

## 1. ADMINISTRATION - I SECTION

### Subjects being dealt with:

1. All cadre matters relating to Section Officers (CSS) in this Ministry and its attached offices.
2. Established matters relating to the posts of Section Officer (CSS) in the Secretariat.
3. Establishment matters relating to the posts of Secretary/ Addl. Secy., Joint Secretary, Director/Deputy Secretary and Under Secretary which are manned by officers belonging to organized services viz. IAS/CSS/other Central Services.
4. Matters relating to the appointment of Desk Officers.
5. Matters relating to the appointments to the posts of Director (OL), Deputy Director (Monitoring) , Senior Analyst , Junior Analyst, Account Officer, Deputy Director (OL) and other isolated posts.
6. UPSC/SSC invigilation duty.
7. All cadre and establishment matters of Group 'A' officers of Central Public Health and Environmental Engineering Organization of the Ministry.
8. Disciplinary cases of staff /officers of the Sectt.
9. Training matters in India and Abroad (of administrative nature) of all Gazetted and Non- Gazetted officers in this Ministry.
10. All establishment matters relating to personal staff of UDM and MOS (UD).
11. All cadre matters relating to the posts of Sr. Principal Private Secretary, Principal Private Secretary and Private Secretary in this Ministry and its attached offices.
12. Establishment matters relating to the posts of Sr. Principal Private Secretary, Principal Private Secretary and Private Secretary in the Sectt. of this Ministry.
13. Maintenance of Punctuality in the Sectt. of this Ministry.
14. Forwarding of application of Gazetted Officers belonging to IAS/CSS/CSSS to different Ministries/ Departments for deputation posts.
15. Processing of application for foreign assignment of officer belonging to IAS/CSS in the Sectt. of this Ministry and its attached offices.
16. All matters under the CCS (Conduct) Rules, 1964 in respect of all officers, including deputations viz., intimation under Rule 18(3), examination of cases coming under Rule 18(2) and Rule 13 etc.
17. All matters under the AIS (Conduct) Rules, 1968 in respect of all officers in this Ministry.
18. Review of cases of all CSS/CSSS (Gazetted ) Officers in this Ministry under FR 56(j).
19. Distribution of works among various officers in this Ministry.
20. Scrutiny and examination of proposals for grant of honorarium to officers and staff working in the Sectt.
21. All matters relating to issue of 'No Objection Certificate' for passport to officers.
22. Safe custody of diplomatic /official/ordinary passport issued to Govt. officials.
23. Matters relating to Annual Confidential Reports of all officers of CSS, CSSS, IAD and other officers including ex- cadre posts.

24. Preparation of lists of officers and distribution of invitation cards for Independence Day, Republic Day Parade and Beating the Retreat.
25. Compilation of Annual Direct Recruitment Plan of the Ministry of UD as well as Ministry of HUPA, attached/subordinate offices and other PSU's and Autonomous bodies of these Ministries.
26. All matters relating to the conduct of elections.

**Documents, Files etc.**

1. Personal File of Gazetted officers working in the Sectt.
2. Service Book of Gazetted officers working in the Sectt. including formal staff working in the Personal Section of the Minister.
3. Cadre files relating to Promotion /ACP/Pay fixation of Gazetted officers working in the Sectt. including formal staff working in the Personal Section of the Minister.
4. Roster Registers of Gazetted officers belonging to CSS,CSSS and General Central Services, Group 'A' Gazetted , Non- Ministerial (CPHEEO).
5. Recruitment Rule relating to Adviser (PHEE), Jt. Adviser (PHEE), Dy. Adviser (PHE), Dy. Adviser (Trg.), Asstt. Adviser (PHE), Scientific Officer, Acctt. Officer, OSD (MRTS).
6. Diary Register (English & Hindi), VIP Diary Register, File Open Register, File Movement Register, Peon Book (Section wise/CR/Hindi/Attached Offices).
7. Guarantee Register for NDMC Water/Electricity.
8. Personal File Register /Date of Birth Register/Increment Register/Service Book Service Movement Register.
9. Incumbency Register, Deputation Register, ACR Record Register containing the details of officer under Central Staffing Scheme in respect of Gazetted staff belonging to CSS/CSSS cadres.
10. Seniority List of Asstt. Adviser (PHE), CPHEEO.

**List of Guard Files being Maintained:**

1. Appointment of staff in the personal section of Ministries.
2. AIS (Discipline and Appeal) & DCRB.
3. AIS (Leave) – Amendment Rules.
4. AIS (Conduct) Rules.
5. Allocation of Business Rules.
6. Additional Increment – Grant of.
7. Backward Classes - Reservation regarding.
8. Confirmation / Promotion.
9. Commercial employment after retirement of Group 'A' officers.
10. Confidential Reports.
11. CCS Conduct Rules.
12. CGEGI Scheme, 1980.
13. CCS (CCA) Rules.
14. CCS (Revised Pay) Rules.
15. Creation of Posts.
16. Continuation of posts of Group 'A' and 'B' officers.
17. DPC – Orders.
18. Delegation of Powers.

19. Deputation /Delegation to the Govt. of India under Central Staffing Scheme.
20. Extension/ Re- employment.
21. Education Institutions - Joining of.
22. FR/SR.
23. Filling up short term vacancy in post of Under Secy. / Deputy Secretary.
24. Foreign Training /Assignment.
25. General Election.
26. CCS (Leave) Rules.
27. Leave Encashment.
28. No Objection Certificate for Passport.
29. Note for the Cabinet.
30. Official Language.
31. Office Procedure (Manual) – Instructions.
32. Ad-hoc promotion to decentralized Grade of CSS/CSCS/CSSS/Grade- I.
33. Pension benefits.
34. Punctuality.
35. Pay fixation – on promotion from Under Secretary to Deputy Secretary of CSS officers – on promotions to S.O./Private Secretary (CSS).
36. Parliamentary Assurances/ Questions.
37. Pay Commission – 5<sup>th</sup>
38. Permanent absorption of Central Govt. Employees to the Autonomous Bodies.
39. Voluntary retirement.
40. Review Cases under FR 56 (j).
41. Resignation.
42. Recruitment Rules – Framing / Amendment of.
43. Seniority.
44. Surplus staff Re- employment.
45. Special pay to the officers of organized Group ‘A’ officers including IAS officers.
46. Verification of Character & Antecedents.

Section Officer	Under Secretary	Director	Joint Secretary
Shri. Ravi Menon Tele: 23062813 Internal : 2347 Room No. 219 –C	Sh. S. N. Jasra Tele : 23061437 Internal : 2378 Room No. 201 –C	Shri. V. K. Sharma Tele : 23061979 Internal : 3162 Room No. 235 -C	Shri. A. K. Mehta Tele : 23062309 Internal : 2318 Room No. 140 –C

## **2. ADMINISTRATION II SECTION**

### **Subjects being dealt with:**

1. Preparation of Pay bills of all categories of officers/staff.
2. Drawing of Salary and Payment make through Bank.
3. Maintenance of G.P.F. account of all categories of officers including IAS cadre.
4. Maintenance of Long/Short term advance Accounts.
5. Grant of advances in respect of GPF, Car advance, Scooter advance, Cycle advance, Festival advance, TA LTC, Fan advance and Transfer TA.
6. Periodical review of performance of Budget.
7. Reconciliation of expenditure figures.
8. Annual Audit Inspection Report of the Secretariat proper and Ministry of UEPA and its follow –up action thereon.
9. Preparation of Budget of Secretariat and Department of UE&PA.
10. Leave Salary contribution of Pension contribution of all cadres of staff on foreign services etc. and recording of certifications in the Service Books.
11. Parliament Question relating to the expenditure in the Secretariat (Proper) and UE&PA.
12. Preparation of bills of TA/LTC, Honorarium, Children Education Allowance, OTA.
13. Issue of Exchange Vouchers.
14. Reconciliation of Accounts with Indian –Airlines /Air India.
15. Preparation of all contingent bills and grants-in-aid etc.
16. Submission of Reports & Returns.

### **List of Guard Files being maintained:**

1. TA/DA.
2. LTC.
3. Bonus.
4. Expenditure Book.
5. Dearness Allowance.
6. Orders relating to 5<sup>th</sup> Pay Commission.

Section Officer	Under Secretary	Director	Joint Secretary (UD&A)
Shri Roop Lal Tele : 23061227 Internal : 2351 Room No. 214 –C	Sh. K. G. Mohanta Tele : 23061426 Internal : 2390 Room No. 209 –C	Shri. V. K. Sharma Tele : 23061979 Internal : 3162 Room No. 235 –C	Shri. A. K. Mehta Tele : 23062309 Internal : 2318 Room No. 140 –C

### 3. ADMINISTRATION III SECTION

#### Subjects being dealt with :

1. House Building Advance cases.
2. Medical reimbursement /permission cases and issue of CGHS cards.
3. Pension cases of all categories of officer and staff.
4. All cadre and establishment matters relating to Group 'D' employees.
5. All matters relating to telephones and fax etc.
6. Office accommodation to officers and office in the Sectt.
7. Procurement and issue of Stationery and stores items.
8. Purchase and maintenance of all office equipments, furniture and fixtures.
9. Purchase, maintenance and deployment of staff cars including deployment of staff cars drivers with various officers.
10. General Housekeeping jobs.
11. Proposals for Budget estimates under the Head O.E., O.C. Wages, etc.
12. Matters relating to security including issue of identity cards.
13. Processing of entertainment Bills reimbursement of news papers bills.
14. Issue of Central Sectt. Library cards.
15. Procurement /Issue of liveries to Group 'C' & 'D' Staff.
16. All establishment matters relating to Group 'D' canteen staff and issue of liveries to them.
17. Issue of Nirman Bhawan parking labels to officers and staff of various.
18. Allocation of Budget amount to Arbitrator Office (WZ) and (EZ).

#### Rules, Regulations /Instructions and categories of documents held:

1. C.S.S. (MA)Rules.
2. Pensions/DCRG Rules.
3. H.B.A. Rules.
4. Telephone Rules.
5. Liveries Instructions.
6. General Orders regarding stationery, stores etc.
7. General orders regarding staff cars.
8. Circular relating to establishment matters of Group 'D' employees.
9. Seniority list of Group 'D' and canteen employees.
10. GFR, DFPRs.

Section Officer	Under Secretary	Director	Joint Secretary
Shri. Gokul Nagarkoti Tele: 23061864 Internal : 2349 Room No. 206 –C	Sh. K. G. Mohanta Tele : 23061426 Internal : 2390 Room No. 209 –C	Shri. V. K. Sharma Tele : 23061979 Internal : 3162 Room No. 235 -C	Shri. A. K. Mehta Tele : 23062309 Internal : 2318 Room No. 140 –C

#### **4. ADMINISTRATION IV- SECTION**

##### **Subjects being dealt with:**

1. All administration and cadre matters relating to manning of Group 'B' (NG) and Group 'C' of CSS/CSCS/CSSS in the Secretariat and participating offices.
2. All administrative matters relating to non- CSS Group 'B' (NG) and Group 'C' personnel in the Secretariat including framing of Recruitment Rules for these personnel.
3. All Establishment matters(excluding pension, DCRG, Advances, Pay & Allowances) relating to Group 'B'(NG) and Group 'C' personnel of CSS/CSCS/CSSS and non- CSS Group 'B' (NG) and Group 'C' personnel in the Secretariat.
4. Establishment and Cadre matters of Departmental Canteen Staff belonging to Group 'C'.
5. Appointment on compassionate grounds to the posts of LDC of the CSCS in respect of dependants of CSS/CSCS/CSSS and non-CSS staff in the Secretariat.
6. Forwarding of applications of Assistants/LDCs for typewriting test.
7. Court cases filed by Group 'C' and Group 'B' (NG) staff in the administrative Tribunal & High Court in respect of service matters.
8. Forwarding of applications for allotment of Govt. Accommodation in respect of Non- Gazetted staff other than Group 'D' staff working in the Secretariat and issue of guarantees for Water, Electricity charges.
9. Parliament Question relating to matters handled by the Section.
10. Continuance of temporary posts excluding Group 'D' posts in the Secretariat.
11. Review of cases under FR56 (j) in respect of all CSS/CSCS/CSSS personnel in the Secretariat and participating offices and non-CSS personnel in the Secretariat.
12. Translation into English of all papers and documents received in the Secretariat in regional languages through the panel of Translators maintained.
13. Grant of Tuition Fee to the office and all staff in the Secretariat.
14. Service Book maintenance and its updated completion.
15. Training matters in India of all non-Gazetted officer of this Ministry.

##### **Documents, Files etc. maintained/in custody**

1. Personal Files of Non- Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
2. Service Book of Non-Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
3. Cadre files relating to Promotion /ACP/Pay Fixation of Non-Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
4. Roster Registers of Non-Gazetted staff belonging to CSCS, CSS, CSSS and Staff Car Driver.

5. Recruitment Rule relating to Staff Car Driver, Canteen Employees, Research Assistant, Accountant, Statistical Assistant , Senior Library & Information Assistant, D'man, Ferro Printer, Record Keeper , Despatch Rider.
6. Diary Register (English & Hindi), VIP Diary Register, File Register, File Movement Register, Peon Books (Sectionwise /CR/Hindi/Attached Offices).
7. Guarantee Register for NDMC Water/Electricity.
8. Personal File Register/Date of Birth Register/Index Register/Increment Register/Service Book Movement Register.
9. Vacancy Register, Incumbency Register, Deputation Register in respect of non- gazetted staff belonging to CSS/CSSS/CSCS Cadres.
10. Tuition Fee Register.
11. Seniority List of Assistants/Steno. Gr 'C'/Steno. Gr 'D'/UDC/LDC/Staff Car Driver.

### **List of Guard Files being maintained.**

1. Appointment of Staff Personal Section of Minister.
2. AIS (Discipline & Appeal) & DCRB.
3. AIS (Leave) – Amendment Rules.
4. AIS (Conduct) Rules.
5. Allocation of Business Rules.
6. Addressing of communications to State Governors.
7. Additional increment – Grant of.
8. Budget.
9. Backward Classes – Reservation regarding.
10. CGHS.
11. Confirmation /Promotion.
12. Confidential Reports.
13. Conduct Rules (CCS).
14. CSS/CSSS/CSCS Rules.
15. CGEGIS, 1980
16. CCS (CCA) Rules.
17. CCS(R.P.) Rules /CCS(RSA) Rules, 1993.
18. Committees/Commissions/Councils/Boards- Nomination of MPs.
19. Creation of Posts.
20. Copy right Enforcement Advisory Council.
21. Court Cases/Judgment etc.
22. Compassionate Appointment.
23. Distribution of Work/Allocation.
24. DPC orders.
25. Delegation of Powers.
26. Deputation/Delegation.
27. Doubtful Integrity.
28. Disputes.
29. Disciplinary Action.
30. Departmental Enquiry – Apptt. Of Enquiry Officers/Presenting Officers.
31. Daily Allowance.
32. Ex-Serviceman.
33. Extension /Re- employment.
34. Educational Institutions – Joining of.

35. Efficiency Bar.
36. FR/SR.
37. Foreign contribution (Regulation) – Amendment.
38. Foreign Investment Promotion Board.
39. Family Pensions.
40. General Elections.
41. GPF Amendments.
42. GFR (General Financial Rules).
43. Grant of facilities to CPWD Staff.
44. Hindi Teaching Scheme.
45. HRA- Grant of.
46. Increment.
47. Indian Experts- orders.
48. LTC Facility.
49. Literacy Mission.
50. Litigation.
51. Leave (CCS) Rules/Leave Entitlement.
52. Leave Reserve- Increase of Percentage.
53. Medical Examination.
54. Misc. Instructions.
55. Maternity Benefits.
56. NOC for Passport.
57. Note for the Cabinet.
58. Night Duty Allowances.
59. National Commission for SCs/STs- Rules of procedure and Information booklet.
60. O.T.A.
61. Official Language.
62. Office Procedure (Manual) - Instructions.
63. Other Backward Classes.
64. Parliament Committee.
65. Pensions (CCS etc.)
66. Punctuality.
67. Pay Fixation /Stepping of Pay/4<sup>th</sup> Pay Commission.
68. Posting of Husband and Wife.
69. Physically Handicapped.
70. Parliament Assurance.
71. Public Grievances.
72. Pay Commission – 5<sup>th</sup>.
73. Retirement/Superannuation.
74. Recruitment /Appointment.
75. Re-employment/Extension
76. Relaxation /Concession of Age Limit.
77. Review cases under FR/Review of Policy of NBR.
78. Resignation
79. Reconstitution of Public Investment Boards (PIB).
80. Recruitment Rules – Framing /Amendment of.
81. Security
82. Strike.
83. SC/ST.

84. Standing Govt. Counsel.
85. Seniority
86. Special Casual Leave.
87. Surplus Staff- Re-deployment.
88. Sportsmen- appointment of.
89. Speed Post Service.
90. S.I.U. (WSU).
91. Typewriting Test.
92. Training.
93. Temporary Service (CCS Rules).
94. UN Exports- Orders.
95. Upgradation of Posts.
96. Utilization of holidays for journey period.
97. Verification of Character and Antecedents.
98. Welfare.

Section Officer	Under Secretary	Director	Joint Secretary (UD & A)
Shri. M.C. Saroha Tele : 23062813 Internal : 2348 Room No. 219 –C	Shri. K. G. Mohanta Tele : 23061426 Internal : 2390 Room No. 209 –C	Ms. V. K. Sharma Tele : 23061979 Internal : 3162 Room No. 235 – C	Shri. A. K. Mehta Tele : 23062309 Internal : 2318 Room No. 140 - C

## 5. ADMINISTRATIVE VIGILANCE UNIT

### Subjects being dealt with:

1. Vigilance cases of Group 'A' officers working in Attached/Subordinate offices.
2. All Vigilance cases of Officers belonging to CSS, CSCS and CSSS working in the Ministry of UD and Ministry of UEPA.
3. Appeal of Group 'B' officers working in Attached/Subordinate offices where Secretary/President is the Appellate Authority.
4. Revision /Review Petitions of officers working in Attached/Subordinate Offices and where President is the Reversionary/ Reviewing Appellate Authority.
5. Vigilance cases of officers of Public Sector Undertakings, Autonomous Bodies where President is the Appointing Authority.
6. Complaints received from the Anti- corruption Cell of PMO.CVC, CBI etc.

### Rules, Regulations etc. used for discharge of functions:

1. Central Civil Services (Conduct) Rules, 1964.
2. Central Civil Service (Classification, Control and Appeal) Rules, 1965.
3. Vigilance Manual, Vol. I
4. FR/SR.
5. Instructions on Suspension.

### List of Guard Files being maintained:

1. AV Series Circulars.
2. Instructions pertaining to Doubtful Integrity/ Agreed List.

Under Secretaries	Director/Deputy Chief Vigilance Officer	Additional Secretary/ Chief Vigilance Officer
1. Shri P.K.Verma,US(Vig.-I) 2.Shri.Gulshan Lal,US(Vig-II) 3. Shri. John Mathew (Vig-III) Tele : 23062743 Internal : 2353,2354 Room No. 337 -C	Shri. Sanjay Kumar, Dy Secy. & Dy. CVO Tele : 23061630 Internal : 2324 Room No. 238 -C	Shri. R.C. Mishra, Addl. Secretary & CVO Tele : 23061787 Internal : 2312 Room No. 117 -C

## 6. BUDGET DIVISION

### Budget – I

### Budget – II

Section Officer (Bt. I)	Section Officer (Bt.II)
Preparation of Budget Estimate of Ministry of Urban Development	Preparation of Budget Estimate of Ministry of Urban Employment & Poverty Alleviation.
Preparation and Printing of Detailed Demands for Grants in respect of Urban Development, Public Works and Stationery & Printing.	Preparation and Printing of Detailed Demands for Grants in respect of Urban Employment & Poverty Alleviation.
Performance Budget /Outcome Budget in respect of Ministry of Urban Development.	Performance Budget/Outcome Budget in respect of Ministry of Urban Employment & Poverty Alleviation.
Other Budgetary exercise such as Supplementary Grants and Vote on Accounts, Issue of Statement of Accepted Estimates, Statement of Budget Estimates and co-ordination with Ministries of Finance and Planning Commission and various other Divisions/Organizations of this Ministry and CCA in respect of Ministry of Urban Development.	Other Budgetary exercise such as Supplementary Grants and Vote on Accounts, Issue of Statement of Accepted Estimates, Statement of Budget Estimates and co-ordination with Ministries of Finance and Planning Commission and various other Divisions/Organizations of this Ministry and CCA in respect of Ministry of Urban Employment of Poverty Alleviation.
Control and Monitoring of Expenditure in respect of Ministry of Urban Development.	Control and Monitoring of Expenditure in respect of Ministry of Urban Employment of Poverty Alleviation.
Furnishing of feedback and ATN with reference to recommendations of Standing Committee on Urban Development for discussion/finalization of Demand for Grants of Ministry of Urban Development.	Furnishing of feedback and ATN with reference to recommendations of Standing Committee on Urban Development for discussion/finalization of Demand for Grants of Ministry of Urban Employment of Poverty Alleviation.
Co-ordination of work relating to Action Taken Notes on PAC/C&AG paras and replies to Draft Audit paras, Internal Audit Reports, references, connected with Estimates Committee excluding coordination of Inspection Reports being handled by Administration Wing.	Co-ordination of work relating to Action Taken Notes on PAC/C&AG paras and replies to Draft Audit paras, Internal Audit Reports, references, connected with Estimates Committee excluding coordination of Inspection Reports being handled by Administration Wing.
Co-ordination and enforcement of Economy instruction issued by finance Ministry.	Co-ordination and enforcement of Economy instruction issued by finance Ministry.
Continuance of Temporary Posts on year-to-year basis.	Plan Formulation (Action Plan), Plan Coordination and monitoring of Quarterly Performance Review of Plan.
	Expenditure under all schemes and Mid –

	Term Appraisal in respect of both the Ministries.
Economic Survey of both Ministries	Work relating to Internal Extra Budgetary Resources (IEBR) and Quarterly Performance Review Meeting at Planning Commission.
Review of Plan Expenditure by Secretary (UD)	Fiscal Responsibility and Budget Management (FRBM) Act, its implementation, coordination and monitoring including monitoring of Utilization Certificates and Unspent Balances in respect of both the Ministries.
Coordination of Finance Minister's Budget Speech in respect of Ministry of Urban Development.	Coordination of Finance Minister's Budget Speech in respect of Ministry of Urban Employment of Poverty Alleviation.

**List of Guard Files being maintained:**

1. Reference Books.
2. List of subjects/ List showing subjects being dealt by dealing Hands.
3. Checklist of Periodical Reports/ Returns.

<b>Section Officer (Bt. I)</b>	<b>Deputy Secy. (Bt. I)</b>	<b>Chief Controller of Accounts</b>	<b>Jt. Secy &amp; Financial Adviser</b>
Smt. Shivani Chakraborty Tele : 23062887 Internal : 2358 Room No. 220 -C	Sh. Ramesh Kr. Tele : 23061691 Internal : 2333 Room No. 344 -C	Shri. J.P.S. Chawla Tele : 23061440 Internal : 2180 Room No. 111 -B	Dr. R. K. Vats Tele : 23062792 Internal : 2310 Room No. 141 -C

<b>Section Officer (Bt. I)</b>	<b>Deputy Secy. (Bt. I)</b>	<b>Chief Controller of Accounts</b>	<b>Jt. Secy &amp; Financial Adviser</b>
Shri. Pradeep Kumar Tele : 20362887 Internal : 2358 Room No. 220 -C	Shri. Moti Lal Tele : 20362850 Internal : 2344 Room No. 344 -C	Shri. J.P.S. Chawla Tele : 23061440 Internal : 2180 Room No. 111 -B	Dr. R. K. Vats Tele : 23062792 Internal : 2310 Room No. 141 -C

## 7. CENTRAL REGISTRY

### Subjects being dealt with:

1. Receipt and distribution of Postal Dak/ Registered Letters / Telegrams etc. to all Officers /Sections in both the Departments of the Ministry.
2. Receipt, Marking and Diarizing of the dak received from all Ministries/ Departments etc.
3. Despatch of postal communications received from Sections Divisions/ Arbitrators Offices and offices of the Minister of UD /MOS (UE&PA).
4. Delivery of local dak to all the Ministries/ Departments in Delhi/New Delhi, received from various Sections/ Officers and Offices of Minister of UD / MOS (UE&PA).
5. Photocopying work received from various Sections.
6. Care – taking work -- Opening, closing and cleaning of rooms of Officers/ Sections of the Ministry. Supervision of the work of Farashes / Safai Karamcharis.

### **The Central Registry functions under the Administration III Section.**

<b>Supervisor</b>	<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>
Shri T. R. Gupta Tele : 23062289 Inter : 2364 Room No. 322 – C	Shri Gokul Nagarkoti Tele : 23061864 Inter : 2349 Room No. 206 –C	Shri K. G. Mohanta Tele : 23061426 Inter : 2390 Room No. 209 –C	Shri. V. K. Sharma Tele: 23061979 Inter : 3162 Room No. 235 –C

## **8. CO – ORDINATION SECTION**

### **Subjects being dealt with:**

#### **(a) General Co-ordination**

1. Monthly report for Cabinet on important events.
2. Monthly report about implementation of decision of the Cabinet /Cabinet Committee (s) –
3. Annual report - Compilation and arrangement of information, printing, delivery, distribution.
4. Co-ordination work in relation to comments on Draft Cabinet Notes and State Bills received from Other Ministries.
5. Compilation and forwarding of material for President's address to both Houses of Parliament during Budget Session, Legislative proposals for inclusion on the President's address.
6. Collection of information on matters relating to Committee of Cabinet /Group of Ministers etc.
7. Circulation of Vacancy notices for foreign assignments (except those pertaining to Housing, UD, LSG, Works and also those under Colombo Plan) training programme in foreign countries , fellowships etc., including rules regarding deputation / delegations abroad.
8. Circulation of orders on establishment matters e.g., D.A. , Bonus, Pension , Pay, Deputation (Within the country) CR, Leave, Staff Car, Uniform , DCRG, GPF, LTC, TA, CGEIS, Increment, Honorarium , OTA, Allowances etc.
9. Orders and Instructions on matters relating to Allocation of Business Rules, Transaction of Business Rules and Warrant of precedence.
10. Co-ordination of reports and returns in respect of physically handicapped, SC/ ST & OBC.
11. Returns relating to employment of ex-servicemen.
12. Returns relating to Minorities.
13. Quarterly return on letters received from MPs/VIPs.
14. Republic Day/ Independence Day Celebrations – collection information and Distribution of Invitation Cards and other work relating to the two celebrations.
15. Observance of National Integration Week, Anti- Terrorism Day and Sadbhawana Divas.
16. Armed Forces Flag Day, Red Cross Flag Day and NFCH Flag Day – Collection of voluntary donations.
17. Nomination for various awards such as Shram Award, Padma Award, Indira Priyadarshini , Vrikshamitra Awards etc.
18. Civil Defence and Home Guards, Fire Service Day.
19. Staff Meeting - under the Chairmanship of Secretary.
20. Inter Staff Council - Co-ordination on issues relating to the Ministry.
21. Reports / Returns - Co-ordination of other incoming and outgoing periodical reports.
22. Parliament Question / Assurances requiring Co-ordination work between more than two divisions.
23. Decision regarding handling of disputed receipts.
24. Material regarding Prime Minister's address to the Nation.

25. Compilation of data regarding achievements of the Ministry etc. for furnishing to the PMO/PIB etc.
26. Co-ordination work relating to miscellaneous issues e.g. Trust areas, Right to Information Act, etc.

**List of Guard Files being maintained :**

Co-ordination Section circulates instruction/orders received from Nodal Ministries etc. for information/guidance/compliance of the Sections/Divisions etc. in the Ministry. Since no original instructions/orders generate from the Sections there is no necessity for maintaining Guard Files. The usual Aids to Office Management like Manual of Office Procedure, Constitution of India, and Compilation of Rules etc. are maintained in the Section.

However files of circulars issued are maintained for four to five years.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Economic Adviser</b>
Shri Prem Narain Tele : 23061062 Inter : 2305 Room No. 302-A "C" Wing.	Shri C.K. Basu Tele : 23061062 Inter : 2305 Room No. 302-A "C" Wing.	Shri J.P. Agrawal Tele : 23061425 Inter : 2346 Room No. 313 "C" Wing.	Smt. Aditi S. Ray Tele : 23061397 Inter : 3155,3156 Room No. 232 "C" Wing.

## Functions and Duties

### 9. FINANCE DIVISION

#### **Desk –I**

##### **Subject being dealt with**

All financial matters relating to:

- i) Foreign Deputation proposals of MoUD Officers
- ii) Works handled by Central Public Health and Environmental Engineering Organisation (CPHEEO)

Under Secretary (D I)	Dy. Secretary (F)	Joint Secretary & Financial Adviser
Shri R.P. Meena Tele. 23061405 Internal – 2382 Room No. 324 –C	Shri K.K. Mahawar, Tele : 23062280 Internal - 2328 Room No. 343-C	Smt. Sudha Krishnan Tele : 23062792 Internal – 2310 Room No. 141 – C

#### **Desk- II**

##### **Subjects being dealt with:**

All financial matters relating to:

- i) Schemes/projects administered by UD Divisions of MoUD
- ii) Urban Infrastructure and Governance component of JNNURM
- iii) Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT)
- iv) Works handled by Town and Country Planning Organisation (TCPO)
- v) Works handled by UT Division
- vi) National Institute of Urban Affairs (NIUA)/Regional Centre for Urban & Environmental Studies (RCUES)

Under Secretary (D II)	Dy. Secretary (F)	Joint Secretary & Financial Adviser
Shri K. Ramachandran Tele. 23061476 Internal – 2383 Room No. 324 –C	Shri K.K. Mahawar, Tele : 23062280 Internal - 2328 Room No. 343-C	Smt. Sudha Krishnan Tele : 23062792 Internal – 2310 Room No. 141 – C

#### **Desk – III**

##### **Subjects being dealt with:**

All financial matters relating to:

- i) Works handled by Delhi Division
- ii) Works handled by Works Division
- iii) National Capital Region Planning Board (NCRPB)
- iv) Delhi Urban Arts Commission (DUAC)
- v) In charge of Housing III Section of MoUD
- vi) Administration of IFD Wing Registry

Under Secretary (F)	Dy. Secretary (F)	Joint Secretary &
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	/Dy. FA	Financial Adviser
Shri W.N. Massey Tele. 23061476 Internal – 2383 Room No. 324 –C	(i) In respect of subjects (i) to (iv) and (vi) above:  Shri K.K. Mahawar, Tele : 23062280 Internal - 2328 Room No. 343-C  (ii) In respect of subject (v) above:  Shri V.K. Gupta, Tele : 23063303 Internal – 2329 Room No. 342-C	Smt. Sudha Krishnan Tele : 23062792 Internal – 2310 Room No. 141 – C

#### **Desk – IV**

##### **Subjects being dealt with:**

All financial matters relating to:

- i) Administrative matters of M/o UD
- ii) Works relating to Directorate of Estates
- iii) Works handled by PSP Division
- iv) Coordination with other Administrative Divisions of MoUD
- v) Misc. matters like returns/reports/circulation of orders etc.

Desk Officer	Dy. Secretary (F)	Joint Secretary & Financial Adviser
Shri K. D. Singh Tele. 23061476 Internal – 3142 Room No. 324 –C	Shri K.K. Mahawar, Tele : 23062280 Internal - 2328 Room No. 343-C	Smt. Sudha Krishnan Tele : 23062792 Internal – 2310 Room No. 141 – C

#### **Desk – V**

##### **Subjects being dealt with:**

All financial matters relating to:

- i) Works relating to L&DO
- ii) NBCC

Accounts Officer (L)	Dy. Secretary (F)	Joint Secretary & Financial Adviser
Smt. Uma Maheshwari Tele. 23061406 Internal – 2385 Room No. 324 –C	Shri K.K. Mahawar, Tele : 23062280 Internal - 2328 Room No. 343-C	Smt. Sudha Krishnan Tele : 23062792 Internal – 2310 Room No. 141 – C

## 10. HINDI DIVISION

### **Subject being dealt with:**

1. Translation from English into Hindi & vice – versa of the following:
  - (i) All office orders, Notifications and Resolutions, Ordinary letters and D.O. letters.
  - (ii) Cabinet Notes.
  - (iii) Monthly Summary for Cabinet.
  - (iv) Detailed Agenda and Minutes of Meetings of various Parliamentary Committees on various subjects attached with the Ministry, like Estimates Committee, Public Accounts Committee, Consultative Committee and Standing Committee, basic material to be submitted to these Committees, ATN on the recommendation of the Committee, replies to Audit Para's.
  - (v) Parliament Questions/ Answers, Assurances and Call attention Notices.
  - (vi) Review of PSU and other organization's reports for Parliament.
  - (vii) All the schemes run by the Ministry and guidelines thereto , VIP references, Messages speeches for PM/Minister/Secretary/ Joint Secretary , Hindi to English translation of various Communications,
  - (viii) Annual Report
  - (ix) Performance Budget
  - (x) Demand for Grants

### **Implementation of Official Language Policy of the Union of India:**

2. Constitution of Hindi Salahakar Samiti and Organizing meetings thereof, preparing Agenda papers & drafting of Minutes thereof and ATN on the decisions taken in the meetings.
  - (i) Preparation of Agenda Notes in respect of meetings of Central Hindi Committee Headed by Prime Minister and Central Official Language Implementation Committee Headed by Secretary, D/o Official Language, MHA and Action taken on the decisions taken in the meetings of these Committees.
3. Correspondence to various offices etc. of the Ministry & other Ministries/ Departments on the basis of Minutes of H.S.S.
4. Award Schemes for writing books in Hindi.
5. Organization of quarterly meetings of Official Language Implementation Committee of the Ministry and preparing agenda & minutes thereof and ARN on the decisions taken in the meetings.
6. Action on the minutes of the meetings of the OLIC of the Ministry and directing the various attached and subordinate offices, Puss etc. in this regard.
7. Preparation of material regarding progressive use of Hindi for inclusion in the Annual Report of the Ministry.

8. Preparation of Annual Assessment Report on progressive use of Hindi in the Ministry for inclusion in Annual Assessment Report to be laid- down in Parliament by M.H.A.
9. Preparation half yearly Progress Report on Hindi Teaching.
10. Liaison with committee of Parliament on Official Language regarding inspection of various offices, participation in the inspection meetings , review of the material to be submitted to the Committee.
11. Implementation of Hindi Noting and Drafting Scheme and Shield Award Scheme and other similar schemes.
12. Work pertaining to O.L. inspection of various offices/ Sections of the Ministry & preparing inspection.
13. Preparation and processing of Quarterly progress Reports regarding use of Hindi after getting details from each Section/Desk.
14. Nomination of Govt. employees for training for Hindi Language/Hindi Typing/ Hindi Shorthand under the Hindi Teaching Scheme and matters relating thereto.
15. Implementation of Annual Programme regarding use of Hindi issued by M.H.A.
16. Processing cases of violation of various provisions of Official Language Act . & Rules.
17. Correspondence relating to publishing of Hindi Books / Periodicals.
18. Preparation Hindi Terminology for the subjects covered by the Ministry.
19. Proposal regarding creation of Hindi posts in the Ministry & its attached/subordinate offices & PSUs & statutory /Autonomous Bodies as per requirements of prescribed/ revised norms in this regard.
20. Organizing workshops at Secretariat & Offices level for imparting practical training of noting & drafting in Hindi on various administrative /technical subjects & preparing lessons therefore.
21. Organizing Hindi Fortnight and various competitive events during Hindi Fortnight, in the month of September every year.
22. Preparing handy-help literature in Hindi on various subjects dealt with the Ministry for various Offices/ Sections.
23. Review of QPRs of use of Hindi of all the Attached/ Sub- ordinate offices, PSUs and autonomous bodies under the Ministry.
24. Action under O.L. Rule 12 by introducing & implementing various check points.
25. Preparing draft replies to Parliament Question on O.L. implementation for answer by our Ministry as well as M.H.A.
26. Attending the Central OLIC meetings headed by Secretary (Rajbhasha).
27. Attending Quarterly OLIC meetings of all the offices under the Ministry.
28. Preparing the speeches in Hindi for the Hon'ble Minister, MOS & the Secretary to be delivered by them in public functions on various occasions as well s at the time of addressing various conferences.
29. Processing of various complaints received from different agencies regarding violation of various provisions of O.L. Act.
30. Action regarding notifying the offices of all attached/subordinate offices/PSUs under Rule 10 (4) and 8 (4).

**HINDI DIVISION**

	Asstt. Director(OL)	Deputy Director (OL)	Director (OL)	Joint Secretary (UD)
	Sh. J. R. Pauri	Vacant	Smt. Madhu Goswami	Sh. A. K. Mehta
Tele. No.	23063898	23061682	23062374	23062309
Inter No.	2355	2335	2342	2318
Room No.	Ground Floor, NBO Hall	339 – C	340 – C	140 – C

## **11. HOUSING –III- SECTION**

### **Subject being dealt with by this section:-**

Administration of HBA scheme for Central Government Employees including revision /modification /liberalization of rules /procedure & relaxation /clarification of rules/provisions in individual cases and general policy regarding grant of Houses Building Advance to government employees as well as employees of the Union Territories without Legislature.

### **Norms for discharge of functions:-**

While considering cases for relaxation /clarification under the existing HBA rules, it is ensured to safeguard govt. interest and at the same time not to cause undue hardship to the govt. servant.

### **Rules, Regulations, Instructions, Manuals, used for discharge of functions:**

HBA rules and instruction issued thereunder from time to time.

### **Category of documents held:-**

- (i) Reference Book.
- (ii) Guard Book.
- (iii) Precedent Book.

<b>Section Officer</b>	<b>Under Secretary (F)</b>	<b>Deputy Financial Advisor</b>	<b>Joint Secretary &amp; F.A.</b>
Shri Jitender Singh Tele : 23061036 Inter. 2361 Room No. 220 'C'	Shri W.N. Massey Tele : 23063485 Inter. 2382 Room No. 324 'C'	Shri V.K. Gupta Tele : 23063303 Inter. 2329 Room No. 342 'C'	DR. R. K. Vats Tele : 23062792 Inter. 2310 Room No. 141 'C'

## **12. JCM/WELFARE CELL**

### **Subjects being dealt with:**

#### **JCM CELL**

1. Nomination of staff side members in the National Council (JCM) against two seats allocated to this Ministry.
2. Approval of agenda items suggested by the staff side for the meeting of the Departmental Council (JCM).
3. Minutes of the meeting of the Staff members in the Departmental Council (JCM).
4. Acceptance of nomination of Staff Side members in the Departmental Council (JCM).
5. Approval of agenda items suggested by the Staff in minutes of the meeting of the Office Council (JCM) of this Ministry.
6. Acceptance of nomination of staff side members in the Office Council (JCM) of this Ministry.
7. Forwarding material called for by the DP&T for consideration by the National Council (JCM) Committee of the National Council (JCM) after collection from various Divisions/ Offices.
8. Forwarding briefs / action taken notes in respect of items relating to the M/o UD&PA for the meeting of the National Council (JCM) received from concerned Division / offices of the Ministry.
9. To examine the action taken by the Department concerned in respect of Compulsory Arbitration Cases in the Departmental Council (JCM), if the disagreement is recorded.
10. Examine the dispute between Union / Associations, if fall under the purview of JCM Scheme.

#### **WELFARE CELL**

11. All the matters regarding Departmental Canteen in which financial implications in respect of Canteen funds are involved.
12. Misc. routine matters i.e., day – to – day work of the Departmental Canteen, quality control, purchase of utensils etc.
13. Holding of the meetings of the Managing Committee of the Departmental Canteen.
14. Misc. representations on the staff matters of the employees of the M/o UD&PA and its attached / subordinate offices.
15. Grant of Special Casual Leave for participation in the Games / Tournaments.
16. Release of grant – in – aid to the Recreation Clubs of the M/o UD& PA and its attached / subordinate offices located at Delhi.
17. Various staff Welfare activities.
18. Implementation of Family Welfare Programme.
19. Benevolent Fund.

**Guard files being maintained:**

1. Guard file for important circulars relating to JCM Scheme e.g., formulating rules for Unions / Associations recognition of Unions etc.
2. Important circulars regarding Welfare matters of the Officers of the CSS – The guard file has been maintained for this purpose.
3. In addition JCM/Welfare Cell is also handling the work of Protocol pertaining to this Ministry.

Section	Director	Economic Adviser
JCM Cell /Welfare Tele : 23013485 Inter: 2386 Room No. 324 – C	Shri J. P. Aggarwal Tele : 23061425 Inter : 2346 Room No. 313 –C	Smt. Aditi S. Ray Tele : 23061397 Inter : 3155,3156 Room No. 232 “C” Wing.

### **13. LIBRARY**

The Ministry of Urban Development Library functions as the Central research and reference Library and caters to the need of all the Divisions /Sections of the two Ministries. It has a collection of more than 35,000 books, and receives more than 160 types of news papers/magazines annually.

The Library functions under the Administration III Section.

Library In –charge	Section Officer	Under Secretary	Director
Shri. Sandeep Kr. Singh Tele : 23061618 Inter: 2366 Room No. 303 –C	Shri Gokul Nagarkoti Tele : 23061864 Inter : 2349 Room No. 206 –C	Shri. K.G. Mohanta Tele : 23061426 Inter : 2390 Room No. 209 –C	Shri. V. K. Sharma Tele : 23061979 Inter : 3162 Room No. 235 –C

## **14. PARLIAMENT SECTION**

**Subjects being dealt with** (Parliament Section is dealing with the work pertaining to both the M/o UD and M/o UEPA):

1. Monitoring of Parliamentary work i.e., Question, Calling attention Motion, etc.
2. Monitoring of Parliamentary Assurances.
3. Monitoring of matters raised under Rules 377 in Lok Sabha and as a special Mention in Rajya Sabha .
4. Legislative Business.
5. Monitoring of recommendations of Parliamentary Committee other than Financial Committees and Standing Committee.
6. Holding of Meetings of the Consultative Committee attached to the Ministry of Urban Development.

### **List of Guard Files being maintained:**

1. Manual for Handling Parliamentary Works in Ministries.
2. Various Instruction files such as Parliament Questions; Parliamentary Assurance; Matters raised ; Laying of papers in Lok /Rajya Sabha; etc.

Section Officer	Director	Economic Adviser
Shri. Bharat Singh Tele : 23061253 Inter: 2362 Room No. 319 –C	Shri J. P. Aggarwal Tele : 23061425 Inter : 2346 Room No. 313 –C	Smt. Aditi S. Ray Tele : 23061397 Inter : 3155,3156 Room No. 232 “C” Wing.

## **15. JNNURM Directorate**

Jawahar Lal Nehru National Urban Renewal Mission.

All matter relating to implementation of JNNURM Mission projects.

- |     |                  |   |
|-----|------------------|---|
| 1.  | Mission Director | Shri P. K. Srivastava<br>Tele: 23062309 |
| 2.  | Dir (UIDSSMT)    | Shri. Nitin Ramesh Gokarn               |
| 3.  | D.S. NURM        | Shri Sanjay Kumar<br>Tele: 23062194     |
| 4.  | DS NURM – I      | Shri N. Venugopalan<br>Tele: 23062425   |
| 5.  | DS NURM – II     | Shri<br>Tele: 23061294                  |
| 6.  | US NURM – I      | Shri Rajesh Kumar                       |
| 7.  | US NURM – II     | Shri Rajesh Jaiswal                     |
| 8.  | US NURM –III     | Shri S. K. Sarkar                       |
| 9.  | SO NURM – I      | Shri Ram Gopal                          |
| 10. | SO NURM –II      | Shri Manoj                              |
| 11. | SO NURM – III    | Shri Satti                              |

## 16. DELHI DIVISION

**Delhi Division deals with matters pertaining to Delhi as specified hereunder:**

### **I Desk I-A**

**Subjects allocated:**

1. Policy and matters relating to allotment of industrial plots by DDA including cases of alternate from non – conforming areas to conforming areas (being dealt with in Industrial Branch of DDA).
2. Shifting of industries - Supreme Court order in M. C. Mehta's case.
3. Administration of DDA (Disposal of Development Nazul Land) Rules, 1981- including their interpretation, enforcement and amendment.
4. Delhi Development Act , 1957 including amendment thereof.
5. Rules under the Delhi Development Act except those specifically assigned to other desks.
6. Establishment matters of DDA
7. All matters relating to allotment of Commercial Lands by DDA.
8. All Court and Parliament matters relating to items assigned to the Desk.

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. N. T. Joseph Tele No. 23062007 Inter. 2373 Room No. 321 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kuty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

### **II. Desk I-B.**

**Subjects allocated:**

1. Master Plan, Zonal Development Plans of Delhi including land use.
2. Relaxation of guidelines for construction in Lutyen's Bungalow Zone (LBZ area) viz., its Boundary and Development Control Norms.
3. Unified Building Bye – Laws.
4. Misuse of property.
5. Parking Policy [as per Master Plan of Delhi].
6. Policy regarding transfer of DDA colonies to MCD.
7. Extension of Lal Dora in Rural Villages.
8. Policy regarding involvement of Private Sector in land assembly and housing.
9. All Court and Parliament matters relating to the items assigned to the Desk.

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. P.K. Santra Tele No. 23061681 Inter. 2350 Room No. 312 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kuty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

### **III. Desk II-A**

#### **Subjects allocated :**

1. General Housing Policy in Delhi.
2. DDA's public housing programme and implementation thereof i.e., all matters relating to Co – Operative House Building Societies and Co-operative Group Housing Societies and the various schemes launched by DDA from time to time for allotment of dwelling units to the registrants.
3. Construction activities relating to housing projects of DDA.
4. Policy regarding Out of turn allotment of flats / plots / shops by the DDA as also cases involving requests for out of turn allotment.
5. Policy regarding reservation of flats /plots allotted by DDA.
6. Policy regarding additions/ alterations in DDA flats.
7. Policy and matters relating to allotment of shops, stalls and commercial built up units by the DDA.
8. Rohini Residential Scheme, 1981.
9. Co-ordination work relating to Delhi Division including charge of Wing Registry.
10. Compilation and submission of various returns to Co-ordination Section.
11. All Court and Parliament matters relating to items assignment to the Desk.

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. U. Viswanandham Tele No. 23061478 Inter. 2373 Room No. 312 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kuty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

### **III. Desk II-B**

#### **Subjects allocated:**

1. Policy regarding Relocation of Slums /Jhuggi Jhopris/ Slum Clearance Scheme.
2. Matters pertaining to Slum & JJ Department (Other than administrative matters)
3. Policy regarding regularization of unauthorized colonies (including provision of civic amenities).
4. Unauthorized construction and encroachment on public land in Delhi including their demolition / removal.
5. Processing of Nanavati Commission's Report.
6. All Court and Parliament matters relating to the items assigned to the Desk.

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. R.K. Bhatnagar Tele No. 23061478 Inter. 2371 Room No. 321 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kuty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

#### **IV. Desk V-A**

##### **Subjects allocated :**

1. Co-ordination work relating to Audit /CAG/PAC paras, Audit reports and Annual reports of the DDA.
2. Policy and matters relating to allotment of land by the DDA to Institutions, Central /State Governments/ Public Sector Undertakings.
3. Matters relating to old properties of DDA i.e. properties which are not covered by DDA (Disposal of Development Nazul Land) Rules, 1981 [matters being dealt with in Old Scheme Branch of DDA.
4. Policy and matters relating to allotment of alternative plots on account of large – scale acquisition of land for the planned development of Delhi [matters being dealt with in Residential Branch of DDA].
5. Policy regarding acquisition of land for planned development of Delhi.
6. Matters relating to land records.
7. All Court and Parliament matters relating to items assignment to the Desk.

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. V. K. Rajan Tele No. 23061478 Inter. 2372 Room No. 321 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kuty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

#### **V. Desk VI**

##### **Subjects allocated:**

1. All matters relating to National Capital Region Planning Board / Regional Plan.
2. Development of Urban Infrastructure by DDA.
3. Development of Green Areas by DDA.
4. Development of Yamuna River.
5. Urban Development Fund.
6. Development of urbanized villages.
7. Construction activities of DDA [other than construction of Housing Projects].
8. All matters relating to ASIAD Games / Commonwealth Games / Properties.
9. Sharing of Taxes - Property Tax etc.
10. All Court and Parliament matters relating to items assignment to the Desk.
11. Processing of references from Department of Public Grievances (DPG references)
12. All matters relating to Delhi Urban Art Commission (DUAC).
13. All matters relating to Delhi Jal Board (DJB).
14. Matters relating to Nanavati Commission Enquiry [except processing of Nanavati Commission's Report, which is with Desk IIB].

Under Secretary	Director (DD)	Joint Secretary (D&L)
Shri. James Kutty Tele No. 23063267 Inter. 2340 Room No. 315 – C	Smt. Sujata Chaturvedi Tele No. 23061916 Inter. 2325 Room No. 236 –C	Dr. M. M. Kutty Tele No. 23062028 / 23063255 Inter. 2316/2322 Room No. 144 –C

### **VIII. Wing Registry**

#### **Subjects allocated :**

1. All matters pertaining to the receipt and issue of dak of the Division.
2. Reports and returns of the Delhi Division.
3. Administration of the staff in the Division.
4. Periodical reports and returns in respect of communications from PM's Office, Ministers, MPs, VIPs, etc.
5. Compilation of statistics on items relating to Delhi Division.
6. Co-ordination work of Delhi Division.
7. Maintaining Codes, Manuals and other relevant reference material.
8. Watch on progress of fulfillment of Parliament Assurances of the Division.

## 17. PSP DIVISION

### I. STATIONERY AND PUBLICATION DESK:

#### **Subjects being dealt with:**

#### **(a) Stationery work:**

1. Policy executions and evaluation of Schemes and proposals.
2. Follow up action of the reports of Committees/ Study teams appointed by the Government for Stationery including their appointment and assistance.
3. Budget
4. Matters relating to service conditions , recruitment rules, recruitment, appointment, confirmation, promotion transfers, training, deputation claims including medical claims of all employees of the Stationery Office at Kolkata and the Depots at New Delhi , Mumbai and Chennai.
5. Delegation of administrative, financial and other powers.
6. All matters regarding Unions/ Associations of the Ministry's Joint Consultative Machinery.
7. Compilation of Annual Reports etc.
8. Parliament matters.
9. M.P. / VIP references, Public Grievances.
10. Disciplinary cases.

#### **(b) Publication work:**

1. Policy executions and evaluation of Schemes and proposals of the Department of Publications.
2. Appointment of assistance of Committees/ Study Teams and follow up action on the reports.
3. Budget.
4. Service conditions, Recruitment Rules, Recruitment etc. of the employees of the Department of Publications.
5. Delegation of administrative and financial powers.
6. Compilation of Annual Report.
7. Matters relating to Unions/ Associations and JCM matters.
8. Parliament matters.
9. Policy regarding stocking, distribution, sale, safe custody of publications and investigations of complaints regarding non- supply or non-availability/delay pertaining of the Department of Publications.
10. M.P/ VIP reference, Public Grievances & Complaints.
11. Disciplinary cases.

#### **(c) Printing Work:**

1. Payment of Productivity Linked Bonus to the Press Employees.
2. Proposal for closure of 3 Government of India Presses and Forms Store, Kolkata.
3. Transfer/restructuring /modernization of Government of India Presses.
4. General Co-ordination work of the PSP Division including Action Taken Note on recommendations of Parliamentary Committees, Audit Paras and matters regarding Common Cadre of Government of India Stationery Office Department of Publications and Directorate of Printing.

**Documents, Files etc. maintained:**

1. Recruitment Rules for all Group A posts.
2. Diary Register (English and Hindi), VIP Diary Register, File Open Register, File Movement Register, Peon Book etc.
3. Personal file of Controller of Publication/ Controller of Stationery, Kolkata.

**List of Guard Files being maintained:**

1. **Rajya Sabha matters.**
2. **Lok Sabha matters.**
3. **Vigilance matters.**
4. **Office Orders.**
5. **Official Language (Hindi).**
6. **Compassionate appointments.**
7. **FR/SR/TA/GFR/ Financial Rules.**
8. **Administrative matters.**
9. **Miscellaneous matters.**

Under Secretary	Director (DD)	Joint Secretary (D&L)
Vacant Tele No. 23062195 Inter. 2388 Room No. 212 – C	Sh. R. R. Sharma Tele No. 23061558 Inter. 2326 Room No. 235 –C	Shri. A. K. Mehta Tele No. 23062309 Inter. 2318 Room No. 140 –C

**II. PRINTING DESK**

**Subject being dealt with:**

1. Policy, execution and evaluation of schemes and proposals.
2. Follow up action on the reports of the Committees, Study Teams including their appointments and assistance.
3. Budget.
4. Matters relating to service condition, creation/ condition of posts and Recruitment Rules.
5. Recruitment, appointment, confirmation, promotion, transfers, training, deputation, claims including medical claims etc. of all employees of Government of India Presses all over India.
6. Delegation of administrative, financial and other powers.

7. Compilation of Annual Report etc.
8. JCM and all matters regarding Unions/ Associations.
9. Parliament Questions.
10. Five Year Plan and Annual Plan/ Action.
11. Canteen matters.
12. Annual Medical Indents in respect of the Government of India Press Dispensaries.
13. Court cases on any of the matters mentioned above.
14. Work Estimated for Administrative approval and expenditure sanction.
15. Modernization of Government of India Presses through U S (S&P).
16. NOC for private printing by Ministries/Departments of Govt. of India.
17. Action Taken Note on Audit Paras.
18. Action Taken Note on recommendations of Parliamentary Committees.
19. Disciplinary Cases.
20. M.P. /VIP References; Public Grievances; Complaints, etc.
21. Revision of pay scales etc. in respect of Union Territories Presses.
22. Payment of Productivity Linked Bonus to the Press Employees.

**Documents, Files etc.:**

1. Recruitment Rules for all Group A posts.
2. Diary Register (English and Hindi) , VIP Diary Register, File Open Register, File Movement Register, Peon Books etc.

**List of Guard Files being maintained:**

1. Rajya Sabha matters.
2. Lok Sabha matters.
3. Vigilance matters.
4. Office Orders.
5. Official Language (Hindi)
6. Compassionate appointments.
7. FR/SR/TA/GFR/ Financial Rules.
8. Administrative matters.
9. Miscellaneous matter
10. Recognition of Service Association Rules.

Desk Officer	Director	Joint Secretary (UD)
Smt. Pushpa George Tele No. 23062195 Internal: 2381 Room No. 203 – C	Shri. R. R. Sharma Tele No. 23061558 Internal: 2326 Room No. 235 –C	Shri. A. K. Mehta Tele No. 23062309 Internal : 2318 Room No. 140 –C

### **III. SUPPLY DESK:**

#### **Subjects being dealt with:-**

1. Policy matters concerning purchase of stores by Directorate of Printing Government of India Stationery Office and Department of Publications.
2. Processing of cases concerning purchase of stores moved by Directorate of Printing, Government of India Stationery Office and Department of Publications.
3. Processing of cases concerning annual maintenance contract and annual carrying contract moved by Directorate of Printing, Government of India Stationery Office and Department of Publications.
4. Processing of audit para cases concerning above.
5. Processing of cases concerning disposal of stores received from by Directorate of Printing, Government of India Stationery Office and Department of Publications.
6. Approval of Annual bill of purchase of the Government of India Stationery Office.
7. Processing of complaints received in matters of purchase of Directorate of Printing, Government of India Stationery Office and Department of Publications.
8. M.P./VIP References, Public Grievances etc. concerning any of the above matters.

#### **Documents, Files etc. maintained:**

1. Diary Register (English and Hindi), VIP Diary Register, File Open Register, File Movement Register, Peon Books etc.

#### **List of Guard File being maintained:**

1. Policy files concerning above.
2. Files concerning annual bill of purchase of Government of India Stationery Office.
3. Files concerning processing of complaints received in the matter of purchases.

Asstt. Director (Supply)	Director	Joint Secretary (UD)
Vacant Tele : 23062965 Internal : 2834 Room No. 208 –B	Shri. R. R. Sharma Tele : 23061558 Internal : 2326 Room No. 235 –C	Shri. A. K. Mehta Tele : 23062309 Internal : 2318 Room No. 140 – C

## 18. PUBLIC HEALTH ENGINEERING (PHE) DIVISION

### I. PHE Section

#### Section being dealt with:

1. All Policy matters on Urban Water Supply and Sanitation.
2. Formulation of approach to the 10<sup>th</sup> Five Year Plan on Urban Water Supply and Sanitation.
3. Accelerated Urban Water Supply Programme (AUWSP).
4. All Special assistance including Ganga Barrage Project at Kanpur.
5. Millennium Development Goal.
6. Desalination Plants.
7. Urban Water Supply and Sanitation Scheme of Union Territories for administrative approval of this Ministry.
8. Zonal council Meetings.
9. PMO/VIP references.
10. Parliament Questions, Matters raised under Rule – 377 in the Lok Sabha and Special Mention in the Rajya Sabha.
11. Coordination of material for Annual Budget Proposals, Annual Report , Performance Budget, Standing Committee of Parliament, etc.
12. Miscellaneous /routine works, sending reports and returns to Coordination & Parliament Cell.
13. Policy matters on Solid Waste Management.
14. Supreme Court case on Solid Waste Management.
15. Century Sponsored Scheme of Solid Waste Management in selected air field towns.
16. Viability Gap Funding.
17. Hospital bio – waste Management.
18. Public Health Engineering Training Programmes – release of grants in aid.
19. Pilot Projects for feasibility study and evaluation system – release of grants in aid.
20. Monitoring and Management Information System.
21. Deputation of officers from State Governments/ UTs, Ministry and CPHEEO for training / study tours /workshops/ seminars abroad.
22. Parliament Questions, Matters raised under Rule 377 in the Lok Sabha and Special Mention in the Rajya Sabha.
23. Budget Proposals.
24. Miscellaneous /routine works, sending reports and returns.

Section Officer	Under Secretary	Director (WS)	Joint Secretary
Shri. R. S. Kunwar Tele : 23061437 Inter. 2357 Room No. 202 –C	Shri. S. N, Jasra Tele : 23061437 Inter : 2378 Room No. 201 –C	Ms. E. P. Nivedita Tele : 23061558 Inter : 2326 Room No. 235 –C	Shri. A. K. Mehta Tele : 23012309 Inter : 2318 Room No. 140 –C

## US (PHE)

### **Subjects being dealt with:**

1. External Assistance for Urban Water Supply, Sanitation and Solid Waste Management Projects from the following multi- lateral / bi- lateral agencies, monitoring of quarterly progress and holding of review meetings, etc:-
  - World Bank
  - Japan Bank of international Co-operation (JBIC),
  - Japanese International Cooperative Agency (JICA)
  - Asian Development Bank
  - UNDP/World Bank
  - WHO
  - French -(Indo- French Financial Protocol)
  - Aus- aid
  - PPIAF (Public Private Infrastructure Advisory Facility)
  - Any other bi-lateral /multi- lateral agency.
2. Indo- French Working Group on Urban Development.
3. Annual work programme of Water & Sanitation Programme for South Asia WSP-SA, including benchmarking of utilities.
4. Parliament Questions, Assurances, Matters raised under Rule – 377 in the Lok Sabha and Special Mention in the Rajya Sabha.
5. PMO/VIP references.
6. Annual Budget Proposals.
7. Material for Annual Report, Performance Budget & Standing Committee of Parliament etc.

Under Secretary (PHE.III)	Director (WS)	Joint Secretary (UD)
Shri. S. N. Jasra Tele : 23061437 Inter : 2378 Room No. 201 –C	Ms. E. P. Nivedita Tele : 23061558 Inter : 2326 Room No. 235 –C	Shri. A. K. Mehta Tele : 23012309 Inter : 2318 Room No. 140 –C

## 19. CPHEEO

### **Subject being dealt with:**

1. Technical scrutiny of water supply and sanitation including solid waste management schemes submitted by the state governments/ local bodies and union territories, for urban sector.
2. Technical assistance to other Central Ministries / Developments like Ministries of Environment, Non Conventional Energy Sources, Water Resources, DEA, Industry, Labour, Steel and Mines, Health etc. in respect of various projects and problems referred to by them.
3. Techno economic examination of schemes received from State Governments and Local bodies for assistance from external support agencies such as World Bank/ UNDP and Bilateral agencies.
4. Monitoring of water supply schemes under the centrally sponsored AUWSP.
5. Guidance to State Government in regard to formation of Statutory Water Supply and Sewerage Boards.
6. Designing and implementation of Public Health Engineering Training Programme including conduct of various courses, selection of trainees etc.
7. Technical assistance to various States for the preparation of project identification reports and DPRs in respect of major water supply sewerage and Solid Waste Management projects.
8. To work in collaboration with the India Council for Medical Research, Council for Scientific and Industrial Research Labs and various educational institutions in the formation / implementation Research Labs and various educational institutions in the formation/ implementation of operational research projects in the fields of Environmental Engineering.
9. To work in collaboration with the Bureau of Indian Standards for preparation of various standards / specification in the field of Environmental Engineering.
10. Organizing and co-sponsoring of seminars / workshops on various topics of interest from time to time in the field of Environmental Engineering.
11. Preparation of Manuals in the field of Public Health / Environmental Engineering. The Manual on Water Supply and Treatment (Revised), Manual on sewerage and Sewage Treatment and Manual on Municipal Solid Waste Management have been published which are used as basic documents by the State Public Health Engineering Departments / State Water Boards / Urban Local Bodies in their functions of Planning, Designing, Construction and Maintenance of Water Supply and Sanitation Scheme including solid waste management. Ministry had agreed in principal for preparation and Manual on O&M of Water Supply Schemes for the benefit of field personnel.
12. Preparation of the draft material for Five Year Plans and Annual Plans in respect of Water Supply and sanitation.
13. Assisting the various Ministries of the Government of India in special projects like drought and flood relief and other emergencies created by natural calamities.
14. Assisting the States in setting up of Public Health Engineering Training Centres and laboratories and guiding them in the laboratory techniques,
15. Assisting the Ministry of Urban Development in all matters connected with Urban Water Supply and Sanitation and Solid Waste Management including furnishing material for Parliament Question and VIP references.
16. To examine the Research & Development proposals in the field of Water Supply & Sanitation including SWM received from various academic and research

- institutions and other agencies and to recommend to the Ministry for Central possible financial support.
17. Monitoring & Management Information System of Water Supply & Sanitation in the country.
  18. Representing the Ministry of Urban Development on various technical committee of other central ministry / Department.
  19. A Technology Advisory Group (TAG) has been constituted under the Chairmanship of Adviser (PHEE) for a period of 5 years for collecting information on appropriate and other allied issues for management of municipal solid waste in a scientific and hygienic manner by urban local bodies. TAG has completed the task and the report is under printing.
  20. The 12<sup>th</sup> Finance Commission had recommended a devolution of grants of Rs. 2,500.00 crore for solid waste management in 423 Class – I cities of the country based on the schemes submitted by the Ministry. The recommended have been accepted by the Government of India. The technical issues related to the 12<sup>th</sup> Finance Commission grants and its devolution to ULBs are being dealt with by this office.
  21. In order to manage municipal garbage in a scientific and hygienic manner and recover wealth from waste, an Inter – Ministerial Task Force on “ Integrated Plant Nutrient Management using City Compost” had been constituted by this Ministry under the chairmanship of Joint Secretary , Ministry of Urban Development. The Task Force has completed its job in May, 2005 and has submitted its report to the Hon’ble Supreme Court of India. CPHEEO is dealing with matters related to Task Force and Integrated Plant Nutrient Management.
  22. The Ministry of Health & Family Welfare, Government of India has transferred the subject of bio- medical waste management to this Ministry along with budget provision during the current year. The subject matter of setting up of Common Bio – Medical Waste Treatment Facility is being dealt with by this office.
  23. The issues related to the Millennium Development Goal in regard to water supply and sanitation sector are being dealt with by this office.
  24. The issues related to Eco City Programme, being handled by the Ministry of Environment & Forests, are also being dealt with by this office.
  25. Matters related to production of energy from municipal waste is also being handled by this office.
  26. Any other work assigned by the Ministry of Urban Development from time to time in respect of subjects concerning Environmental Engineering.
  27. A Technology Advisory Group (TAG) has been constituted under the Chairmanship of Adviser (PHEE) for a period of 5 years for collecting information on appropriate technologies and other allied issues for management of municipal solid waste in a scientific and hygienic manner by urban local bodies. TAG has completed the task and the report is under printing.
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  31. The issues related to the Millennium Development Goal in regard to water supply and sanitation sector are being dealt with by this office.
  32. The issues related to Eco City Programme, being handled by the Ministry of Environment & Forests, are also being dealt with by this office.
  33. Matters related to production of energy from municipal waste is also being handled by this office.

Section Officer	Assistant Adviser	Joint Advisor/ Deputy Adviser	Adviser
Shri. Abhijit Roy Tele : 23062504 Internal : 2396 Room No. 644 – A	1. Shri M. Dheenadhayalan Tele : 23061144 Internal : 2393 Room No. 660 –A 2. Shri. V. K. Chaurasia Tele : 23061043 Internal : 2125 Room No. 528 –A 3. Shri. J. B. Ravinder Tele : 23061043 Internal : 2125 Room No. 528 – A 4. Shri. Sukanta Kar Tele : 23062504 Internal : 2395 Room No. 657 – A  <b>Three post of Asstt. Advisor are vacant.</b>	1. Shri. R. Sethuraman (Joint Adviser) Tele : 23061571 Internal : 2394 Room No. 658 – A 2. Shri. M. S. Narayanan Tele : 23061144 Internal : 2403 Room No. 662 – A	Vacant Looked after by Shri R. Sethuramam. Tele : 23062482 Internal : 2391 Room No. 646 –A

**20. URBAN COMMUNITY DEVELOPMENT /LOCAL SELF –  
GOVERNMENT (UDC/LSG)**

**Subject being dealt with:**

1. Constitution (74<sup>th</sup> Amendment) Act , 1992 relating to municipalities and its implementation.
2. Legislative proposals from State Governments. Relating to Municipal matters.
3. Grants-in- aid (Non Plan) to Regional Centres for Urban and Environmental Studies located at Hyderabad, Mumbai, Lucknow and Delhi.
4. Twinning of Indian cities with foreign cities.
5. Central Council Meetings.
6. Lok Sabha and Rajya Sabha Questions relating to Municipal/ LSG matters.
7. All establishment matters pertaining to National Institute of Urban Affairs and release of grant- in- aid (Non – Plan).
8. Co-ordinate the funds released to various institutions / organizations by various Divisions/ Sections in the Ministry for undertaking research / project works under Research and Training Head.
9. Matters pertaining to Financial Institutions Reform and Expansion (FIRE) Project.
10. Representation received from various Organizations/ individuals etc. regarding Municipal/ LSG matters.
11. National Mission Mode Project on e-Governance in Municipalities.

**List of Guard Files being maintained**

1. Guard file relating to misc. orders issued from time to time by different Section.
2. Register containing details of funds released to various institutions/ research/ project work under Research and Training Head.
3. Register indicating the list of Indian cities twined with the foreign cities.

Section Officer	Under Secretary	Director (WS)	Joint Secretary
Shri. H. K. Harit Tele : 23063898 Inter. 2356 Room No. 202 –C	Shri. R. Sathyanayaranan Tele : 23061437 Inter : 2378 Room No. 202 –C	Ms. E. P. Nivedita Tele : 23061295 Inter : 2327 Room No. 242 –C	Shri. A. K. Mehta Tele : 23062309 Inter : 2318 Room No. 140 –C

## 21. URBAN DEVELOPMENT (UD) DIVISION

### I Desk UD-I

1. Matters relating to IDSMT Scheme including day- to – day references, VIP references, Parliament Questions, data for Parliamentary Committee, Central Assistance sanctions, Revalidation of sanctions issued under IDSMT, Annual plan and other budgetary matters, etc.
2. Establishment, Budget, day-to-day individual cases, etc of Town & Country Planning Organization.
3. Cases submitted to Chairman, TCPO, for examination in the Ministry. Routine establishment matters of Town Planning Departments in the Union Territories such as creation and continuation of posts, etc.
4. Routine establishment matters of Town Planning Departments in the Union Territories such as creation and continuation of posts, etc.
5. The following files relating to Schemes/ Project administrated by other Departments:-
  - (i) Growth Centre Scheme and Industrial Model Town (IMT) Project of the Department of Industrial Policy and Promotion.
  - (ii) Scheme of Export Promotion Industrial Parks(EPIP) Administered by the Ministry of Commerce.
  - (iii) Meetings of Regional Authorities for Export Processing Zone (EPZ)/ Free Trade Zone (FTZ).
6. Development of Chandigarh (Periphery Control Act.)
7. UIDSSMT

Section Officer	Under Secretary	Director (UD)	Joint Secretary(UD & A)
Shri. Sanjeev Kumar Tele : 23061407 Inter. 2375 Room No. 332 –C	Shri. H. K Kandpal Tele : 23061407 Inter : 2375 Room No. 318 –C	Ms. E. P. Nivedita Tele : 23061295 Inter : 2327 Room No. 240 –C	Shri. A. K. Mehta Tele : 23062309 Inter : 2318 Room No. 140 –C

### II. UD-II Desk

#### Subjects being dealt with

1. World Bank assisted Urban Development Projects.
2. Asian Development Bank assisted projects.
3. Projects under Bilateral assistance.
4. Barrier free built access to disabled and elderly persons follow up action on the recommendations of the ESCAP.
5. Visit abroad by Minister/ Senior Officers in connection with subjects handled by the Desk.
6. Supervision of UD Registry.
7. Prime Minister's National Award for Excellence on Urban Planning & Design.

8. Healthy City proposals.
9. Urban Mapping Scheme/National Urban information System.
10. National Urban Policy, Urban Infrastructure; Policies & Projects.
11. UNDP Projects.
12. Sustainable City Programme, Urban Energy
13. Commercialization of Urban Infrastructure.
14. Delegation of financial/administrative powers to ULBs.
15. All ESCAP matters pertaining to Urban Development.
16. Tax Free Municipal Bonds.
17. Green Hyderabad Project.
18. Pooled Finance Development Scheme.
19. National Urban Infrastructure Fund.

<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary (UD)</b>
Shri. K. G. Mohanta Tele No. 23061137 Internal. 2400 Room No. 310 –C	Ms. E. P. Nivedita Tele : 23061295 Inter : 2327 Room No. 240 –C	Shri. A. K. Mehta Tele : 23062309 Inter : 2318 Room No. 140 –C

### **III. UD. III (DESK)**

#### **Subject being dealt with:**

1. Annual Plan including Mid Term appraisal.
2. Committees of Parliament.
3. All matters regarding Urban Environmental, Local Agenda 21, National Urban Environment Policy Statement.
4. Tourism Synergy Programme.
5. Metropolitan Governance.
6. Metropolitan Environment Improvement Programmes.
7. Processing of cases for visits abroad-in connection with subjects handled.
8. Task Force on Urban Perspective & Policy.
9. ITPI Study, Steering Committee.
10. ICLEI/AIG/ILFS proposals.
11. All misc. matters not being handled by other Desks in UD Division.
12. Capacity Building for management of infrastructure by ULBs.
13. Regional Action Plan on Urbanization.
14. Official Language Matters.
15. National Commission on Urbanization Recommendations.
16. Schemes for New Satellite Township.
17. Proposals for North Eastern States including Sikkim.

<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri. K. L. Bhatia Tele No. 23061137 Internal. 3159 Room No. 310 –C	Ms. E. P. Nivedita Tele : 23061295 Inter : 2327 Room No. 240 –C	Shri. A. K. Mehta Tele : 23012309 Inter : 2318 Room No. 140 –C

#### **IV NERUDP Cell**

(North Eastern Region urban Development Programme)

**Subject being dealt with:-** All matters relating to Asian Development Bank assisted North Eastern Region Urban Development Programme- Phase I&II.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri J.P. Sharma Tele No. 23061691 Internal 3157 Room No. 203-C	Shri. K. G. Mohanta Tele No. 23061137 Internal. 2400 Room No. 310 -C	Ms. E. P. Nivedita Tele : 23061295 Inter : 2327 Room No. 240 -C	Shri. A. K. Mehta Tele : 23062309 Inter : 2318 Room No. 140 -C

## **22. URBAN CEILING UNIT**

### **Subject being dealt with:**

1. All matters pertaining to Urban Land (Ceiling & Regulation) Act, 1976 and Urban Land (Ceiling & Regulation ) Repeal Act, 1999 including:
  - (a) Policy Matters.
  - (b) Issue of guidelines.
  - (c) Monitoring the progress report regarding implementation of the Principal Act in State Governments where it is still in operation; and progress made in achieving social objectives by State Governments where Repeal Act has been brought into force.
  - (d) Representation received from various organizations/individuals etc. regarding implementation of Act.
  - (e) Drafting of replies to the Questions asked in the Lok Sabh and Rajya Sabha on the Act.
  - (f) Court cases relating to either the Principal Act and Repeal Act.
  - (g) Residual work relating to the Urban Land (C & R) Repeal Act, 1999 in the States of Punjab, Uttar Pradesh, Karnataka, Madhya Pradesh, Delhi, Pondicherry & Chandigarh.
  
2. Delhi Rent Control Act, 1958 and Delhi Rent Act, 1995.
  - (a) Policy Matters.
  - (b) Handling of Court Cases in the Supreme Court and Delhi High Court in connection with the matters relating to Delhi Rent Act, 1995.
  - (c) Representations received from various organizations/individuals etc., regarding enforcement/amendments to the Delhi Rent Act, 1995.
  - (d) Preparation of papers for Cabinet/Cabinet Committee/ Parliament Committee regarding enforcement/amendments to the Delhi Rent Act, 1995.
  - (e) Drafting of replies to the Question asked in the Lok Sabha and Rajya Sabha pertaining to the Delhi Rent Act, 1995.
  
3. Examination of Rent Bills, referred to by State Governments for assent of the President.
  
4. All matters pertaining to Delhi Apartment Ownership Act, 1986 including:-
  - (a) Policy matters,
  - (b) Representation received from various organizations, individuals etc. regarding implementation of the Act.
  - (c) Presentation of Note for the Cabinet regarding introduction of a New Bill in the Parliament.

- (d) Drafting of replies to the Questions asked in the Lok Sabha and Rajya Sabha on the Act.

Section Officer	Dy. Secretary	Joint Secretary (D & L)
Shri Dharmu Nagar Tele : 23063715 Internal : 2365 Room No. 302 -C	Shri. R. R. Sharma Tele : 23065425 Internal : 2323 Room No. 237 -C	Dr. M. M. Kutty Tele : 23063255 Internal : 2316 Room No. 144 -C

## 23. URBAN TRANSPORT (UT) DIVISION

Urban Transport Planning in Urban Area in India: Ministry of Urban Development acts as the nodal Ministry and helps the State Government in securing approvals of U. T. Schemes by Govt. of India and obtaining financial assistance for Urban Transport project from national/international sources.

### I. MRTS Cell

A special MRTS Cell has been set up to monitor the progress of Delhi MRTS Project. In addition, the Cell is also supposed to look after other transport projects of Delhi from technical angle.

Functions:

1. All MRTS proposal and projects for Delhi (DMRC) and extension to NCR.
2. IRBT.
3. Transportation issues relating to Delhi including Delhi UMTA.
4. Other Transportation relating to Delhi & NCDR.
5. GEF – UNDP, Works Bank and ADB Project.
6. Commonwealth Games.

Under Secretary	OSD(MRTS)	Secretary (UD)
Shri Sumit Chatterjee Tele : 23061426 Inter : 2336 Room No. 211 – C	Shri S. K. Lohia Tele : 23061427 Inter : 2945 Near Gate No. 1, GF	Dr. M. Ramachandran Tele : 23062377 Inter : 2402 Room No. 122-C

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| (i) Norms for discharge of functions:                | Nil  |
| (ii) Rules, Regulations, Instructions, Manuals, etc. | Delhi Metro Rail Operation and Maintenance Act, 2002, Manual of Office procedure.              |
| (iii) Category of Document held                      | Register for monitoring release to funds to DMRC.<br>Guard file on sanction /release of funds. |

### II MRTS Cell

A special MRTS Cell has been set up to monitor the progress of progress of Metro Project of cities other than Delhi. In addition, the Cell is also supposed to look after the matters relating to policy on Metro Rail and other technical and legal issues relating to setting up of Metro Rail project in cities other than Delhi.

Functions:

1. legislative matters (including Allocation of Business Rules, 1961) relating to rail – based MRTS.
2. Projects relating to rail-based MRTS (other than Delhi and NCR).
3. Bangalore, Kolkata, Chennai, Hyderabad, Mumbai and other Metro Rail Projects.

4. BEML.
5. ETB Chandigarh Project.
6. Matters relating to rehabilitation and reconstruction of Tsunami affected areas of A&N Island.
7. Outer ring road Hyderabad and other projects requiring external assistance.
8. Safety certification of Metro Rail System.

Under Secretary	Dy. Secretary	OSD (MRTS)	Secretary (UD)
Shri Bimal Kujur Tele: 23061426 Inter: 2336 Room No. 322-C	Shri Surender Kumar Tele: 23062387 Inter: 2904 Room No. 211-C	Shri S.K. Lohia Tele: 23061114 Inter: 2337 Near Gate No. 1, GF	Dr. M. Ramachandra Tele: 23062377 Inter: 2402 Room No. 122-C

### U.T. Desk:

#### Functions:

1. Schemes of urban Transport Planning- Government of India's grant assistance to State Governments/UTs/ULBs for studies/CMP/DPRs etc.
2. Sky Bus Metro - development /assessment of.
3. National Urban Transport Information Centre (NUTIC) and Administrative matters relating to Institute of Urban Transport (India).
4. National Urban Transport Policy and various issues relating to this Policy
5. Institute of Urban Transport (IUT) & Mass Transit Company (UMTC) matters.
6. All road based urban Transport Projects under JNNURM.
7. Coordination matters relating to Urban Transport Division.
8. Capacity Building in Urban Transport including organizing conferences and workshop.

Desk Officer	Director (UT)	OSD(MRTS)	Secretary (UD)
Shri Jeevan Kumar Tele : 23061336 Inter : 2363 Room No. 323 – C	Shri Ashutosh Joshi Tele : 23061114 Inter : 2337 Room No. 234 –C	Shri S. K. Lohia Tele 23061427 Inter : 2945 Near Gate No. 1, GF	Dr. M. Ramachandran Tele : 23062377 Inter : 2402 Room No. 122-C

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|--|---|
| (i) Norms for discharge of functions.                | Nil (fresh receipts are put up within 7 days. The final action depends upon the nature of case. |
| (ii) Rules, Regulations, Instructions, Manuals etc.: | Manual of Office Procedure.   |
| (iii) Category of Documents held                     | Guard file on Sanction of Funds.<br>Register for monitoring release in 'UT Planning'            |

## **24. Works Division**

### **Under Secretary (EW-I)**

1. Delegation of powers in regard to Administration and Establishment matters.
2. Establishment matters connected with promotion of Gazetted cadres in Engineering and Horticulture side (including reservation for SC and ST etc.).
3. Establishment matters Administration matters relating to Architectural side (both Gazetted and non-gazetted cadres).
4. Recruitment Rules for all Gazetted Engineering, Horticulture cadres and for all cadres in Architectural side.
5. Cadre and Pokicy matters relating to Engineering, Horticulture and Architectural services in CPWD
6. Disciplinary cases against Group 'A' officers in Engineering, Horticulture and Architectural services.
7. Association matters of Gazetted Engineering, Horticulture and Architectural officers.
8. Consturction of Central Architectural Services.
9. Re-organisation of CPWD.
10. All cases of review at the age 50/55 years of Group A & B Engineering, Architectural and Horticulture officers.
11. Cases of deputation in India of Group A & B Engineering, Architecture, Horticulture Officers.
- 12 UN and Foreign Assignments of Group A & B Engineering Horticultural and Architecture Officers.
- 13 U.T. Budgets, U.T. Establishment.
14. JCM and Parliamentary matters relating to subjects dealt with in the Desk.
15. All Establishment and policy matters relating to Group 'B' Gazetted Engineering and Horticulture cadres in CPWD.

Section Officer	Under Secretary	Director	Additional Secretary (UD)
Shri Raj Singh Tele: 23063079 Inter: 2368 Room No. 301-C	Shri. J. S. Rawat Tele : 23061151 Internal : 2331 Room No. 316 –C	Shri. Aniruddh Kumar Tele : 23061559 Internal : 2330 Room No. 239 –C	Shri R.C. Mishra Tele : 23061787 Internal : 2312/2313 Room No. 117 –C

### **II EW-2 Desk.**

1. All establishment matters of Group 'C' staff of CPWD including Class IV and work-charged.
2. Demands of Association of non-gazetted officers & Non- Technical Officers and Union of Work –charged staff.
3. Disciplinary cases against Group 'C', Group 'D' and Work Charged staff.
4. Litigation cases of Group 'C,' Group 'D' and Work Charged staff.
5. Complaints of NGOs and WC staff.
6. Recruitment Rules – non-gazetted, Group 'D' and Work Charged posts.

7. Union Territory matters ancillary to subject dealt with.
8. Appeals, Memorials, Representations, Review of non- gazetted officers, Work – Charged Establishment.
9. Labour Laws.
10. Departmental Council on the subject dealt with.
11. All JCM / Parliamentary matters on the subjects dealt with.
12. Creation and continuance of units and posts in CPWD.
13. Recognition of Associations/Unions of Group C & D Ministerial Work – charged staff.
14. Laws relating contract labour.
15. Write off the loses relating to Group ‘C’ & ‘D’ and U.T. employees.
16. Allowances to CPWD staff in Nepal, NEFA, Sikkim etc.

Section Officer	Director	Additional Secretary (UD)
Shri. A. K. Garg Tele : 23064715 Internal : 2370 Room No. 301 –C	Shri. Aniruddha Kumar Tele : 23061559 Internal : 2330 Room No. 239 –C	Shri R.C. Mishra Tele : 23061787 Internal : 2312/2313 Room No. 117 –C

### **III Under Secretary (W-I)**

1. Additions/Alterations of all GAOP buildings.
2. Additions/Alterations of all type V and above GPRA building including those occupied by Ministers and MPs.
3. All works relating to Prtesident Estate and PM’s residence.
4. Rajua Sabha/Lok Sabha House Committee.
5. Horticulture Operations.
6. Central Air Conditioning.
7. Fire fighting arrangements in office buildings.
8. Maintenance of office buildings.
9. Un-filtered water supply.
10. Republic Day Celebratio;ns.
11. Maintenance and upkeep of Central Vista.
12. Unauthorized construction in LBZ area.
13. Common Wealth Games 2010.

<b>Under Secretary</b>	<b>Director</b>	<b>Additional Secretary (UD)</b>
Shri G.K. Gautam Tele: 23061151 Internal: 2332 Room No. 317-C	Shri Aniruddha Kumar Tele: 23061559 Internal: 2330 Room No. 239-C	Shri R.C. Mishra Tele: 23061787 Internal: 2312/2313 Room No. 117-C

### **IV Under Secretary (W2)**

1. All projects under GPOA and GPRA.
2. All works pertaining to prioritization Committee/EFC/SFC.
3. Purchase/acquisition of land by CPWD.
4. Five Year Plan and Annual Plan of CPWD.

5. Budget of CPWD.
6. Quarterly/monthly progress report of CPWD including works of other departments.
7. Mid-Term Appraisal report of various projects of CPWD including works of other department.
8. Draft audit paras and reports of CAG.
9. Arbitration cases of CPWD.
10. Construction of statues and memorials.
11. Functions at Samadhi Complex.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Additional Secretary (UD)</b>
Shri H.K. Bhatt Tele: 23061236 Internal: 2306 Room No. 204-C	Shri Aniruddha Kumar Tele: 23061559 Internal: 2330 Room No. 239-C	Shri R.C. Mishra Tele: 23061787 Internal: 2312/2313 Room No. 117-C	Shri R.C. Mishra Tele: 23061787 Internal: 2312/2313 Room No. 117-C

**V. Under Secretary (W-3)**

1. Additions/Alterations and maintenance of GPRA building of type IV and below.
2. Construction under Rule 126(4) of GFR, 2005 for execution of works by respective Govt. departments thorough Public Works Organization including CPWD.
3. EFC/SFC memos received from other Ministries/ Departments.
4. Delegation of Financial Powers.
5. Demolition of buildings, write off of losses and related matters.
6. Departmental charges.
7. CPWD Manuals/Codes.
8. Works relating to Indian Road Congress, Indian Building Congress and other professional bodies.
9. Award of contracts & black listing of contractors.
10. Public Grievances pertaining to W-3 Desk.
11. Computerization in the Works Division.
12. VIPs Cases returns.
13. Weekly report for Secretary (UD).
14. All co-ordination & miscellaneous matters in the Works Division.

<b>Under Secretary</b>	<b>Director</b>	<b>Additional Secretary (UD)</b>
Shri. Surat Singh Tele : 23063079 Internal : 2369 Room No. 301 –C	Shri. Aniruddha Kumar Tele : 23061559 Internal : 2330 Room No. 239 –C	Shri R.C. Mishra Tele : 23061787 Internal : 2312/2313 Room No. 117 –C

**VI. P.S. Desk**

1. All matters relating to NBCC.
2. CPWD Purchase of furniture.
3. Hiring of Office accommodation.
4. Procurement of building materials, local purchase, staff cars machinery and stores, monthly summary for the Cabinet, implementation of the decisions of the Cabinet.
5. Monthly summary for the Cabinet, implementation of the decisions of the Cabinet.
6. Appointment on Compassionate grounds.

Desk Officer	Director	Additional Secretary (UD)
Ms. A. Radha Rani Tele : 23018236 Internal : 2380 Room No. 203 –C	Shri. Aniruddha Kumar Tele : 23061559 Internal : 2330 Room No. 239 –C	Shri R. C. Mishra Tele : 23061787 Internal : 2312/2313 Room No. 117 –C

## 25. ARBITRATORS

There are three Arbitrators in the Ministry of Urban Development & Poverty Alleviation appointed under the provisions of the Arbitration Act, 1940, to deal with the cases of disputes between the Government and the other parties arising from the contracts entered into by CPWD. Of the three arbitrators, two are based at New Delhi and one is based at Calcutta.

<b>Arbitrators</b>	
1. Shri S.C. Padhi, Arbitrator, Nizam Palace, 234/4 AJC Bose Road, Calcutta – 700020. Phone : 2877655	2. Shri. A. K. Singhal 6 <sup>th</sup> Floor Janpath Bhavan, New Delhi- 110001. Phone : 23379663/26253527
3 Shri. J. B. Fadia, Mumbai Phone: 22069317	

### III. Metro Rail Cell:

A special Metro Rail Cell has been set up to monitor the progress of Metro Projects of cities other than Delhi. In addition, this Cell is also supposed to look after the matters relating to policy on Metro Rail and other technical and legal issues relating to setting up of Metro Rail project in cities other than Delhi.

#### Functions:

1. Policy matters relating to Mass Rapid Transit System.
2. National Metro Rail Policy.
3. Legislative matters (including Allocation of Business Rules, 1961) relating to rail-based MRTS.
4. Projects relating to rail-based MRTS (other than Delhi and NCR).
5. Bangalore Metro Project.
6. Hyderabad MRTS.
7. BEML
8. ETB Chandigarh Project.
9. Matters relating to rehabilitation and reconstruction of Tsunami affected areas of A&N Island.

Under Secretary	Director (UT)	OSD (MRTS)	Secretary (UD)
Shri. Bimal Kajur Tele : 23061426 Internal : 2336 Room No. 211–C	Vacant Tele : 23061114 Internal : 2337 Room No. 234 –C	Shri S.K. Lohia Tele : 23061427 Internal : 2945 Near Gate No. 1, GF	Dr. M. Ramachandran Tele : 23062377 Internal : 2402 Room No. 122 –C

26 **PUBLIC GRIEVANCE CELL**

**Subjects being dealt with:**

1. Public Grievance cases – examination, follow up action thereon.
2. Monitoring of progress of disposal of PG Cases.
3. Compilation of various returns required to be sent to different Ministries.
4. Co-ordination work in respect of Employees 'Grievances.
5. Preparation of reports for review meetings held in the Ministry, Department of A.R & P.G. and Directorate of PG, Cabinet Secretariat.
6. Reply to Parliament Question relating to redressal of Public and Staff Grievances.

<b>Section Officer</b>	<b>Director</b>	<b>Economic Adviser</b>
Shri R.S. Purnia Tele: 23022199, Extn. 2965 <b>Room No.</b> Near Gate No.2. Nirman Bhavan	Shri. J. P. Aggarwal Tele: 23061425 Inter 2346 Room No. 313-C	Smt. Aditi S. Ray Tele : 23061397 Interal : 3155/3156 Room No.232-C

27. **PIC Cell**

**Matters relating to RTI Act and updation of RTI Website**

<b>Section Officer</b>	<b>Director</b>	<b>Economic Adviser</b>
Shri R. K. Nagpal Tele : 23061010 Room No. 203 – C	Shri. J. P. Aggarwal Tele: 23061425 Inter 2346 Room No. 313-C	Smt. Aditi S. Ray Tele : 23061397 Interal : 3155/3156 Room No.232-C

## **PART – I**

Extracts from Government of India (Allocation of Business Rules, 1961)

### **MINISTRY OF URBAN DEVELOPMENT**

1. Properties of the Union , whether lands or buildings with the following exceptions:-
  - (i) Those belonging to the Ministry of Defence (Raksha Mantralaya ) the Ministry of Railways (Rail Manatralaya ) and the Department of Atomic Energy (Paramanu Oorja Vibhag) and the Department of Space (Antariksh Vibhag).
  - (ii) Buildings of lands, the construction or acquisition of which has been financed otherwise than from the Civil Works Budget; and
  - (iii) Buildings or lands, the control of which has at the time of construction or acquisition or subsequently been permanently made over to other Ministries and Departments.
2. All Government Civil Works and Buildings including those of Union territories excluding Road and excluding works executed by or buildings belonging to the Ministry of Railways (Rail Matralaya), Department of Posts (Dak Vibhag), Department of Telecommunications (Doorsanchar Vibhag ) Depatment of Atomic Energy (Paramanu Ooja Vibhag ) and the Department of Space (Antariksh Vibhag ).
3. Horticulture operations.
4. Central Public Works Organization
5. Administration of Government estate including Government Hostels under the control of the Ministry. Location or dispersal of offices in or from the metropolitan cities.
6. Allotment of accommodation in Vigyan Bhawan.
7. Administration of four Rehabilitation Markets viz. Sarojini Nagar Market, Shankar Market, Pleasure Garden and Kamla Market.
8. Issue of lease or conveyance deeds in respect of Government built properties in Delhi and New Delhi under the Displaced Persons (Compensation and Rehabilitation) Act, 1954 (44 of 1954) and conversion of lease deeds, allotment of additional strips of lands and correctional areas adjoining such properties.
9. Stationery and Printing for the Government of India including official publications.
10. Planning and Coordination or Urban Transport System, with technical planning and road based system being subject to the items of work allocated to the Ministry of Railways (Rail Manatralaya), Railway Board (Rail Board).
11. Fixing of maximum and minimum rates and fares for rail based urban transport systems other than those funded by the Indian Railways.
12. Tramways including elevated high speed trams within municipal limits or any other contiguous zone
13. Town and Country Planning; matters relating to the Planning and Development of Metropolitan Areas, International Cooperation and technical assistance in this field.
14. Scheme of large scale acquisition, development and disposal of land in Delhi.
15. Delhi Development Authority.

16. Master Plan of Delhi, Coordination of work in respect of the Master Plan and Slum Clearance in the National Capital Territory of Delhi.
17. Erection of memorials in honour of freedom fighters.
18. Development of Government Colonies.
19. Local Government that is so say, the constriction and powers of the Municipal Corporations (excluding the Municipal Corporation of Delhi), Municipalities (excluding the New delhi Municipal Committee) other Local Self – Government Administrations excluding Panchayati Raj Institutions.
20. The Delhi Water Supply and sewage Disposal Undertaking of the Municipal Corporation of Delhi.
21. Water supply(subject to overall national perspective of water planning and coordination assigned to the Ministry of Water Resources), sewage, drainage and sanitation relating to urban areas and linkages from allocated water resources. International cooperation and technical assistance in this field.
22. The Central Council of Local Self – government.
23. Allotment of Government land in Delhi.
24. Administration of Rajghat Samadhi Committee.
25. All matters relating to Planning and Development of the National Capital Region and administration of the National Capital Region Board Act, 1985 (2 of 1985).
26. Matters relating to the Indian National Trust for Art and Cultural Heritage (INTACH).
27. Matters of the Housing and Urban Development Corporation (HUDCO) relating to Urban Infrastructure.
28. Administration of the Requisitioning and Acquisition of Immovable Property Act, 1952 (30 of 1952).
29. Administration of Delhi Hotels (Control of Accommodation Act, 1949 (24 of 1949).
30. The Public Premises (Eviction of Unauthorized Occupants) Act, 1971 (40 of 1971).
31. Administration of the Delhi Development Act, 1957 (61 of 1957).
32. The Delhi Rent Control Act, 1958 (59 of 1958).
33. The Urban Land (Ceiling and Regulation Act, 1976 (33 of 1976).
34. Delhi Urban Act Commission, the Delhi Urban Art Commission Act, 1973 (1 of 1973).

## **PART- II**

### **FUNCTIONS AND STRUCTURE OF THE MINISTRY OF URBAN DEVELOPMENT**

The Ministry of Urban Development and Poverty Alleviation was bifurcated in to two Ministries viz:, the Ministry of Urban Development and the Ministry of Urban Employment and Poverty Alleviation vide Presidential Notification No. CD – 160/2004 dated 27-5-2004. However, work relating to Administration, Parliament, Finance, Hindi and Vigilance are still common to both the Ministries.

Shri. S. Jaipal Reddy assumed charge of Minister of Urban Development w.e.f. 19-11-2005. Shri Ajay Makan assumed charge of Minister of State for Urban Development w.e.f. 30-01-2006. Dr. M. Ramachandran is Secretary in the Ministry of Urban Development. At present the Ministry of Urban Development has one post of Additional Secretary, three posts of Joint Secretaries and one OSD (a joint Secretary level officer).

The Ministry has the responsibility of policy formulation and monitoring of programmes in the areas of urban development, urban transport and urban water supply. These are essentially 'State' subjects but the Government of India plays a coordinating and monitoring role in these areas and also supports these programmes through Centrally Sponsored Scheme and Central Sector Scheme.

The other set of responsibilities pertains to the executive or the field functions of the Govt. which include, inter alia, construction and maintenance of Central Govt. Buildings including residential accommodation, with the execution of those under the Ministries of Defence, Railways and Posts & Telegraphs. It is also responsible for the management of Central Government land/property, most of which are confined to Delhi and some of the metropolitan cities. These functions are discharged through the agencies of the Central Public Works Department (CPWD) which has field offices spread all over the country and the Land & Development Office (L&DO) located in Delhi. The administration of Government Estates including Govt. Hostels under the control of the Ministry is looked after through the Directorate of Estate.

The Ministry also has administrative charge of Printing, Publication and Stationery Departments of the Central Govt. Execution of printing and publication jobs and rendering advice on technical matters is done by these agencies. The Publication Department located in Delhi stocks and sells Govt. publications. The Govt. of India Stationery Office meets the requirements of the Central Govt. offices in respect of stationery.

Besides the above, the Ministry is also responsible for the supervision and control of Public Sector Undertaking viz., National Building Construction Corporation and the Statutory/Autonomous organization namely, the Delhi Development Authority , Delhi Urban Arts Commission, National Capital Region Planning Board and National Institute of Urban Affairs.

The subjects allocated to the Ministry of Urban Development as indicated in the Government of India (Allocation of Business ) Rules , 1961 is given in Part – I of this Compilation. The work handled by various Sections/Divisions of the Ministry as indicated in Part –III.