secretary Cum Development Commissioner instructed all concerned officers that the sanctioned works should be completed on priority adhering to the time schedule prepared by the respective departments and work-wise monthly progress report indicating financial

and physical achievements should be sent to DD(Plg.) latest by 4<sup>th</sup> of every month so that a complied progress report is sent to the office of the Hon'ble C.M. / C.S. / F.D. / Plg. Deptt.

**(Action-CE-I&II (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))**

#### 4. Review of Plan Schemes of I & FC Department:-

**Rs. in Lakh**

S.n	Name of Sector/Scheme	Approved Outlay 2011-12	Expdr. upto July-2011	% Expenditure
1	2	3	4	
1.	Major Drainage Works Scheme	1100.00	931.36	84.67
2.	Other Drainage Works Scheme (Capital)	2800.00	316.41	11.30
3.	Trans Yamuna Area Dev. Board (Capital)	1000.00	120.92	12.09
4	Other Works (Capital) (Charged)	5.00	00	0
5	Survey model study and hygrological collection & investigation of new scheme (Covering of Drains/Nallahas). (Revenue)	1089.00	44.86	4.12
6	Estt. of Quality Control and Material Test (Revenue)	1.00	0.12	12
7	Minor Irrigation (Revenue)	5.00	00	0
	<b>TOTAL I &amp;FC Sector</b>	<b>6000.00</b>	<b>1413.67</b>	<b>23.56</b>

Chief Engineer (I&FC) informed that there is Budget Allocation of Rs. 60.00 crore for six Plan Schemes under I&FC Department out of which an amount of Rs. 14.14 crore spent upto 31.07.2011 (i.e. **24%** of BE). Progress of important Plan Schemes is as under :-

**(I) Major Drainage Works Scheme :-** Under the scheme expenditure of Rs. 9.31 crore has been incurred against the Budget Estimate of Rs. 11.00 crore. Under the scheme mainly construction of embankment and new drains, covering of drains, construction of regulators on major drains are taken up by the Department.

**(A) Construction of Supplementary Drain to N.G. Drain (phase-I) (Kakrola to Wazirabad out fall in Yamuna ):-** This scheme is under progress and near completion.

The Chief Engineer-I&II, explained following bottlenecks in completion of project of Supplementary Drain (Kakrola to Wazirabad out fall in Yamuna ) :-

- 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.

- ii) In a stretch of about 150 metres 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 28.09.2011.
- 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.
- iv) Chief Engineer (I&FC) also pointed out that payment to the tune of Rs. 3 crores is to be made by PWD on account of construction of bridge as the deposit work on supplementary drain. The matter needs to be expedited.
- v) Although the drain is made functional by connecting it to the Nazafgarh Drain in its outfall reach, but sections of the drain at the three locations is narrow.

As regard Sultanpur Mazra drain case, the Pr. Secretary advised Chief Engineer-I & II to take necessary action to get the stay of the District Court vacated. The outcome/Status of the court case may be reported in the next meeting. He further instructed to send a D.O. Letter to Pr. Secretary, PWD for release of pending payment of Rs. 3.00 crore in respect of construction of three bridges on the Supplementary Drain.

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

**(B) Construction of Outfall drain for drainage Shalimar Bagh, Jahangirpur, Azadpur & Model Town area (remodeling/improvement of Jahangirpuri drain)**

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

Chief Engineer (I&FC) informed that for procurement of dragline and dredger for de-silting of drains the request has been placed with DGS&D and machines are likely to be delivered during the current financial year. During last year machines like one hydraulic excavator and bulldozer have been procured. Pr. Secretary advised to prepare a Action Plan for procurement/purchase of machinery.

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

**De-silting of drains:** The Chief Engineer informed that there are total 61 drains of Irrigation and flood Control Department. The desilting is being carried out in 12 drains which are passing through urbanized area. A total quantity of silt of **2.87 lakh** cubic meter is to be removed by departmental machinery and 55534 cubic meter of silt on contract basis. Out of this, **100%** progress has been attained in removal of silt by departmental machinery and in respect of drains being cleaned on contract basis the progress is **71%** up to July, 2011.

**(D) Embankment of I&FC Schemes :-** Under this scheme, works related to construction of new embankments including restoration, beautification of existing embankments etc. are executed.



For the proposals of less than Rs. one crore, sanctions have been issued and tender process is under the way and it would be completed by the end of September-2011. For other proposal/schemes approval of FD is required and same are being submitted.

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

(E) **Revamping of I&FC drains :-** Under the scheme work of construction of walls along the drains to check garbage dumping have been taken up. Some of the works are in the progress.

(II) **Other drainage works :-** An amount of Rs. 3.16 crore utilized upto 31.07.2011 against the Budget Estimate of Rs. 28.00 crore during 2011-12 under Other Drainage Works Scheme. Following works are included in the scheme :-

(A) **Remodeling/Imp. of Existing Drains and Other Small Drains Imp. Scheme :-** Under this sub-head, works of remodeling of existing drains by way of lining, change of section for catering to additional discharge etc. are being carried out, due to urbanization along the drains.

(B) **Access Road & Bridges :-** Under this sub-head, works of construction of bridges, culverts, inspection paths, inlets, regulators, improvement/strengthening/restoration of inspection paths embankments/banks of drains, parapet walls, guard walls, etc. are being carried out.

(C) **Protection of Govt. Land :-** Under this sub-head works of construction of boundary walls for protection of Govt. land are carried out to prevent encroachment of Govt. land. The demarcation of land is done by Divisional Commissioner Offices.

The Chief Engineer-I informed that the schemes have been cleared by TAC/FCB. A/A & E/S issued and tenders are being invited. The progress of work shall improve during 2<sup>nd</sup> Quarter.

(D) **Anti-Erosion Works:-** Under this sub-head, works like construction/strengthening/restoration of river training works, such as construction of ballie screen/bed bars, pilot cuts, shanks & studs, are carried out to prevent erosion of banks and damage to main embankments.

(III) **Charged Sub Head -Liabilities of Completed Schemes:-** Funds allotted under this sub-head are utilized to discharge the amount of Rs. 40.00 lacs on account of enhancement compensation of land and Arbitration Awards

(IV) **Trans Yamuna Area Development Board :-** Under this scheme an amount of Rs. 1.21 crore has been utilized against the Budget Estimate of Rs. 10.00 crore. Under the scheme Capital Works, like construction of drains, roads, bridges, community centers etc. recommended by the Trans Yamuna Area Development Board are executed.

The progress of work is slow because the most of work are being executed on or along the drains under difficult conditions.

- (V) **Survey model study and hydrological collection & investigation of new schemes (Master Plan Drainage System)**:-Under the scheme an expenditure of Rs. 45.00 lac incurred against the Budget Estimate of Rs. **1089** lac during 2011-12. The funds were allotted for Master Plan Drainage. Moreover, survey of river Yamuna is to be carried out to ascertain the shifting of the river course after the monsoon period. The total requirement of fund under the scheme is Rs. 2.00 crore only whereas allocation of Rs. 10.89 crore has been provided during current financial year.  
However the work on Master Plan Drainage is yet to be assigned, for which possibility is being explored to get it done through **DSSDI** and **IIT Delhi**. As such the **allocated** funds shall be re-appropriated to Major Drainage Head.
- (VI) **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. 298 Recharge Trenches in rural area of 64 villages have been constructed in order to recharge of ground water.
- (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.
- (VIII) **Plan Schemes of other Departments executed by I & FC Department** :- There are about 10 plan schemes of other departments under which an expenditure of Rs. 19.86 crore (17%) has been incurred against the Budget Estimates of Rs. 118.70 crore. Scheme wise progress during 2011-12 is given ahead :-

Rs. in lakh				
S. No.	Department/Scheme	Budget Estimate 2011-12	Expdr. upto July-2011	%
1	Rural Development /DRDB	5000.00	799.09	15.98
2	Director Panchayat/ Choupals/ Barat Ghar	1000.00	240.23	24.02
3	RD / Mini Master Plan for Rural Villages	0	0	0
4	Urban Dev./Choupals	300.00	143.99	48.00
5	Urban Dev. / Unauthorized Colonies	3750.00	553.51	14.76
6	Forest/ Str. of Wild Life	75.00	0.56	0.75
7	Forest / Dev. of Forest	448.00	67.00	14.96
8	SC/ST/ Imp. of SC Basties	1000.00	189.37	18.94
9	Horticulture / Floriculture	0	0	0
10	AH / Veterinary Services	296.38	12.65	4.27
11	AH / Minor work (Non Plan)	1.00	0	0
	<b>Total</b>	<b>11870.38</b>	<b>1986.40</b>	<b>16.73</b>

The Pr. Secretary expressed concerned on the slow progress of utilization of Plan Allocation and impressed upon the Chief Engineers to improve the pace of developmental works during the coming months. Chief Engineer explained that reason for slow pace of works is ongoing monsoon season and progress on utilization of Plan funds would be improved in the third quarter of the current year

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

**5. Nomination of second in command as a plan implementing officer :-**

It has been decided to nominate Additional Development Commissioner for Development Department and Chief Engineer-I for I & FC Deptt. as 'second in command' Plan implementing Officer following the instruction of the Chief Secretary Order No. **F-P-A-DSF(Infra)/Misc./2010-11/DSIV/3037-50** dated **12.07.11**

(Action-ADC / Chief Engineer-I)

**6. Preparation of proposal for EFC/SFC Memos :-**

The Pr. Secretary impressed upon the need for compliance of the order of the chief Secretary bearing No. F-3/30/CS/2007/DS-IV/3051-64 dated 12.07.2011 on Guidelines for Preparation of the EFC/SFC Memo. He also stressed the need to finalize the pending EFC/SFC Memos on priority to avoid further delay.

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

**7. Disposal of NHRC Cases :-** There is one case relating to NHRC pertaining to I&FC Department. Chief Engineer-I informed that necessary action is being taken to submit the report.

Pr. Secretary Cum Development Commissioner directed that all cases relating to National Human Right Commission should be disposed of on priority and in a time bound manner.

(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))

**8. Preparation of Master Plan for Assets Maintenance :-** Pr. Secretary Cum Development Commissioner directed that Master Plan of Assets Maintenance would be submitted on priority to Admn. Officer (HQ) with in a week in accordance with the instructions issued by the Finance Department.

(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))

**9. Other important issue 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 7<sup>th</sup> of every month indicating the timely completion of pending cases and reason for delay if any. It was also impressed upon that the service record of every employee should also be updated regularly.

**(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))**

**(ii) Status of pending Audit Para :-**

Unit wise/ Department Wise list of pending Audit Para as on date is as under

S. No	Unit / Department	No. of Audit Paras
<b>1. Development Deptt.</b>		
i	Rural Development	06
ii	Animal Husbandry	75
iii	J. D. (Agriculture)	22
iv	Horticulture	10
v	Dev. (HQ)	29
<b>TOTAL</b>	<b>(Development)</b>	<b>142</b>
<b>2. I &amp; FC Department</b>		<b>242</b>

All officers were requested to attend to the pending Audit Paras and make efforts to settle them at the earliest. Reply to the Audit Para should be given on priority and monthly status report of pending Audit Para would be sent to Accounts Officer (HQ) latest by 7<sup>th</sup> of every month and to be reviewed in weekly meeting.

**(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))**

**(iii) Status of pending court cases :-** Status of pending court cases should be sent to Admn. Officer (HQ) regularly for review in weekly meeting .

**(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))**

**(iv) Disposal of CIC Cases :-** Pr. Secretary Cum Development Commissioner stressed that all references relating to CIC Cases should be disposed of in a time bound manner and a list of pending cases alongwith action taken in each case be sent to A.O. (HQ) for weekly review meeting.

**(Action-CE-I (I&FC)/JD(A)/DD(PDRD)/HOO (Hort.)/VAS(HQ)(A.H))**

- (v) **Revision of RRs & DPC cases :-** Pr. Secretary Cum Development Commissioner directed that all matters relating to revision of Recruitment Rules for various posts and proposals for promotions should be processed in a time bound manner. A list of pending cases to be prepared by AO (HQ) for review in weekly meeting. .

(Action-A.O. (HQ))

The meeting ended with vote of thanks to the Chair.

(S.S.Kanawat)

Addl. Development Commissioner/Addl. Secretary (I&FC)

Annexure

**List of the Officers who attended the Meeting of the Monitoring Committee held on 11.08.2011 at 10 AM**

S. No	Name of the Officer	Designation	Department
1.	Sh. S. S. Kanawat	ADC/Addl. Secy. I&FC/Director (AH)	Development Deptt.
2.	Sh. Ashish More	Director (Finance)	Delhi Jal Board
3.	Sh. V.P.S. Tomer	Chief Engineer-I	I & FC
4	Sh. Ish Kumar	Chief Engineer-II	I & FC
5.	Sh. Sukhai Ram	Chief Engineer (C&N)	Delhi Jal Board
6.	Sh. Md. Razi Alam	A. L. W. O.	Delhi Jal Board
7	Sh. D. K. Thakur	Joint Director (Agriculture)	Development Deptt.
8.	Sh.K. Sambhamurti	Supdt. Engineer /SSW-I	I & FC
9.	Sh. Sanjay Saxena	Executive Engg. (P&D)/	I & FC
10.	Sh. Ashwani Kumar	Executive Engineer/ SW-VII	MCD
11.	Sh. Ashok Kumar	Dy. Director (Plg.)	Development Deptt.
12.	Sh. Radha Charan	Dy. Director	Rural Development
13.	Dr. Baboo Lal	Dy. Director (AH)	Development Deptt.
14.	Sh. K. S. Sharma	Dy. Director (F&B)-II	Delhi Jal Board
15.	Sh. M.M. Ghildiyal	FA-Cum Sr. Account Officer	I & FC

<b>16.</b>	<b>Sh. Vinoad Attal</b>	<b>Administrative Officer (HQ)</b>	<b>Development Deptt.</b>
<b>17.</b>	<b>Sh. A. P. Saini</b>	<b>F.V.S/HOO (Horticulture)</b>	<b>Development Deptt.</b>
<b>18.</b>	<b>Dr. Vinod Jamini</b>	<b>VAS (HQ) AH</b>	<b>Development Deptt.</b>
<b>19.</b>	<b>Dr. Nitant Panikar</b>	<b>VAS (HQ) AH</b>	<b>Development Deptt.</b>
<b>20.</b>	<b>Sh. Mukesh C. Sharma</b>	<b>Superintendent (HQ)</b>	<b>Development Deptt. (HQ)</b>
<b>21.</b>	<b>Sh. Harish Kumar Vij</b>	<b>AAO (AH)</b>	<b>Development Deptt.</b>