

OTHER ADMINISTRATIVE SERVICES

A. DTE. OF TRAINING & UTCS (Rs.450.00 lakh) - Rs.150 lakh under Revenue and Rs.300 lakh under Capital

The Directorate of Training, Union Territories of Civil Services, is the State Administrative Training Institute implementing the Scheme "Staff Training Programme". An outlay of Rs.150 lakh is proposed for implementation of the scheme in 2009-10. The undergoing objectives of the State ATI are:-

- To bring about an attitudinal change in officials to make them more responsive for public service.
- To enhance the skills and competencies of government officials through process of training.
- To provide leadership and guidance to the officers of the Union Territories Administrations dealing with public issues.

The vision of the State ATI is as follows:-

- Develop Competencies of employees and improve their performances.
- Help people grow within organizations so that the future needs for human resources can be met from within.
- Reduce the learning time for employees, starting jobs on appointment, transfer and promotion so that they become fully competent and effective.

In continuation of our vision and to achieve the cited objectives the Directorate has formulated the following schemes during 2009-10.

1. Strengthening of Administrative set-up of the Directorate and up-gradation of Academic and Training facilities.

The Directorate does not have the permanent faculty / experts on important subjects and therefore, it is proposed to create posts of Professors and Readers in the following subjects:-

- Contemporary India and the Global Environment
- Governance, Ethics and Leadership
- Public Administration and Management
- E-governance
- Law
- Political Economy

The post of the Professors and Readers will be in the UGC Pay scales and will be filled up on deputation basis

1. Specialized Management Development Programmes for Middle level and Senior officers/Public Managers: Personal Management b) Behavioral Skills c) Performance Budgeting and Management Accounting d) Procurement Management e) Management by Motivation f) Management of Public Relations. G) Administrative Leadership and Behaviors h) Financial Management i) Information Technology j) Communication Skills & Personality Development k) Attitudinal Changes and Personality Development. l) Master Plan Delhi-2021 m) Accrual Based System of Accounting n) Project Management and Appraisal and o) Cyber Laws and Implementation and p) Time Management. Q – Disaster Management
2. Up-gradation of library facilities: Purchase of books, journals, subscriptions to e-journals and library computerization, net-working and up-gradation.
3. Up-gradation of Hostel facilities: For IAS officer Trainees, UTCS officer Trainees (Probationers) and Participants of special training programmes and other training programmes and outside visiting Faculty.
4. Purchase of Training Equipments: The following training equipments are needed for imparting training:-
a) Overhead Projector b) Electronic Scanner c) Conferencing System d) Other equipments. (Computer Lab)
5. Making the Auditorium functional: The Directorate has started functioning from the present premises 16 years ago. But the Auditorium is still not complete resulting in the non-utilization. Therefore, it is proposed to make the Auditorium functional, so that it can be utilized for organizing seminars, conferences, training and cultural programmes and functions of the Directorate and other Government Departments and offices located in East Delhi.
6. Setting up of Computer Lab : The third floor of building is under renovation for setting up of Computer Lab. The Dte. has proposed to install 32 computer with one server.
7. Setting up of State Level Cell on Disaster Management : National Institute of Disaster Management ha allotted this directorate a facility center having post of professor / Associate Professor / System Analyst etc. Directorate is giving training to different level of officer under this scheme.

B. ELECTION DEPARTMENT – Rs.600.00 lakh under Revenue

AIMS & OBJECTIVES OF THE SCHEME

The objective of this scheme is to bring at a single point the work of Storage and distribution of Electronic Voting Machines (EVMs) and other election material of all the nine districts of NCT of Delhi. Presently the whole work is scattered in nine districts plus godown at Loni, Ashram and Head Quarter at CEO office. This results in duplication of security and other efforts at many places and during the conduct of elections, the expenditures run into crores of Rupees on erection of Tentage.

The proposed Integrated Complex will broadly cater to:

- a. Proper storage of Electronic Voting Machines.
- b. Preparation of election Kits for the Polling parties at the time of elections to the Assembly and Parliamentary Constituencies.
- c. Imparting training on Electronic Voting Machines and for conducting elections.
- d. To meet the Parking requirement for large number of Vehicles for transportation of EVMs and other election material to the districts at the peak time of Elections.

5 acres of land is proposed to be taken over from DDA.

Application of advancements in field of Information Technology in the Electoral Process:

AIMS AND OBJECTIVES OF THE SCHEME

The implementation of this scheme will cover following activities:

- a. Preparation of GIS Maps of Parliamentary Constituencies. Assembly Constituencies up to Polling Stations level in accordance with the Notification issued by Delimitation Commission of India in respect of NCT of Delhi.
- b. Setting up of Call Center in CEO office equipped with all modern techniques.
- c. To digitalize the electoral rolls records of previous years in order to preserve it for issue of certificate entries in the electoral rolls.
- d. To retrieve the images of the electors from the tapes/cassettes used by the earlier vendors for storing them.
- e. To provide connectivity of all the VRECs with CEO Office.
- f. To replace timely the equipments completed their normal life.
- g. To hire IT personnel for providing advice to the department on the hardware/software requirements and updating of software for Electoral Roll Management, preparation of EPIC in accordance with the instructions issued by the Commission from time to time.
- h. To maintain and upgrade the website of the department.

3. To Conduct Voter Education Programme

AIMS AND OBJECTIVES OF THE SCHEME

The objectives of this scheme will be as follows:-

- Error free Electoral Rolls are to be prepared.
- Photographs of all the electors will be captured to prepare Photo Electoral Rolls.
- Educating elector to use their right of franchise i.e. enhancing their participation.

4. Setting up and running of Voter Registration & EPIC (Election Photo I-Card Centre) (VRECs)

AIMS & OBJECTIVE OF THE SCHEME:

The objective of this scheme is to provide round the year services to the citizens of Delhi for inclusion of names in the Electoral Rolls and issue of Photo Identity Cards to the electors from a single point i.e. by setting up of Voter Registration and EPIC Centers (VRECs), one in each of the 70 Assembly Constituencies. Following public related services would be made available to the citizens:

1. Inclusion of names in the Electoral Roll through Application Form No.6.
2. Objection to the existing entry in the Electoral Roll through Form No.7.
3. Modification of the existing incorrect entry in the Electoral Roll through Form No.8.
4. Transportation of entry in the Electoral Roll through Form No.8A.
5. Preparation & issue of Photo Identity Cards to the new elector.
6. Preparation & issue of Duplicate Photo Identity Card to the elector.
7. Issue of certificate of entry in the Electoral Roll for current year or for the previous year.
8. Inspection of entries in the Electoral Rolls.

5. Setting up of Training Cell in Election Office:

AIMS & OBJECTIVE OF THE SCHEME:

Govt. of NCT of Delhi and Election Commission of India have approved the setting up of Voter Registration and EPIC Center (VREC), one in each of the 70 Assembly Constituencies in NCT of Delhi. Each VREC will be manned by 8 officials. These officials are required to be trained on all the provisions of Election Laws and with the instructions/ guidelines issued by Election Commission of India from time to time. An outlay of Rs.600 lakh is proposed for 2009-10 for the above mentioned schemes.

REVENUE DEPARTMENT – Rs.3700 lakh – Rs.3000 lakh under Revenue and Rs.700 lakh under Capital Head.

The following Plan Schemes will continue during the 11th Five Year Plan & the Annual Plan 2009-10 :-

1. Strengthening of District Offices and Headquarter.
2. District Development Committees.
3. Disaster Management.
4. My Delhi I Care
5. Bhagidari

An outlay of Rs.3000.00 lakh under Revenue + 700.00 lakh under Capital Head has been proposed for the Annual Plan 2009-10.

1 STRENGTHENING OF DISTRICT OFFICES AND HEADQUARTER (Rs.1500.00 lakhs)

Nine districts with 27 Sub divisions under the overall superintendence of Secretary(Revenue) designated as Divisional Commissioner Delhi were set up vide notification No.489/GA dated 27.06.1996 in the NCT of Delhi to give prompt and responsive administration to the rural as well as urban population in their area itself. The districts started functioning with effect from 01.01.1997.

The basic objective, for which 9 districts had been created, would not be achieved if there is paucity of adequate staff and other ancilliary infrastructure to cope with the need and requirement of the local public.

The broad function of each district administration by and large cover area viz. In addition to above the duties and responsibilities of the district administration,. Each district has also been entrusted with additional work with the passage of time and staffing patterns need to be reviewed in each district. Each district is also to have its own buildings for its offices function in the 11th Five Year Plan. (2007-2012).

2. DISTRICT DEVELOPMENT COMMITTEES : [Rs.500 lakhs for Annual Plan 2009-10)

Delhi Government had constituted a two-tire structure vide order dated 15.11.1999 comprising Apex Committee at the State level and 9 District Development Committees to encourage decentralization and decision making and provide a responsive and responsible administration by involving elected representatives of the area, Resident Welfare Associations, Deputy Commissioners and District Development Officer of other Department. The broad objectives of the Committee were to involve the people directly as well as through elected representatives in the process of planning, execution and monitoring of various schemes, projects and policies. Besides this, they are to provide and ensure balanced development of and equitable access to various facilities among the districts. In the process, it is to ensue empowerment of the officers of all departments including district administration with better control, supervision and

monitoring of various schemes and accordingly lead to provide single window approach to the public with regard to various problems being faced by them and minimize delays on account of the multiplicity of authority in Delhi.

District Development Committees are to mandatory meet at least once in a month to review the progress of works with regard to the present schemes and programmes listed out for the district and to prepare District level plans for future implementation based on the needs of the area. The Committee comprise Chairman, to be elected amongst the MLAs in the District, other MLAs as Members and the representatives of various Departments such as MCD, NDMC, DVB, DJB, PWD, Education, Transport, Health and Social Welfare etc. as Members of the Committee. The Deputy Commissioner (Revenue) is the Convener the Committee and is also to exercise the powers of Chief Executive Officer of the District with regard to review and monitoring schemes, once approval of the scheme has been obtained by respective departmental Heads.

As per the working of DDCs over the last about three years, it is observed that its function has so far been confined to monitoring of the existing plan schemes of various Departments as also to act a forum for listening to the grievances of general public. In view of the involvement of various autonomous bodies in civic and other development plans in the city with their distinct controlling bodies, separate from Delhi Government, the District Development Committees are yet to evolve as District Planning Bodies. There are a number of cases being brought before the DDCs relating to urgent minor works such as provision of tube lights on small stretch of roads, replacement of doors / toilet sheets in a Government school scheme, repair of storage tanks, construction of culverts, which are of emergent nature, but not expected to be covered in the plan schemes being formulated by various Departments. However, for individuals / RWA coming to the DDC, such work assumed great importance and a need to be attended to on emergent basis. As the DDC is currently functioning as a monitoring body, these works have to be assigned to the concerned Department where the focus, however, is more on implementation of major works. In the process, there is bound to be dis-satisfaction among the citizen approaching DDC. Therefore, DDC needs to be equipped to meet the exigencies of common citizens / villagers / colonies where a nagging civic / developmental problem involving nominal expenditure is not being effectively attended to by the concerned Departments. To meet such situations, DDC could be empowered to recommend works up to maximum limit of Rs.2.00 lakhs so that the people do not have to approach the concerned Department for minor works and the same could be attended through district offices, which are nearer to the public.

There is a provision of Rs.500.00 lakhs for the DDC under the scheme relating to 'Strengthening of Divisional Commissioner Office'. In order to ensure equitable distribution of the resources among various Legislative Constituencies, the individual DDC could be allocated funds to each MLA. In the light of the various problems of civic / developmental nature being brought before the DDC, it could make an assessment of the problem and recommend for execution of the work. As the representatives of the various Departments are present in the DDCs, NOC relating to such works should be taken from such representatives during the meeting itself. In

the light of the recommendations of the DDC it would open to the Deputy Commissioner to take further steps for execution of the work with grant of administrative approval / expenditure sanction. The work would be executed through the departmental representatives attending the DDCs. A separate sub-head could be opened for individual DC Offices to maintain account of funds provided under the scheme.

3. Disaster Management : (Rs. 900 lakhs for Annual Plan 2009-10, In this scheme, following proposals will be taken up. (Includes Rs.100 lakh for MCD)

1. Identified Activity : Hazard, Risk and Vulnerability [HRV] analysis of Delhi
2. Activity Identified : Strengthening of EOCs at State and District Level
3. Activity Identified : Instituting and Insurance Corpus
4. Activity Identified : Funding Disaster Management Centers of MCD
5. Activity Identified : Hospital Safety Initiative
6. Activity Identified : Awareness Campaigns + Disaster Management Information Center [DMIC]
7. Activity Identified : Institutionalization of Mock Drills

4. MY DELHI I CARE (Rs. 500.00 Lakhs for Annual Plan 2009-10)

1. Background

'My Delhi I Care Fund' has been created with the Deputy Commissioners (Revenue) of nine districts to enable the citizens to participate in upkeep and protection of their own habitat through partnership with the Government. The 'Fund' aims to attract citizen groups registered under the Bhagidari Scheme of Delhi Government to contribute through financial and other means in various micro projects and maintenance works, designed to improve their immediate environment- in the true spirits of Bhagidari. Rs. 50.00 lakhs have been allocated to each revenue district of Delhi, to be kept under the control of the Deputy Commissioner of the Revenue District. The Deputy Commissioner is required to release the money to the asset owning agencies/implementing agencies or to the Bhagidar citizens groups for execution of works.

The following works in particular will not be allowed under the scheme:-

- i Office buildings, residential buildings and other buildings relating to Central or State Governments, Departments, Agencies and Organizations.
- ii Memorials or Memorial buildings.
- iii Acquisition of land or any compensation for land acquired.
- iv Assets for individual benefit.
- v. Places for religious worship.

The works and activities carried out under the ' Fund' should not exceed Rs. 50.00 lakhs each. Only in exceptional cases where the cost of works exceeds Rs. 5.00 lakhs the previous sanction of the Divisional Commissioner will have to be obtained before forwarding the same to the asset owning / implementing agency.

Emphasis should be given to complete the work within the same financial year and major works should be taken up latest by the third quarter of the financial year in order to avoid spill over to the next financial year.

While estimating the works, the latest DSR rates (Delhi Schedule of Rates) be taken as the basis for the time being for maintaining uniformity and acceptability.

The Core Committee of every sub-division will monitor the progress of work and quality of work in every sub-division and will submit a report to the Deputy Commissioner on a quarterly basis. The views of the citizen groups of the area of the scheme should be incorporated in this report. Deputy Commissioner and SDMs with implementing agency will physically monitor at least 20% of the works.

A report on the physical and financial progress made in respect of each work along with reconciliation report of the account for this 'Fund' will be submitted to the District Deputy Commissioner in every quarter by the implementing agency. A consolidated report in every quarter from each district will be forwarded to the Divisional Commissioner as well as to Bhagidari Cell in the office of Chief Minister. Payment of advances of any type to the contractors / suppliers under any work falling within this scheme is prohibited.

In execution of works the concerned Resident Welfare Association and other citizen groups may point out special problems / deficiencies. Such cases should be taken up by the District Deputy Commissioner with the district level authority of the implementing agency for rectification and clarification. A set of photographs of each completed work along with completion report (project details with

5. Citizen Govt. Interface – Bhagidari [Rs. 300 Lakh]

Objectives:

1. The Bhagidari scheme envisions evolving a common platform of public and public servants where both sides not only interact but also develop strategies by consensus for better upkeep of their area and the city.
2. The scheme also seeks to empower the common citizen to have a greater say in the development and upkeep of his surroundings and in the civic matters pertaining to his localities.
3. Since the Action Plans/ Strategies are to be jointly prepared by the Department officials and the public, so it would help to develop a sense of commitment among the citizens and the officials.
4. The 'Bhagidari' aims to bring the citizens of Delhi, the actual stakeholders, to the focus of planning and policy- making process through their participation and active involvement in governance.

An outlay of Rs.300.00 lakh is proposed for this scheme for 2009-10.

DELHI FIRE SERVICE (RS. 2700 Lakh) – Rs.1500 lakh under Revenue Head and Rs.1200 lakh under Capital Head

The Delhi Fire Service is providing fire prevention and safety services to the people of National Capital Territory of Delhi through 42 fire stations and functioning under the administrative control of Govt. of NCT of Delhi. However, the growth in population and infrastructure besides trades/industries, high-rise buildings has resulted in the extension of the urban area and increase in the quantum of fire risk. Ever high standard of living has further increased the fire load, total number of vehicles on road thereby requiring a bigger infrastructure for the fire service to cope up with the increasing number of fire accidents. Keeping in view the Government of NCT of Delhi has decided to increase the number of fire stations from the existing 42 to 70 fire stations. However, the work could not be completed in the 10th Five Year Plan and therefore, the project is extended in 2009-10. This is aimed to provide adequate fire protection cover with reasonably good response in each assembly constituency.

Apart from 42 existing fire stations including (Four temporary fire stations) ten more fire station buildings along with residential quarters are required to be constructed work is likely to commence in the year

1. Dwarka Sector-III
2. Dwarka Sector-XX
3. Ali Pur
4. Vasant Kunj
5. Mayur Vihar Distt. Centre
6. Yamuna Vihar.Golden Park Rohtak Road

Land is taken over from DDA for Residential Complex at 4 localities as under.

1. Rohini Sector – III
2. Golden Park – Rohtak Road
3. Sanjay Gandhi Transport Nagar
4. Mahipal Pur

CAPITAL WORKS 'MAJOR HEAD-1200 Lakh

A. During the year 2009-10, construction work for fire stations and staff quarters is likely to continue at locations and to commence in remaining following sites:-

1. Okhla Phase-I
2. Dwarka Sector-III
3. Dwarka Sector-XX
4. Yamuna Vihar

B. Apart from the above is proposed for construction of Head Quarters building, Shahdara Fire Station, Shyama Prasad Mukherjee Marg fire station and

construction of staff quarters at Kirti Nagar fire station, Janakpuri, Geeta Colony and other additions & alterations to the existing Fire Station Buildings.

II REVENUE PLAN ' MAJOR HEAD 2070' (Rs.1500 lakh)

As sites for 24 Fire Stations have been taken over from different authorities and construction works has commenced at some fire stations sites, it is aimed that 20 fire stations which are cleared/ approved by EFC Delhi Fire Service has forwarded a proposal for creation of 862 posts as per prescribed norms in respect of above referred fire stations. These posts are being filled up. The expenditure are also made on the following items.

1. OFFICE EXPENDITURE
2. COMPUTERIZATION OF MOBILIZATION SYSTEM
3. MACHINERY & EQUIPMENTS
4. ADVERTISING & PROFESSIONAL SERVICE

DEPARTMENT OF LAW AND JUDICIAL (Rs.600 lakh under Revenue Head)

1. Strengthening of Law Department (Rs.10.00 lakh)

To strengthen the Department for the disposal of cases relating to advice work, litigation work, legislative work and other general administrative work in view of the increase of work load of other Departments of Govt. of National Capital Territory of Delhi as well as increase in the strength of subordinate judiciary.

An outlay of Rs.10.00 lakh has been proposed during the 2009-10 for implementation of the Scheme

2. High Court (Rs.230.00 lakh)

Computerisation and modernisation of Delhi High Court. Rs.524.65 lakh has been incurred during 10th Five Year Plan.

An outlay of Rs.230.00 lakh has been proposed during the 2009-10 for implementation of the Scheme

3. Setting up of Family Courts (Rs.10.00 lakh)

Establishment of Family Courts with a view to promote conciliation and speedy settlement of disputes relating to the marriage and family affairs.

An outlay of Rs.10.00 lakh has been proposed during the 2009-10 for implementation of the Scheme

4. Computerisation of District Courts (Rs.200.00 lakh)

Government of India has been providing funds for the computerisation and district and Session Court under CSS. The stationery for the same will be provided out of the plan funds of Govt. of National Capital Territory of Delhi. Rs. 433.34 lakh

has been incurred during 10th Five Year Plan. An outlay of Rs.200.00 lakh has been proposed during the 2009-10 for implementation of the Scheme

5. Judicial Academy (Rs.40.00 lakh)

On the direction of Apex Court, Delhi High court has decided to set up an Academy for imparting the training of the Judicial Officers at Delhi. A library is also proposed to be set up in the Academy for keeping the judicial books for the academy.

6. Purchase of furniture for Dwarka Court(Rs.10.00 lakh)

An amount of Rs.10 lakh is proposed for 2009-10 for the purchase of furniture for Dwarka Court.

DELHI SUBORDINATE SERVICES SELECTION BOARD (RS.900.00 Lakh under Revenue Head)

The Board was created by the Government of Delhi vide Resolution dated 4.10.1996. The Board commenced its functioning from July, 1997.

The board was entrusted for the recruitment of all Group'B' non-gazetted and Group 'C' posts of all the Departments of Delhi Government and Local/Autonomous Bodies under the Govt. of National Capital Territory of Delhi. Recruitment of B and C posts of MCD, NDMC and TRANSCO and GENCO is also assigned to the Board. The following expenditure has been incurred during the year 2002-03 to 2007-08.

S.No.	Year	Amount [Rs. in lakh]
1.	2002-03	445.60
2.	2003-04	501.87
3	2004-05	1147.28
4.	2005-06	486.19
5.	2006-07	656.56
6.	2007-08	

An outlay of Rs. 900.00 lakh has been proposed during 2009-10 for implementation of the scheme.

GAD- Citizen- Government Interface (Rs. 250 lakh under Revenue Head)

i. Citizen Govt. Interface [Rs. 245.00 Lakh]

Objectives :

1. The Bhagidari scheme envisions evolving a common platform of public and public servants where both sides not only interact but also develop strategies by consensus for better upkeep of their area and the city.

2. The scheme also seeks to empower the common citizen to have a greater say in the development and upkeep of his surroundings and in the civic matters pertaining to his localities.
3. Since the Action Plans/ Strategies are to be jointly prepared by the Department officials and the public, so it would help to develop a sense of commitment among the citizens and the officials.
4. The 'Bhagidari' aims to bring the citizens of Delhi, the actual stakeholders, to the focus of planning and policy- making process through their participation and active involvement in governance.

An outlay of Rs.245.00 lakh is proposed for this scheme for 2009-10

ii. Delhi Sectt. : Library - (Rs. 5.00 lakh)

Schemes/ programmes to be included in the 11th Five Year Plan and Annual Plan (2009-10).

Documentation Center-cum-Library has been established in Delhi Secretariat at level III, C-Wing.

An amount of Rs.5.00 lakh is proposed for the annual plan 2009-10 on account of purchase of books, magazines and newspapers only.