

## XXXI. OTHER ADMINISTRATIVE SERVICES

Under this Sector schemes of Directorate of UTCS(Training), Sales Tax Deptt., Vigilance Deptt., Revenue Deptt., Delhi Fire Services, Excise Deptt. Principle Accounts Office, Deptt. of Law & Judicial, Election Deptt., etc. are included. These schemes are mainly meant for strengthening and expansion of Departments and modernisation of the infrastructure facilities to provide a responsive administration to the public.

Agency wise financial position of outlay and expenditure are given below :-

(Rs. in Lakhs)

S.No.	Name of Sector/Plan Scheme	9 <sup>th</sup> Five Year Plan 1997-02 Approved Outlay	Exp. 1997-2001	Annual Plan 2001-02		10 <sup>th</sup> Five Year Plan 2002-07 App. Outlay	Annual Plan 2002-03 App. Outlay
				App. Outlay	RE		
1.	UTCS Training	200.00	140.18	40.00	35.00	400.00	50.00
2.	Vigilance Department	40.00	59.07	25.00	20.00	4.00	2.00
3.	Revenue Department	7500.00	1150.00	1000.00	700.00	7000.00	1000.00
4.	Dte. of Prosecution	25.00	16.77	10.00	5.00	50.00	10.00
5.	Sales Tax Deptt.	7500.00	1657.00	500.00	600.00	8000.00	750.00
6.	Delhi Fire Service	10000.00	2275.54	1300.00	1890.00	12000.00	1800.00
7.	PWD Sectt.	5.00	----	---	---	---	---
8.	Excise & Entt.	400.00	397.58	175.00	295.00	500.00	200.00
9.	Principal Accounts office	75.00	80.89	50.00	100.00	500.00	200.00
10.	Deptt. of Law & Judicial	100.00	15.44	8.00	59.00	500.00	50.00
11.	Finance Deptt.	2500.00	2292.64	730.00	1060.00	4050.00	810.00
12.	Election	500.00	424.24	300.00	15.00	800.00	175.00
	<u>AR Deptt.</u>						
13.	P.G.C.	100.00	181.97	54.00	60.00	300.00	62.00
14.	Lokayukata	200.00	77.23	40.00	30.00	200.00	40.00
15.	Prohibition, Dte. of I&P/Police Complaint Authority (UD)	10.00	8.10	---	---	---	---
16.	DSSSB	100.00	655.58	350.00	252.00	1500.00	350.00
17.	L&B Deptt.	75.00	7.80	5.00	5.00	200.00	10.00
	<u>G.A.D.</u>						
18.	Citizen/Govt.	---	---	---	163.00	825.00	165.00
19.	Library in GAD	---	---	---	20.00	100.00	10.00
	Total	29430.00	9440.23	4587.00	5309.00	3629.00	5684.00

The agency, scheme-wise details are given below:

DIRECTORATE OF UTCS (Rs. 400.00 lakh)

Following programmes are proposed to be taken up by Dte. of UTCS in the 10<sup>th</sup> plan period and annual plan 2002-03.

1. Strengthening of administrative set-up of the directorate and up-gradation of academic facilities.
2. Specialised management Development Programme of various level of officers.
3. up-gradation of library facilities.
4. up-gradation of hostel facilities.
5. purchase of training equipments.
6. Up-gradation of sports facilities.
7. Extension of training facilities to other states/UT Civil Services probationers.
8. Make the auditorium functional.

Details of the schemes are as under:-

**1. Strengthening of Administrative set-up of the directorate and up-gradation of academic facilities.**

The Directorate is at present does not have its own faculty. It was noticed that on number of occasions competent guest faculty was not in a position to deliver the Lecture due to unforeseen circumstances. Therefore, it is proposed to create 3 posts of Reader, in the various discipline connected with the training programme in the pay scale of Rs. 12000-375-16500/- and 2 posts of Lecturer in the pay scale of Rs.8000-275-13500/- in the current plan period. These posts will be filled on deputation basis. The increased responsibilities of training also require strengthening of the administrative set-up along with the academic set up. Similarly, minimum functional posts will have to be created to enable the Directorate to discharge its increased responsibilities smoothly. This will necessitate creation of following posts during the Annual plan 2002-03.

Sl.No	Designation	Pay scale	No. of posts
1	Reader	Rs.12000-16500	3
2	Lecturer	Rs. 8000-13500	2
3	Cook	Rs. 2250-3540	1
4	Helper in hostel	Rs. 2550-3200	2
5	Driver	Rs. 3050-4590	1
6	Librarian	Rs. 4000-6000	1
7	Library attendant	Rs. 2550-3200	1
8	Zim attendant	Rs. 2550-3200	1
9	LDC	Rs. 3050-4590	2

2. **Specialised management Development Programme for various level of officers.**

The training today is being geared to improve managerial skills. In government also, increasing stress is being laid on management Development Programmes with a view to sharpen management skills of improved performance. Like all other state institutes, this Directorate also proposed to take up Management Developments Programmes for seniors officers of Delhi Govt. and local bodies. Efforts would also be made to identify areas that need to be emphasized in the Management Development Programme to be conducted by the Directorate. To begin with training programmes, Management Development would be started in following specialised areas: -

- (b) Personal Management
- (c) Behavioural Skills for Grade 'A' officers.
- (d) Performance Budgeting and Management Accounting.
- (e) Purchase Procedure
- (f) Management by motivation
- (g) Management in Public Relations.
- (h) Administrative Leadership and Behaviours etc.
- (i) Financial Management

**3. Up-gradation of library facilities.**

The library has about 12000 titles. The library is also required to be managed on modern techniques like providing computer and electronic scanner etc. Some of the courses have been residential, hence the requirement of the library will be necessary and a provision has also been made to open the library beyond office hours up to 9.00P.M. daily except on Sundays and holidays.

**4. Up-gradation of hostel facilities**

During 9<sup>th</sup> five-year plan, the Directorate proposes to run large number of courses for various levels of officers. Some of these courses are likely to be allotted to this Directorate by Department of Personnel and Training. These courses would be for senior officers and shall be residential courses. It would be an effort of this Directorate to up-grade the existing facilities in the hostel to make the All India participants comfortable during their stay in the premises of the Directorate for the duration of the course. It is proposed that all rooms shall be provided with toilet and bathrooms. It is also proposed that hostel rooms be provided with a Computer along with Internet connection.

**5. Purchase of training equipments.**

The subject of staff training is gathering momentum with the passage of time and is acquiring new dimensions. Latest techniques have been devised to better discharge this onerous responsibility. The Department of Personnel & Training have time and again been emphasising the need to improve and augment training infrastructure and introduce latest techniques in training. It is, therefore, proposed to build up and improve suitable infrastructure to meet the challenge of increased responsibilities in the field of staff training.

The following training equipments will be purchased by this Directorate: -

- (a) Overhead Projector
- (b) Electronic Scanner
- (c) Conferencing System
- (d) Other equipments.

**6. Up-gradation of sports facilities.**

The Directorate of Training, UTCS, does not have any sports facilities. Therefore, it is proposed to provide zim facilities for the residential trainees. It is also proposed to construct courts for badminton & tennis.

**7. Extension of training facilities to other states/UT Civil Services probationers.**

It is proposed to lay greater stress on extending training facilities to civil service probationers of various states /Uts.

**8. Make the auditorium functional.**

The Directorate has started functioning from the present premises ten years back. But the auditorium is still not complete resulting in non-utilisation in any way. Therefore it is proposed to make the auditorium functional so that it can be utilised for organising seminars, conferences, and training etc.

An outlay of Rs. 400.00 lakh is approved for 10<sup>th</sup> Five Year plan which includes Rs. 50.00 lakh for Annual plan 2002-03.

**DIRECTORATE OF VIGILANCE (Rs. 4.00 lakh)**

Vigilance Department is implementing following schemes to make the vigilance machinery of the administration as effective tool to curb the corruption and make it more responsive:-

1. Strengthening of Vigilance Branch
2. Strengthening of Anti Corruption Branch
3. Setting up of EDP Cell

Out of the above three schemes, the schemes of strengthening of Vigilance Branch and strengthening of Anti Corruption Branch have been fully implemented and various posts in both the Branches were created under the schemes.

Under the third scheme of setting up EDP Cell in Directorate of Vigilance some Computers have been purchased under the scheme in the 9<sup>th</sup> Five Year Plan. Basic

training was also imported to the staff/officers to make them computer savvy. There is a proposal to purchase some more computers and engage computer professionals to set up a full fledged EDP Cell. As such the scheme of setting up of EDP is to spill over to the 10<sup>th</sup> Five Year Plan.

### **Setting up of EDP Cell**

Objective of the scheme is to maintain compact data about the officials involved in the corruption cases. The investigations/departmental proceedings and other relevant details which will be utilised on various occasions like promotion, retirement and no-objection certificate etc. and monitoring of cases at various stages.

The Directorate of Vigilance deals with the cases of all the gazetted Officers and matter referred by the CVC, CBI and has a direct bearing upon the conduct of large number of officers/officials of Delhi Government and other autonomous/local bodies. More often than not the Directorate of Vigilance has to send vigilance clearance, no objection certificate in respect of passport matters, factual reports in cases of promotion retirement/ representations. With the meager staff posted in this Directorate it becomes difficult to attend to these references in the given time due to manual operations. The Directorate of Vigilance being the nodal agency has also to co-ordinate with the CVC and CBI by sending the quarterly report to the CVC/MHA in vigilance matters which involve intensive collection and maintenance of the data of all the Departments of the Delhi Administration. With the creation of EDP Cell all these returns, which are rendered manually at the moment, will be entrusted to the EDP Cell for timely submission.

It is also proposed that this Directorate may be linked up (on line) with Vigilance Officers of various departments and Chief Vigilance Officers of local/autonomous bodies of Delhi Government proposal for which shall be submitted in due course.

### **STRENGTHENING OF DIRECTORATE OF VIGILANCE**

Further, proposals regarding creation of more posts in Vigilance Branch and Anti Corruption Branch are at present pending with the Administrative Reforms Department,

Govt. of NCT of Delhi for conducting work study and as soon as the reports are received from them, proposals shall be submitted to the Planning Department. A token outlay of total 2 lakhs is proposed for creation of more posts in Directorate of Vigilance including Anti Corruption Branch during the tenth Five Year Plan. Actual estimated expenditure will depend upon the recommendations of AR Department and its acceptance/concurrence Departments like Finance etc.

An outlay of Rs.4.00 lakh is approved for 10<sup>th</sup> Five Year Plan (2002-07) and an amount of Rs.2.00 lakh is approved for Annual Plan 2002-03.

### **ELECTION DEPARTMENT Rs. 800.00 lakh)**

#### **1. AIMS AND OBJECTS OF THE SCHEME**

1. The Election Commission of India, in exercise of the powers conferred on them under Rule 28 of the Registration of Electors Rules, 1960 framed under the Representation of the People Act, 1950, issued Notification No.23/ID/93 dated 28<sup>th</sup> August, 1993, directing that provisions of Rule 28 providing for issue of Identity Cards to electors shall apply in relation to all the Assembly Constituencies comprised within 532 Parliamentary Constituencies in all the States (except the State of Jammu & Kashmir) & the Union Territories of Delhi & Pondicherry. Rule 35 & Rule 37 of the above mentioned rules also refer to the use of Photo Identity Cards by the Electors for the purposes of Identification and safeguarding against impersonation.

2. The directions issued by the Election Commission were considered by the Council of Ministers in their meeting held on 13.12.1993 wherein it was decided that Photo Identity Cards should be issued to all the Electors as per the directives of the Election Commission. It was also decided, as confirmed by the Ministry of Law, Justice & Company affairs, that the Central Government would reimburse 50% of the expenditure incurred by the States on this scheme.

3. Accordingly, a detailed proposal had been prepared and sent to Government of India through the Election Commission. With reference to that proposal regarding preparation and issue of Electors Photo Identity Cards (EPIC) in Delhi, Ministry of Law,

Justice & Company affairs had conveyed the Central Government's approval for incurring an expenditure of Rs.737 lakhs by the Government of NCT of Delhi for preparation and issue of EPICs to Electors of Delhi, during the year 1994-95. Central Government's Administrative approval for an amount of Rs. 64 lakhs in addition to the approval already conveyed, was again conveyed during the year 1995-96.

4. In the meanwhile, a question had arisen whether the Identity Cards issued by the Electoral Registration Officer can be utilised for other schemes of the Government. Election Commission clarified that the Commission would have no objection if the Identity Card issued under the scheme of Commission could also be used as Identity cards for different Government Schemes. Commission had also no objection for an entry to this effect being made on the reverse of the EPIC.(In fact, such an entry is being made on the cards now).

## **II. PROCESS OF PREPARATION OF IDENTITY CARDS**

5. The Identity Card is prepared through a Computer System and Laser printing. The Identity Card data is available in the computer memory on the basis of Electoral Rolls. Hologram is affixed on the Identity Cards before it is laminated. The Holograms have procured centrally, since it is a security item. After affixing the holograms, seal of facsimile signature of Electoral Registration Officer of the concerned Assembly Constituency is put on the Identity Card. Thereafter, the card is laminated in such a way that it cannot be opened without destroying it.

## **III. CONTINUOUS NATURE OF THE SCHEME**

6. The Scheme of preparation of Identity Cards is of a continuous nature because a large number of persons will have to be issued with Identity Cards every year, due to persons attaining the age of 18 years, loss of card etc.

7. As per the orders of the Election Commission, the Electoral Rolls have to be revised every year either summarily or intensively with 1st January of the concerned year as the qualifying date so that persons who attain the age of 18 years on the qualifying date may get enrolled if otherwise eligible. Persons who lose their Identity Cards may apply for a duplicate copy.

The number of electors registered in NCT of Delhi at different period of time were as follows:

1	No. of Electors in the Electoral Rolls with 1.1.1993 as the qualifying date (i.e. at the time of General Elections to Legislative Assembly of Delhi)	58.50 lakh
2	No. of Electors as on 31.12.1993	62.14 lakh
3	No. of Electors as on 31.12.1994	66.80 lakh
4	No. of Electors as on 31.3.1995	74.15 lakh
5	No. of Electors as on 12.10.1995	77.45 lakh
6	No. of Electors as on 9/31.01.1996	84.98 lakh
7	No. of Electors as on 8.1.1998	83.10 lakh
8	No. of Electors as on 28.7.1999 (Special Revision)	87.07 lakh
9	No. of Electors as on 7.1.2000	87.45 lakh
10	No. of Electors as on 31.01.2001	88.88 lakh

IV. **PROGRESS MADE SO FAR**

8. The Scheme for preparation and issue of Photo Identity Cards, was accordingly taken up for execution on 1.10.94 with the aim to complete the process by 31<sup>st</sup> December,1994, as per the programme/schedule fixed by the Commission for completion of this work all over the country. However, it was observed that it was not possible to complete the work within the schedule fixed. In fact, it was found that the work was of a continuing nature and could not be completed within a particular time frame because of continuous revision/updating of Electoral Rolls-the basic document on which this exercise is totally dependent. Even as on date, this exercise/scheme has not been completed in any of the States or Union Territories of the country.

9. Out of the total 88.88 lakhs electors as on 31.01.2001, about 56.00 lakhs electors have been issued with the EPIC, thus leaving an uncovered gap of about 32.88 lakhs electors. It is mentioned here that the work of issue of EPIC had to be suspended

w.e.f 1.7.98 because of (i) Assembly Election-1998, (ii) Special Revision of Electoral Roll-1999 & (iii) Parliamentary Election-1999.

10. The Election Commission of India had issued latest guidelines on 31.05.2000 for preparation & issue of Photo Identity Cards to remaining eligible electors from the Designated Photography Location (DPL) through special Campaign to cover up at least 85% of the present electors at the first instance. For the rest of the Electors, the EPIC would be prepared and issued from the 39 permanent centers (Computer Cell) located at the offices of nine Jt. CEOs and 30 EROs. These centers are expected to be operational in the year 2002. The Deptt. planned to issue the Photo Identity Cards from Designated Photography Locations (at least one DPL in each Assembly Constituency) to meet the above target. For the compliance of the directives of Election Commission of India, Election Department got approved a proposal worth Rs.250 lakhs from the Expenditure Finance Committee of Govt. of Delhi in its meeting held on 10<sup>th</sup> October,2000.

11. After completing all necessary formalities, M/S CMC Ltd. was entrusted with the work of preparation of EPIC. As per schedule, the Special Campaign started at each DPL on 11.12.2000 in 28 Assembly Constituencies, but it could not take off because of failure on the part of our vendor CMC who has been imposed a fine of Rs. 18 lakhs for their lapse as per conditions of the Agreement.

V- **EXPENDITURE INCURRED SO FAR:**

12. As stated earlier, funds for this scheme are to be provided by both – the Central Government (through the Ministry of Law, Justice and Company Affairs) and the concerned State government on 50% basis. Accordingly, the Central Government has been providing its contribution to the Delhi Government from time to time and the Delhi Government also has been making adequate provisions in its Annual Plans for execution of this Scheme. Details regarding Budget allocations made by the Delhi Government annually since commencement of this Scheme i.e. 1994-95; Contribution received from the Central Government under this Scheme; and the expenditure made annually on this is given in the statement produced below:

Year	Allocation (Rs in lakhs.)	Contribution received from the Central Government (Rs in lakhs.)	Amount spent (Rs in lakhs.)
1994-95	525	309.31	524.65
1995-96	200	289.11	200.00
1996-97	170	--	164.76
1997-98	100	--	35.09
1998-99	150	--	47.97
1999-2000	300	100.00	292.93
2000-2001	56.00	--	20.92

## VI **PROPOSED EFFORTS FOR THE CONTINUATION OF EPIC PROGRAMME**

13. It is now proposed to re-start the program w.e.f. January 2002. The Tender for identification of genuine and capable Vendors have already been initiated. Meetings of Jt. CEOs are being convened for planning the strategy for successful completion of the campaign. During 2002-2003, it is proposed to issue EPIC to maximum number of the remaining Electors in Delhi who figure in the 2002 Electoral Rolls but have not been issued EPIC as yet. It is hoped to achieve at least 85% coverage by middle 2002.

14. During Tenth Five Year Plan 2002-07 , it is proposed :

- i) To issue EPIC to all the Electors in Delhi through special Campaign(at DPLs by Vendor) and through permanent computer centers at the offices of Jt. CEOs and EROs .
- ii) To get renovated/constructed permanent Computer Centers at the offices of Jt. CEOs and EROs through Govt. Agencies like PWD,DSIDC etc. These centers would be properly Air Conditioned for housing all types of computer equipment.
- iii) To procure computer equipment and accessories in lieu of obsolete equipments and for the computerization of the various branches in the office of Chief Electoral Officer. .
- iv) To procure computer software as needed for updating the Electoral Roll Management software .

- v) To procure stationary and other consumable items i.e. ink cartridges , computer floppies , CDs , holograms, paper for EPIC etc. needed for preparation of I-Cards, and maintenance of Electoral Roll Management System .

(2) **ESTABLISHMENT OF TECHNICAL/ARCHIVAL LIBRARY**

1. It can not be over emphasized that for efficient & purposeful discharge of their statutory duties, which have a direct bearing with the citizen's right to elect the Govt. of their choice to govern their free country, the Officers/officials engaged in the conduct of elections do require the latest information on Election laws/directives and their continuous updating as issued by the Election Commission of India from time to time. In addition, a good compilation or collection of previous cases on Election related matters would also help the Electoral Registration Officers and other officials in disposing various references received from the political parties, citizens and other sources. However, at present such facilities do not exist at a central and designated location, in the Election Department. To cater to this important need of the Election Department, it is necessary to have a proper library with a documentation centre. The research scholars belonging to Govt. or Non-Govt. organizations and working on the Election related subjects can also benefit with such a setup. It is thus proposed to setup a "library" in this Department. The Election data of previous years in the form of Electoral Rolls etc. will also be got bound and kept in the library from the archival and research point of view.

2. Now a days Election Commission of India and important organizations issue important instructions and other Election related literature in the form of CDs, therefore a computer system will also be provided in the library so that the information/data on CDs would also be made available to users.

3. Various news/information pertaining to Election related matters appearing in the news papers/magazines and other media are also proposed to be documented properly in such library.

The staff requirement for setting up the proposed library will be as follows:-

S.No.	Name of Post	Pay Scale	No. of Post
1.	Librarian	Rs.5000-8000	One
2.	Documentation Assistant	Rs.5000-8000	One
3.	Library Attendant	Rs.2550-3200	One
4.	LDC	Rs.3050-4590	One
5.	Class IV	Rs.2550-3200	One

4. For the implementation of this scheme, it is proposed to keep a provision of Rs. 25 lakhs for Tenth Five Year Plan 2002-07 and Rs. 5 lakhs under Annual Plan 2002-2003 towards procurement of material/equipments and salaries of the staff for setting up of the proposed library.

**(3) Establishment of Call Center Solution at the office of Chief Electoral Officer to provide Election related information to the public**

At the initiative of Election Commission of India, it is proposed to establish a Call Center in the O/o Chief Electoral Officer to provide information to the General Public in NCT of Delhi regarding Election related events like Revision of Electoral Rolls, Preparation & issue of Electoral Photo Identity Card, General Election to Lok Sabha or Vidhan Sabha etc. For finalization of Call Center solution, Govt. of Delhi has constituted a technical Committee comprising of Five members with Chairman being the Dy. Election Commissioner in Election Commission of India with other members being the representative of State Level Agency (SLA), IT Deptt., Finance Department and the office of CEO.

The cost of setting up the Call Center solution would depend on the decision of the Technical Committee, whether to opt for renting the facility or purchase of the same. But there are certain basic equipment/software which are required to be bought for making Call Center operational. These include, Automated Call Divert, Queries sorting and other suitable software. The likely cost of setting up and running the Call Center would be around Rs. 60 Lakhs during the 10<sup>th</sup> Five Year Plan period. It would be shared equally by Election Commission of India and Govt. of Delhi .

(4) Rationalisation of Polling Stations in all the Assembly Constituencies of Delhi - preparation of GIS Maps

There are about more than 8500 polling stations in all the Seventy Assembly Constituencies of Delhi. There are certain criteria fixed by Election Commission of India for selection of proper Polling Station for an area e.g.

1. Number of Electors should not exceed 1500
2. Polling Station should be set up in such a manner that no voter is required to travel more than 2 Km for recording his vote.
3. The demarcation of Polling area should be clearly done, etc.

Presently Returning officers select the Polling Stations for their constituencies with utmost care manually. Even then, the office receives number of complaints from the representatives of Political parties and General public about the overlapping of areas left over portion or distance is more than 2Kms for some group of Electors .

To enable proper planning for selection of Polling Station by Returning Officers in Delhi, there is a need to buy the basic GIS system developed for the city of Delhi. This will have boundaries, roads, land marks and other essential details so that boundaries for each polling Station within all the Assembly Constituencies could be demarcated clearly. Once this is obtained, the changes in the boundaries of Polling Stations can be incorporated satisfying to the maximum extent the criteria issued by Election Commission of India.

In this way, this would help rationalizing the Polling Station area as per the voters strength, area coverage and distance from the Polling Station.

**(4) CONSTRUCTION OF GODOWN FOR HOUSING ELECTION RELATED MATERIALS AND EQUIPMENTS**

1. The main function of the Election Department is to conduct Elections for seven Parliamentary Constituencies of Lok Sabha and seventy Assembly Constituencies of Vidhan Sabha in NCT of Delhi. For conducting these elections, huge quantities

of consumables and non-consumables are required by Election Department for providing to the officials engaged in this work. The present stock of non consumables include about 50000 Ballot-Boxes of different sizes, 3000 Trunks, 70 mixing drums and a large number of plastic crates/buckets/ trays, Electoral Rolls and wasted ballot papers of previous years. At present these consumables and non-consumables are housed at the two locations, namely, (i) Loni-Road Fly-Over (ii) Ashram Fly-Over.

- 2 During the last Lok Sabha Election-1999, the Election Commission of India directed Election Department to conduct the Elections by using Electronic Voting Machines (EVMs) in all the Seven Parliamentary Constituencies in N.C.T. of Delhi. So the latest addition to these non-consumables are Electronic Voting Machines (EVMs) which are at present housed at various locations of counting centres. The above mentioned two premises presently occupied by Election Department can not accommodate such a large number of EVMs. Moreover, these EVMs, being electronic sophisticated gadgets are required to be stored in a proper friendly environment and can not be dumped as ballot boxes. So it is proposed to get constructed a big Godown at a proper site for housing all these consumables and non-consumables required for conducting election in NCT of Delhi. Land department of GNCTD will be requested to identify a suitable piece of land for the construction of the proposed Godown. A suitable agency will be identified and engaged for preparation of site-plan/feasibility report and thereafter PWD will be requested to prepare estimates for the proposed construction.
3. For proper handling ie. Stocking, loading, unloading of sophisticated EVMs, mechanized equipment would be procured and properly installed.

An amount of Rs. 800.00 lakh is approved for 10<sup>th</sup> Five Year plan which includes Rs. 175.00 lak for Annual plan 2002-03.

**Revenue Department (Rs.7000.00 lakh)**

**1. STRENGTHENING OF DISTRICT OFFICES AND HEADQUARTER**

Nine districts with 27 sub divisions under the overall superintendance of Secretary (Revenue) designated as Divisional Commissioner, Delhi were set up vide notification No.489/GA dated 27<sup>th</sup> June, 1996 in the NCT of Delhi to give prompt and responsive administration to the rural as well as urban population in their area itself. The districts started functioning with effect from 1.1.97.

The basic objective for which 09 districts had been created, would not be achieved if there is paucity of adequate staff and other ancilliary infrastructure to cope with the need and requirements of the local public. The broad function of each district administration by and large cover following area viz.,:

1. Revenue Administration
2. Judicial work
3. Relief and Rehabilitation
4. Establishment and Administration
5. Accounts and Budget
6. Planning and Statistics
7. Computerization
8. Sub Division Offices
9. Sub Registrar Offices
10. Nazarat Branch
11. Treasury
12. Stamps
13. Coordination with various local bodies/departments/agencies for proper administration
14. Land Acquisition
15. District Task Force
16. District Development Committee
17. District Public Grievance Cell.

In addition to above, the duties and responsibilities of the District Administration, each district has also been entrusted with additional work with the passage of time and staffing patterns need to be reviewed in each district. Each district is also to have its own buildings for its offices function in the 10<sup>th</sup> Five Year Plan (2002-07).

To achieve better administration and office management of the present functioning of the offices of the Divisional Commissioner and all districts, there is a dire need for the creation of the additional Plan post as per the requirement of the various cells/branches to deal with various functions in the district/HQ. The need for having own office building need not be emphasized.

The following staffing pattern is being proposed for each district:

1. **Personal branch of DC**

Jr. Stenographer	-	1
LDC	-	1
Driver	-	1
Peon	-	2
<b>Total</b>	-	<b>5</b>

2. **Personal Branch of ADM**

Jr. Stenographer	-	1
LDC	-	1
Driver	-	1
Peon	-	1
<b>Total</b>	-	<b>4</b>

3. **Personal branch of SDM**

Supdt.	-	1
UDC	-	2
Jr. Stenographer	-	1
LDC	-	2
Driver	-	1
Peon	-	1
<b>Total</b>	-	<b>8</b>

4.	Tehsildar (Revenue)	-	1
	Kgo.	-	4
	LDC	-	2
	Patwari	-	8
	Bailliff	-	6
	Process server	-	1
	Peon	-	1
	<b>Total</b>	-	<b>23</b>

There will be an additional Tehsildar with above noted staff in the districts dealing with revenue matters.

**Planning, Statistical, Monitoring, Evaluation and Computer Cell:**

At Headquarter

1.	Deputy Director (Plg.)	-	1
2.	Assistant Director/Statistical Officer	-	1
3.	Statistical Assistant	-	1
4.	Statistical Investigator	-	2
5.	Asst. Programmer	-	1
6.	Junior Stenographer	-	1
7.	Data Entry Operator	-	1
8.	LDC	-	1
9.	Peon	-	1
	<b>Total</b>	-	<b>10</b>

**In Each District:**

1.	Asst. Director/Statistical Officer	-	1
2.	Research Officer	-	1
3.	Statistical Investigator	-	2
4.	Assistant Programmer	-	1
5.	Jr. Stenographer	-	1

6.	Data Entry Operator	-	1
7.	LDC	-	1
8.	Peon	-	1
	<b>Total</b>	-	<b>9</b>

In addition to above with the increase in work the strengthening of staff at headquarters is also required. It is proposed that at the headquarters, Secretary (Revenue) be assisted by one Deputy Commissioner (Coordination)-cum-Jt. Secretary (Revenue), in addition to one ADM and 2 SDMs at present. The DC will be coordinating with all the nine districts in revenue, planning, policy, coordination and relief work. The staff for DC at headquarter will be required as under:

1.	DC(Coord.)/Addl.Secy.(Rev)	-	1
2.	PS/Sr.Stenographer	-	1
3.	UDC	-	1
3.	LDC	-	2
4.	Peon	-	2
	<b>Total</b>	-	<b>7</b>

In addition to above staff, the other infrastructure like telephone, fax, photocopier, computer, etc., to the admissible extent will be provided to the above staff.

The posts required under the scheme, posts created during the 09<sup>th</sup> Five Year Plan under "Reorganization of 09 districts" and Plan posts proposed to be created in the 10<sup>th</sup> Plan are as under:

**Plan Posts Required to be Created in 10<sup>th</sup> Five Year Plan, 2002-2007**

<b>S.No.</b>	<b>Name of the Post</b>	<b>No. of posts required</b>	<b>Sanctioned including existing staff</b>	<b>No. of posts required to be created in Xth Plan</b>
1.	Divisional Commissioner-Cum- Secretary (Rev.)	01	--	01
2.	Dy. Commissioners	10	09	01
3.	ADMs	11	05	06
4.	D.D.(Plg.)	01	--	01
5.	Asst. Director (Plg.)/S.O.	10	--	10
6.	Programmer	01	01	--
7.	Sr.Accounts Officer	01	01	--
8.	Sub-Registrar	09	07	02
9.	SDMs	29	29	--
10.	Superintendent	07	07	--
11.	SAS Accountants	09	09	--
12.	Tehsildars	30	30	--
13.	Chief Stamp Auditor	04	01	03
14.	Stamp Auditor	01	--	01
15.	PS-cum-Steno. Gr.I	01	--	01
16.	PA-cum-Steno. Gr.II	10	09	01
17.	PA-cum-Steno. Gr.III	50	40	10
18.	P.S.O.	10	09	01
19.	Naib Tehsildar	32	32	--
20.	Head Clerk	45	44	01
21.	D.E.O Gr."C"	01	01	--
22.	Statistical Asstt.	10	--	10
23.	UDC	174	164	10
24.	Kanungo	73	73	--
25.	LDC	302 + 11	281	21 + 11

26.	Tracer	01	01	--
27.	D.E.O. Gr."A"	09	09	--
28.	Patwari	155	155	--
29.	Driver	79	59	20
30.	Despatch Rider	11	11	--
31.	Motor Boat Driver	01	01	--
32.	Motor Mechanic	01	01	--
33.	Boat Man	04	04	--
34.	Bailiff	98	88	10
35.	Peon	176	141	35
36.	J.G.O.	02	02	--
37.	Process Server	12	12	--
38.	Jamadar	02	02	--
39.	Chowkidar	25	15	10
40.	Daftri	13	04	09
41.	Farash	20	14	06
42.	Sweeper	23	23	--
43.	Sweeper-cum-Farash	08	08	--
44.	Sweeper-cum-Chowkidar	07	07	--
45.	Manual Attendant	01	01	--
46.	Mali	10	01	09
47.	Bhisti	02	02	--
48.	Stamper	10	02	08
49.	Treasury Officer	01	--	01
50.	Research Officer	09	--	09
51.	Legal Asstt.	01	--	01

**2. Strengthening and Opening of Sub-Treasuries at Karkardooma, Rohini, Dwarka and Patiala House.**

On the decentralization of erstwhile Deputy Commissioners office in 9 independent administration with effect from 1.1.1997, it was felt that stamp user public all over Delhi has to visit Tis Hazari Complex for their requirements of stamps defeating the very purpose of decentralization. Accordingly, it was proposed to set up 9 sub-treasuries in each of the nine districts during the 9<sup>th</sup> Five Year Plan. But due to non-availability of adequate land and staff, the scheme could not take off. The revised perception that has emerged is that the sub-treasuries would essentially be required at court complexes initially. It is proposed to continue with the scheme in 10<sup>th</sup> Five Year Plan as well. During this period, it is proposed to set up Sub-Treasuries at Karkardooma, Rohini, Dwarka and Patiala House. The Court complexes at Karkardooma and Patiala House are already functional. The court complexes at Rohini and Dwarka are likely to come up soon, where it is hoped to get adequate space. Further, the Delhi Treasury at Tis Hazari has not been strengthened for the last few decades and the staff strength has been stagnant, though the work of treasuries has increased manifold.

It is proposed to have the following staff for the implementation of this scheme during 10<sup>th</sup> Five Year Plan (2002-07)/Annual Plan 2002-03:

<b>S.No.</b>	<b>Name of the Posts</b>	<b>Scale</b>	<b>No. of Posts</b>
1.	Treasury Officer	8000 – 13500	4 (Excluding TO at Tis Hazari)
2.	Asst. Treasury Officer	5500 – 9000	5
3.	Treasurer/Head Clerk	5000 – 8000	5
4.	Asst. Treasurer (UDC)	4000 – 6000	5
5.	Stamp Clerk (UDC)	4000 – 6000	10
6.	LDCs	3050 – 4590	10
7.	Cashier-cum-UDC	4000 – 6000	12
8.	Stamp Manual Asst.	2550 – 3200	04
9.	Chowkidar Gr.”D”	2550 – 3200	10
10.	Peon – Class IV	2550 - 3200	05

## **District Development Committee**

### **3. District Development Committees in the Deputy Commissioners Offices.**

#### **2. Objective of the Scheme:**

The Govt. of NCT of Delhi, with a view to encourage decentralization in decision making and provide responsive and responsible administration by involving elected representatives of area (MLAs and Municipal Councillors), Resident Welfare Association Deputy Commissioner and District level officers of other departments and civic bodies approved constitution of district level committees and the Apex Committee at the level of Govt. of NCT of Delhi vide Cabinet decision No.454 dated 03.11.99.

The broad objectives of these committees are:

- i) To involve people in the process of plan, execution and monitoring of various schemes projects and policies.
- ii) To minimize delay on account of multiplicity of authority in Delhi.
- iii) To ensure speedy implementation of all plan schemes and projects falling within the district.

In the meetings of the District Development Committees in the past a number of local issues have been raised and efforts have been made to sort out the local problems by inter-acting with various concerned departments through better coordination. The primary role of DDC is monitoring progress of plan schemes at the district level. DDCs can also identify gaps in social and physical infrastructure at district level and make recommendation to concerned departments for incorporating suitable proposals in ongoing plan schemes.

Experience so far indicates that there is an excellent cooperation at the field level from Delhi Jal Board, Delhi Vidyut Board, Directorate of Health Services and Directorate of Education. The Dy. Commissioners alongwith the chairmen of the District Development Committees are also required to undertake the regular inspection in respect of water logging, sanitation, dispensaries, schools and other public utilities. They are also

required to undertake immediate relief measures in their respective districts as a part of relief and disaster management. The efforts are also being made to split the various developmental plan schemes into district-wise schemes and pass on the same to DDCs for monitoring of the schemes.

The prime objective of District Development Committee is to provide the local level solution to the local problems. It has been experienced that many a times certain issues have been brought to the notice of the DDC which do not have a solution through the agency of various plan schemes of the concerned district and also the concerned MLA is not willing to take it up as part of the development works being executed through his MLA Development Fund. In such a contingency, the problem remains and the purpose of the DDC is thoroughly defeated. To address this issue, a plan scheme in the year 2000 under the name of "District Development Committees" for execution of any work which is not included in the normal plan of the concerned sector was formulated. Initially Rs.700 Lakhs were allocated for this scheme.

Out of the 09 districts in Delhi, New Delhi District lies entirely in the NDMC area where the funds normally are not a problem and such a provision needs to be substantially kept for the remaining districts. It has also been felt that for achieving full efficiency in the working of DDCs requisite infrastructure and staff would have also to be provided. Accordingly, it is proposed to place funds to the tune of Rs.1.00 Crore per year for each of the 08 districts of Delhi for execution of development works not included in any normal plan scheme of the concerned sector and also for creation of infrastructure and staff.

All the District Development Committees have been provided with an office, vehicle and telephone facility for convening the regular meetings with the area MLAs, Municipal Councilors, Resident Welfare Association, Deputy Commissioners and District Level Officers of other departments and civic bodies for monitoring the district wise various developmental plan schemes and to take the decision for solving the local problems and also to undertake immediate relief measures in their respective districts as a part of relief and disaster management. The Deputy Commissioners have also been asked to provide inputs in respect of development schemes of various departments being

implemented in their districts so as to make them, synchronous with the needs of the people of the area.

In order to implement the scheme in better prospective and right earnest, it will require to strengthen the district development committees with adequate staff and other infrastructure. It is proposed to set up district development committee offices with following staff in each of the district which will be under administrative control of the Deputy Commissioner of the district.

	<b>Each district</b>	<b>Scale</b>	<b>Total Staff required</b>
Office Supdt.	1	6500 – 10500	9
Head Clerk	1	5000 – 9000	9
Stenographer	1	4000 – 6000	9
U.D.C.	1	4000 – 6000	9
L.D.C.	2	3050 – 4590	18
Class IV	3	2550 – 3200	27
	9		81

#### 4. **Computerization of records of Sub-Registrar's Offices in Delhi**

The Govt. of India has recently made some amendments in the Registration Act, 1908 and other related laws vide notification No.56, dated 24.09.2001. The Govt. of India inserted a new section 16A in the Registration Act which stipulates computerization of all records of Sub-Registrar's offices.

In compliance of the above amendment in the Registration Act, it is expedient to computerize the records of Sub-Registrar's offices in Delhi in order to simplify registration procedures, enhancing efficiency, reliability and consistency of the system, cutting delays by replacing the manual systems of copying, indexing and accounting with computerized operations, introducing state-of-the-art document management system such as scanning of documents which replaces manual copying and preservation of images of documents on CD's and to make retrieval and maintenance of record fast and easy.

Existing system of mostly manual handling of records has resulted in pendency in proper maintenance of records, thereby resulting in adverse views from courts, etc., and there appears to be no alternative but to go in for computerization.

The contents of the Registers, i.e., Book 1, Book 3 and Book 4 will be generated by the computer system. Signature/thumb impression and photographs of the executants/parties will be taken in the SR office and these will be stored online. This will limit the scope for malpractices.

The executant will be issued computerized card for further transactions of the same property. This will make it easy for SR Office to check the bonafide of the executants.

Indexes can be automatically generated and EC's can be issued online.

At the initial stage this project would cover:

1. Only standardized documents with standard memorial format.
2. Computerized counters for presentation, cash collection, enquiry, search and delivery.
3. Identification of documents by introducing the system of Unique Memorial Numbers.
4. Identification of parties by capturing one side digital photographs and other identifications.
5. Automatic generation of Registration Number, Volume No., Book No., Page No. and Index No., etc.
6. Imaging/microfilming of the documents.

Comprehensive computerization, networking of all SR Offices, centralized imaging center and integration with Web, extending the facilities of registration offices over public kiosks and automated checking of valuation/stamp duty (for this purpose, the rules to fix valuation and for periodic revision would be required).

**Hardware and Software Requirements:** The exact hardware requirements would vary from site to site depending on the work load, however the general configuration may consist of:

**Sub Registrar Office:**

- i) Server (Two robust M/C would be required and may be put in a configuration to ensure 100% uptime even in case one server goes down)
- ii) Clients (Depending on the number of counters for reception, data entry, search etc., and additional internal terminals as per work load)
- iii) Networking components
- iv) Digital camera
- v) U.P.S. Printers

**Central Imaging Centre:**

i)	Midrange Servers	3
ii)	Network Servers	2
Iii)	Optical Disc Storage System	13 (eg. HP Sure Store)
iv)	Work stations for scanning with microfilming and quality check	8
v)	Clients, networking components, digital camera, UPS, printers	

**Staff Requirement**

S.No.	Name of Post	No. of Post
1.	Change-cum-Training Manager	1
2.	I.T. Consultant	1
3.	Law Consultant	1
4.	Technical Supervisor (Asst. Programmer level)	9
5.	Reception Counter Clerk (UDC Level)	18

6.	Data Entry Operator	27
7.	Cash Counter Clerk (UDC Level)	12
8.	Processing Clerk (LDC Level)	12
9.	Scrutiny Asstt. (UDC Level)	21
10.	Reader (UDC Level)	9
11.	Searching Counter Clerk (UDC Level)	12
12.	Despatch Section Clerk (LDC Level)	12
13.	Record Keeper	18

### **Staff for Computer Imaging Centre**

<b>S.No.</b>	<b>Name of Post</b>	<b>No. of post</b>
1.	System Analyst	1
2.	Programmer	3
3.	Computer Imaging Asstt.	7
4.	Scanning and Quality Checking Clerk	10
5.	Document preparation/ depreparation clerks (LDC level)	20
6.	Class IV	4
7.	Receipt & Despatch Section	10
8.	Drivers	3

#### **5. Computerisation of land records in Delhi.**

To create a land revenue record system which is congruent with the ground reality and is easily accessible and further to have computerization of land records to have expeditious access of the various records and utilisation thereof.

There has been multiplicity of land owning agencies in Delhi who have varied land management practices as per the different laws and systems applicable to these organizations,. Even there is no single revenue code applicable to the entire Delhi and there are 03 different revenue laws having different background applicable to various parts

of Delhi at present. There has also not been any full scale survey and settlement operation since 1908 when the last survey and settlement operation was done. This has led to a situation wherein land records in Delhi are in complete mess. The situation has further worsened on account of vast spread of un-authorised colonies, practice of transfer of properties involving agreement to sell and General Power of Attorney etc. Even possession documents like house rent, cleaning charges receipts etc. have been made basis for the documents purporting to transfer the properties in Delhi.

In view of the situation explained above, the land records of Delhi need complete updation by resorting to mix of practices including traditional revenue system, computerization and use of GPS in certain areas like that of unauthorized colonies etc.

In view of the complex situation of land records in Delhi and in view of the multiplicity of the issues involved for updation and computerization of revenue records for entire Delhi, a pilot project involving one revenue village each in West and South West District of Delhi has already been started. The software in incorporating the various fields as prescribed in various revenue laws/rules is being developed with the help of NIC. The scheme would essentially involve purchase of attribute data from NIC, aerial survey, geo-referencing and the ground tothing of various points in order to have digital cadastral maps; data entry of revenue records, purchase of hard ware necessary for the purpose and development of suitable application soft wares for various end users .

The exact configuration and requirement of hardware and staff requirement are being finalized.

For all the components of the schemes mentioned above an outlay of Rs. 7000.00 lakh for 10<sup>th</sup> Five Year Plan and Rs. 1000.00 lakh for annual plan 2002-03 is approved.

**DTE. OF PROSECTUTION (Rs. 50.00 lakh)**

It is proposed to strengthen the Directorate of prosecution by creation of one post of Superintendent , one post of JAO, 14 posts of Jr. Stenographers, 20 posts of UDCs, 30 Posts of LDCs, 14 posts of Computer Operators, 14 posts of drivers, 3 posts of motor

cycle messengers and 6 posts of peon during 10<sup>th</sup> Plan period. However, 34 posts of various categories have been created during 2001-02 and the same will be filled up in 2002-03. Expenditure is also proposed to be made on the purchase of computers, vehicles, and upgradation of the working environment of offices of Directorate of Prosecution at Tis Hazari, Karkardooma and Patiala House Court Complexes.

To meet the expenditure on the above mentioned items an outlay of Rs.50.00 lakh for 10<sup>th</sup> Plan and Rs.10.00 lakh for Annual Plan 2002-03 is approved.

### **SALES TAX DEPARTMENT(Rs.8000.00 lakh)**

Sales tax is one of the most important revenue earning deptt. of the Govt. of NCT of Delhi. About 70% of the tax revenue is collected by this department every year. It has always remained the main endeavour of the department to maximise collection and to improve the services being provided to registered dealers. The collection has crossed Rs. 3000.00 crore mark during 2000-2001 and expected to achieve the target of Rs. 3800.00 crore fixed for the current financial year 2001-02.

Presently, the deptt. is functioning in a multistoreyed building having basic amenities for wards and visiting dealers. The deptt. has been divided into 106 wards and a number of branches for administrative convenience. The department has computerised all its wards & branches and linked them through Local Area Networking for smooth functioning.

The Deptt is all set to introduce Value Added Tax system of tax collection from the beginning the year 2002-03. VAT is a simplified form of administering tax and is levied at multipoints instead of collecting the tax at one point. It is collected in stages. With the introduction of VAT, the organisational and infrastructural set up of the deptt may undergo lot of changes. All the staff and officers of the deptt have to be trained in the new system of taxation. To implement the new taxation system effectively, deptt is in the process of engaging consultant to suggest new methods of office management. With these objectives, deptt. proposes to implement following few schemes during the Tenth Five Year Plan (2002-07) and the Annual Plan (2002-03) period. The scheme-wise detail of the

schemes proposed to be implemented by the department during Tenth Five Year Plan (2002-07) and Annual Plan are as follows:

**1. Strengthening of the department(Rs. 500.00 lakh)**

The scheme envisages to strengthen various units of the deptt. With the introduction of VAT, the deptt may have to carry a number of organisational changes. At this stage, it may not be feasible to pen down the probable changes as VAT Act is being prepared and is yet to be passed by legislative Assembly. VAT system envisages only selected assessments of the dealers which is a major shift from the present system. The focus will be on market intelligence, surveillance and enforcement activities. Assessment in selected cases will be done at the premises of dealers. The assessing team has to carry requisite information with it. Existing staff will be re-organised accordingly.

1.2 One of the major problem being faced by the deptt presently is the pendency of more than 75000 appeals. Deptt proposes to engage 15 appellate authorities on contract basis with supporting staff for two years exclusively for appeal work. An additional space measuring at least 3,000 square feet will be required in the vicinity of the deptt. To meet the objective, deptt proposes to incur an expenditure of Rs 150.00 lakh during 10th plan period out of which Rs. 75.00 lakh is for Annual Plan 2002-03.

1.3 Instead of purchasing new vehicles, the deptt proposes to hire vehicles for enforcement and other purposes. Teams will have to be constituted for market intelligence and enforcement purpose after implementation of VAT. Necessary infrastructure will be created according to the requirement.

1.4 Before truncation of wards into 106 in 1994, there were 50 wards and all the wards were having one Statistical Investigator/Assistant posted in each ward. After truncation of wards into 106, strength of statistical personnel remained the same. Presently, about half of wards are having the support of Statistical Assistant/Investigator for preparation of weekly/fortnightly/monthly reports and other periodical reports and maintenance of registers properly. Deptt. proposes to create 70 posts of Statistical Assistant during 10th five year plan so that all the wards may have one Statistical Assistant/Investigator. Research and Statistics Branch of this deptt is headed by an Assistant Director

(Planning/Statistics). The main objective of the branch is to collect, compile and analyse the data for monitoring and initiating remedial action for improvement of tax collection. Other main function of the branch is to prepare annual and five year plan schemes and monitor its implementation. Deptt. proposes to create one post of Deputy Director (Planning/Statistics) for better monitoring and analysis of data during 10th five year plan. The posts are proposed to be created during 2002-03.

An amount of Rs. 500.00 lakh is approved for 10<sup>th</sup> plan & Rs. 100.00 lakh for Annual plan 2002-03.

**2. Creation of modern office environment (Rs. 650.00 lakh)**

With the introduction of VAT system, lot of structural changes have to be made in the building to create proper working environment. Expenditure on the scheme will be incurred on purchase of furniture, creation of infrastructure etc. Addition/ alteration/ renovation work in the building is got done through Public Works Deptt.

2.2 The services of Sanitation, Security and EPABX are maintained on contract basis through private agency.

2.3 As assessments have to be made in selected cases at the premises of dealers, kits for carrying necessary record and laptop computers have to be purchased in adequate number for Enforcement Branch and Ward Authorities.

2.4 An amount of Rs.650.00 lakh is approved for 10th five year plan and Rs. 150.00 lakh for annual plan 2002-03 for implementation of the scheme.

**3. Studies and Surveys by Consultants as aid to Tax Policy formulation (Rs. 200.00 lakh)**

The deptt. recognizes the need to modernise its tax administration and adopt the best tax policy design to meet the present requirement. Due to rapid increase of population of the NCT of Delhi, the pressure on civic amenities is always increasing. To cope up with

increasing burden, additional resources have to be mobilised for the developmental work. Tax reform measures are required to ensure buoyant revenue flow, improve voluntary compliance and combat corruption. The Value Added Tax system is considered as the best available option and most of the states have agreed to implement the same with effect from 1st April, 2002.

3.2 Implementation of VAT system will be a major exercise in the change of management and will entail significant re-engineering of business processes. The deptt has decided to engage an international consultant for effective implementation of the new system. The consultant will assist the deptt. in designing the process of implementation of the new system. Since the new system of taxation has to be implemented with effect from 01-04-02, deptt has decided to engage the consultant with effect from October, 2001 for a period of one year. The consultant will advise the deptt in policy formulation, development of business strategy, procedures, computerisation, organisational restructuring, training and communication etc.

3.3 An amount of Rs. 200.00 lakh is approved for 10<sup>th</sup> plan & Rs. 50.00 lakh for Annual plan 2002-03.

#### **4. Publicity and Awareness promotion campaign through Print and Electronic Media (Rs. 500.00 lakh)**

4.1 Dissemination of information among the dealers is one of the important activity of the deptt. It is essential to bring to the notice of all concerned, whenever, there is some change in tax policy and other issues. After implementation of Value Added Tax system, awareness has to be spread among the dealers. Most of the advertisements indicating the changes are issued through leading dailies. Information is also disseminated through E-mail and Web site. For convenience of dealers Touch screen has also been installed at the reception.

4.2 Dealers are also educated through pamphlets printed on important schemes and policies. An amount of Rs 500.00 lakh is approved for 10th five year plan period and Rs 70.00 lakh for Annual Plan 2002-03.

**5. Strengthening of Computerisation System (Rs. 1000.00 lakh)**

5.1. Computerisation remained one of the important activity of the Sales Tax Deptt. during 9th Five Year Plan. Various committees had recommended complete computerisation of the deptt for better monitoring of tax collection, minimising incidents of tax evasion and improvement of services to the dealers. The deptt had initiated action for complete computerisation in a big way. To achieve the goal, application software had been got developed through a private agency. Some of the applications viz. Registration, Return and Statutory forms have been completely computerised and the remaining applications are at various stages of implementation. All wards and branches have been provided necessary hardware and net-work facilities.

5.2. The deptt has decided to switch over to a new system of tax collection from the beginning of 10th five year plan. The new system is known as 'Value Added Tax'. In this system, tax is levied at multipoints instead of single point as in the present system. Since tax will be levied at every point of sale for the value addition, set-off of tax already paid will become a major activity of the deptt. The deptt has to equip itself with latest technology for implementation of VAT for improvement of the services.

5.3 During the 10th five year plan, it will be the main objective of the deptt to provide services to the dealers at the door steps as far as possible. Most of the services are proposed to be provided on-line and web-site will be strengthened to the extent possible. The deptt proposes to issue a smart card to each dealer for availing of the facilities at the cyber kiosks. With this objective, the deptt proposes to procure following hardware/software:

1. Up-gradation/procurement of new servers;
2. Development/modification of software to make it suitable for VAT;
3. Creation of necessary infrastructure including procurement of PCs, printers, UPS and laying of electrical cables;
4. Maintenance of hardware and software;
5. Creation of cyber kiosks at various localities and
6. Strengthening of web site.

5.4 With the added activities, the deptt. propose to create following posts for smooth functioning during 10th Plan (2002-07) & annual Plan 2002-03.

1.	System Analyst	-	1
2.	Programmer	-	4
3.	Asst. Programmer/ Data Processing Supervisor	-	7
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	Total	-	12
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An amount of Rs. 1000.00 lakh is approved for 10<sup>th</sup> plan & Rs. 100.00 lakh for Annual plan 2002-03 to implementation of the scheme.

## **6. Establishment of Information Collection Centres Cum Ware Houses at the borders (Rs. 5000.00 lakh)**

6.1 With a view to check tax evasion during interstate transaction of goods, deptt proposes to collect vital information about the movement of goods into and outside Delhi. Initially, sufficient land around 30 acres for NH-8 and 20 acres each at other 9 borders will have to be identified and acquired so that goods carrying vehicles may be diverted to the open space without interrupting normal traffic. After acquisition of land, necessary infrastructure has to be created. Deptt. proposes to implement the scheme by engaging a private agency on contract basis. Initially, deptt. proposes to establish 10 such centers at the borders. The information so collected will be processed in the deptt. for verification of the transaction.

6.2 Presently, the border checking of incoming and outgoing goods is done by intercepting goods vehicles at the inter state borders. Teams consisting of 5 to 6 officers are deputed for border duties. If the goods vehicles are not found accompanied with proper documents, goods are detained with the direction to the vehicle incharge to satisfy the

deptt about the genuineness of the transaction. Goods are released after levying penalty in accordance with the provisions of the Act.

An amount of Rs. 5000.00 lakh is approved for 10<sup>th</sup> plan & Rs. 250.00 lakh for Annual plan 2002-03.

## **7. Education and Training of Staff (Rs. 100.00 lakh)**

7.1 The deptt. is considering to introduce Value Added Tax system of tax collection with effect from the beginning of the next year. All the staff and officers of the deptt. have to be trained in the new system of tax collection for effective implementation of the same.

7.2 Since the deptt. is heading towards complete computerisation of all the activities, the training of staff in basic computer operation and application software has become inevitable. The transfer and posting of staff is a regular feature in the deptt due to which importance of training increases manifold. Moreover, to improve the efficiency of the staff and to equip them with the latest changes in the Act and Rules, regular training facilities are essential.

7.3 With the introduction of Value Added Tax system, the deptt may like to train some senior officers in foreign countries also, where VAT system has already been implemented successfully.

7.4 The deptt is conducting workshop on Total Quality Management (TQM) in collaboration with the consultancy support of Confederation of Indian Industries (CII) to improve quality of services. The deptt proposes to continue such workshop during 10th five year plan period also.

An amount of Rs. 100.00 lakh is approved for 10<sup>th</sup> plan & Rs. 20.00 lakh for Annual plan 2002-03.

## **8. Implementation of Value Added Tax System (New scheme) (Rs. 50.00 lakh)**

Most of the states have agreed to implement the Value Added Tax System with effect from 1st April, 2002. The deptt has started the process of conversion from the present system to the new system of taxation. Draft VAT Act has already been released for discussion and inviting objections.. After switching over to new system of taxation, there may be a lot of changes in the functioning of the deptt., business processes and organisational structure. Necessary changes will be known only after enactment of VAT legislation.

An amount of Rs. 50.00 lakh is approved for 10<sup>th</sup> plan & Rs. 10.00 lakh for Annual plan 2002-03.

## **DELHI FIRE SERVICES**

### **STRENGTHENING OF DELHI FIRE SERVICE (RS.12000.00)**

#### **INTRODUCTORY :**

Delhi Fire Service has been entrusted with responsibility to protect & safeguard the lives & property of the peoples of Delhi against fire. Before 10/11/1994, this department was functioning under control of Municipal Corporation of Delhi (Local Bodies) and now under the Home Department of Government of National Capital Territory of Delhi.

During 1988, a resolution of M.C.D. was passed to open two fire stations in each year & total 63 fire stations were required by the close of this century i.e. 2000. Since this resolution approved twelve years ago & the population of Delhi has increased many fold the proposal for opening 63 fire stations has been revised and targeted to open 70 fire stations to be set up to give adequate fire cover in each assembly constituency.

#### **I. CAPITAL WORKS**

There is a target to construct 39 more fire stations buildings during Tenth Five Year Plan i.e. 2002-2007. The year wise target is as under:-

(A) **Annual Plan 2002-2003**

- (i). Construction of 5 fire stations proposed at Narela, Paiwalan, CBD Shahdara, Tikri PVC Market & Dwarka Sector-6. It is mentioned that the project for construction of fire stations buildings at Paiwalan has already been approved by SFC & the project at Dwarka-6 is under consideration.
- (ii). 95 Nos. of staff quarters will also be constructed at the above fire stations. The details of proposed accommodation is Type –II 36, Type-III 57 and Type-IV (A) 2.
- (iii). Beside above it is also proposed to undertake construction of Hqrs. building and renovation & addition, alteration of existing 34 fire station buildings.

Thus an amount of Rs.1000.00 lakh is approved under Capital Head for the Annual Plan 2002-03.

(B) **Annual Plan 2003-2004**

- (i). Construction of 8 Nos. fire stations proposed at Chandrawal Water Works, Shastri Park, Jasola, Dwarka Sector-20, Wazirabad Loni Road Crossing, Sarai Rohilla/Anand Parbat, Sarita Vihar & Geetanjali.
- (ii). 130 Nos. of staff quarters will also be constructed at the above fire stations. The details of proposed accommodation is Type-II 51, Type-III 78 and Type-IV (I) 1.
- (iii). Beside above it is also proposed to incurred some expenditure on renovation & additional, alteration of existing fire station building.

(C). **Annual Plan 2004-2005**

- (i). Construction of 8 Nos. fire stations proposed at Gharoli Nean, Rohini, Chand Cinema (Seemapuri) Tahirpur Facility Centre, Golden Park Rohtak Road, Vasant Kunj and Vasundhra Enclave/Dallupura.
- (ii). 120 Nos. of staff quarters will also be constructed at the above fire stations. The details of proposed accommodation is Type-II 48, Type-III 72.

(iii). Beside above renovation & additional, alteration of existing and functioning fire station building will also be undertaken.

(D). **Annual Plan 2005-2006**

(i). Construction of 8 Nos. fire stations proposed at Lodhi Complex, Jwala Market, Dwarka Sector-30, Mayur Vihar, Mayapuri/ Hari Nagar, Saket, Yamuna Vihar & Okhla.

(ii). 115 Nos. of staff quarters will also be constructed at the above fire stations. The details of proposed accommodation is Type-II 46, Type-III 69.

(iii). Beside above some expenditure is also proposed to be incurred on renovation & addition, alteration of existing fire station building.

(E). **Annual Plan 2006-2007**

(i). Construction of 8 Nos. fire stations proposed at Uttam Nagar/Vikas Puri, Nangloi/Mundka, Siri Fort/Andrews Ganj, Kamla Market (from walled city), Palam Airport, Mangol Puri, Sanjay Gandhi Transport Nagar, Narela New Site, Rohini Sector-3 and Rohini Sector-20.

(ii). 183 Nos. of staff quarters will also be constructed at the above fire stations. The details of proposed accommodation is Type-II 73, Type-III 109 and Type-IV(A) 1.

(iii). Beside above some expenditure is also proposed to be incurred on renovation & addition, alteration of existing fire station building.

2. **In addition to the capital works it is proposed to strengthen the Delhi Fire Services by creation of new posts, purchase of equipments, vehicles etc.**

At present five Distt. Offices are functioning in North, East South, Central and South-West following the decentralization policy of Govt. of Delhi. This decentralization will be in public interest to provide fire protection service as early as possible and decentralization within prescribed time limit.

One post of Director in scale of 18400 – 22400 and three posts of Chief Fire Officer in scale of 16400 –20900 are also being proposed keeping in view the provision of Delhi Fire Service Act- 2001 –Section 6 and also restructuring the Delhi Fire Service.

(i). According to prescribed norms 1991 Nos. of the operational staff will be required for 39 proposed fire stations during 2002-2007 and Annual Plan 2002-03.

The details of the operational staff are as under :

S.No.	Name of Post	Pay Scale	No. of Post Required	
			For 2002-03	For 2002-07
1.	Director	18400-22400	1	1
2.	Chief Fire Officer	16400-20900	3	3
3.	Addl. Chief Fire Officer	14300-400-18300	2	2
4.	Dy. Chief Fire Officer	12000-400-16500	3	3
5.	Divisional Officer	10000-325-15200	6	6
6.	Asstt. Divisional Officer	8000-272-13500	1	14
7.	Station Officer	6500-200-10500	6	17
8.	Sub-Officer	5000-150-8000	12	95
9.	Leading Fireman	4000-100-6000	34	273
10.	Driver	4000-100-6000	34	271
11.	Radio Telephone Operator	4000-100-6000	15	120
12.	Fire Operator	3200-85-4940	144	1156
Total			261	1991

(ii). Beside above the following 232 General Admn. Staff will also be required for smooth running and functioning of all Distt. Officers as well Hqrs. of Delhi Fire Service. The staff is also required for computerisation of entire Delhi Fire Service.

S.No.	Name of Post	Pay Scale	No. of Post Required for Annual Plan 2002-03 & for 10 <sup>th</sup> Plan 2002-07
1.	Programmer	8000-13500	1
2.	Asstt. Programmer	6500-10500	1
3.	Asstt. A/Cs. Officer/DDO	6500-10500	10
4.	Research Officer	6500-10500	1
5.	Head Clerk/Gr. II	4500-7000	10
6.	Data Entry Operator	4000-6000	15
7.	Statistical Asstt.	4000-6000	2
8.	Steno/Gr. II	4000-6000	15
9.	UDC/Cashier/Store Keeper	4000-6000	80
10.	Staff Car Driver/ Gypsy Driver	4000-6000	10
11.	L.D.C. Typist	3050-45909	39
12.	Peon/Gr. D	2550-3200	39
13.	Mali	2550-3200	9
	Total		232

### 3. ESTT. FIRE SERVICE MANAGEMENT ACADEMY

The department is running academy at a Rohini for providing a training to operational staff where the following facilities proposed to be provided.

- (a). Hostel Facilities
- (b). Canteen Facilities
- (c). Training Apparatus & Equipment

For the above the following post of Academy, Staff are proposed.

S.No.	Name of Post	Pay Scale	No. of Post Required for 10 <sup>th</sup> Plan & Annual Plan 2002-03
1.	Hostel Superintendent	6500-10500	1
2.	Canteen Manager	6500-10500	1
3.	Asstt. Librarian	6500-10500	1
4.	UDC/Cashier/Store Keeper	4000-6000	3
5.	L.D.C. Typist	3050-4590	2
6.	Gestatner/Pro. Operator	3050-4590	1
7.	Peon/Gr.D/Cook/Waiters	2550-3200	14
8.	Mali	2550-3200	1
	Total		24

An amount of Rs.12000.00 lakh is approved for 10<sup>th</sup> Five Year Plan 2002-07 which includes Rs.1800.00 lakh for Annual Plan 2002-03.

### **LAND & BUILDING DEPARTMENT**

1. **STRENGTHENING OF LAND & BUILDING DEPARTMENT (Rs. 160.00 lakh)**

i) **Creation of references Library cum Documentation Centre in Land & Building Department.**

The Land & Building Deptt. consists of following branches :-

- |                             |                     |
|-----------------------------|---------------------|
| 1. PWD Secretariat          | 2. Land acquisition |
| 3. Alternative plot         | 4. Legal & Writ     |
| 5. Evacuee property         | 6. NCR & lanning    |
| 7. Revenue                  | 8. Loan             |
| 9. Parliament Co-ordination | 10. Administrative  |
| 10. Computer                |                     |

Information System is an integral part of progress and development of any department. Dissemination of information generated internally and to absolve information

within through various sources are the basis of growth. Hence it is proposed to establish a reference library cum conference room in Land & Building Department, where reference materials like, Acts, Manuals, Reports, Master Plans, Legal reference materials, Administrative rules etc. shall be kept for reference. For internal meetings, discussions and presentation, an attached room shall be used as Conference Room cum reference library. The Conference Room will be equipped with high-tech presentation system.

**i) Strengthening and streamlining of Legal and Writ Cell of Land & Building Department.**

The function of the Writ Cell is to conduct litigation work in the High Court of Delhi and Supreme Court of India. The Civil Writ Petitions are of various nature like Land acquisition, allotment of alternative plots, Evacuee property, house allotment matter. The Writ cell is imparting legal opinion on the various legal issues referred by Administrative Department for legal advise. Writ cell is also engaging suitable government counsel for defending government litigation before the High Court, Central Administrative Tribunal and Supreme Court. The Writ Cell is dealing with approximately 12,500 numbers of Writ petitions in High Court and Supreme Court.

Legal Cell is having 3570 reference cases pending before the three courts of additional district and session judges having jurisdiction in the land acquisition matters. Apart from reference cases this legal cell is also monitoring the functioning 399 suits pending before the various civil courts

**iii) CREATION OF APPELLATE CELL**

Considering the work load of Writ Cell and Legal Cell it has been decided to create a new Appellate Cell in the Land & Building Department to monitor Civil Appeals, Later Patents, Appeals, Civil Miscellaneous Appeals, Civil contempt petitions, SLPs First Appeal against Orders and Regular First Appeals pending before the Hon'ble High Court and Supreme Court. This Appellate Cell will require the legal experts as well as subsidiary staff legally trained to look after this important and special type of legal work.

Therefore it is necessary to create following posts to streamline and strengthening the Legal and Writ Cell of Land & Building Deptt.

Man power required for Legal Division

Sl. No	Name of Post	Number	Pay scale(in Rupees)
1.	Chief Legal Advisor cum Standing Counsel (Group A)	1	18400-500-22500
2.	Stenographer II	1	5000-9000
3.	Peon	1	2550-55-3200

Man power required for Writ Cell Legal Cell and Appellate Cell

Sl.No	Name of the Post	Number	Pay Scales(in Rupees)
1.	Addl. Legal Advisor Group 'A' (one for each Cell)	3	12000-375-16000
2.	Deputy Legal Advisor(HQ) Group 'A' and 1 for Appellate Cell	2	10,000-325-15200
3.	Assistant Legal Advisor Group 'B' Gazetted (for ADMs/LAC)	9	6500-10,500
4.	Junior Accounts Officer	9	6500-10,500
5.	Legal Assistants	18	5000-9000
6.	Suptd.(one for each cell)	3	6500-10,000
7.	Stenographer Gr. III for each Addl. Legal Advisor	3	4000-100-6000
8.	LDC	4	3050-75-4590
9	Drivers(One for CLA, Two for Addl. L.A and one for DLA)	4	3050-75-4590
10	Peon	6	2550-55-3200

Court allowance and other allowances

The court allowance, professional Robe Grant, Robe Maintenance Grant are required for the Legal Officers. So these Legal officers will also be entitled to the

following benefits in addition to their salaries and allowances admissible to the Central Government Officers.

### **Purchase of vehicles**

To conduct the litigation work effectively in various courts, one staff car is required for Chief Legal Advisor cum Standing Counsel, 3 pick up van for Additional Legal Advisor and 1 pick up van for Dy. Legal Advisor.

#### **iv) Setting up of Directorate of Estate Branch in Land & Building Department.**

As per the allocation of business rules, housing is subject matter of Land & Building Department. Be it a public housing or staff quarters, provision of shelter is one of the important aspect of social development. As far as public housing is concerned. Govt. of Delhi has initiated creation of a separate Housing Board and for the benefit of its employees, Delhi Govt. Employees Housing Society has been created. Clearance from the Ministry of Home Affairs for setting up of separate Housing Board is awaited.

Staff quarters under Govt. of Delhi are located at Greater Kailash, Kakardooma, Sindhartha Extension, Vikas Puri, Paschim Vihar, Rajpur Road, Tilak Marg, Flag Staff Road, Court Lane, Probyn Road, Sindhora Kalan, Shindora Khurd, Nimri Colony, Kalyan Vas. Due to acute shortage of staff quarter there are proposals to purchase ready built flats from DDA as well as Ghaziabad Development Authority.

Allotment of staff quarter is done on the basis of the seniority list for the various categories i.e, from Type-I to Type V. This seniority list is prepared on the basis of applications received from time to time by this Department. There is an allotment committee which meets in a meeting held tentatively on the 15<sup>th</sup> of every month. This meeting is chaired by the Chairman i.e Secretary(L&B/PWD) and includes Joint Secretary(L&B) Assistant Housing Commissioner(Allot) and Supdt. (Allot) as the members.

Allotment Branch of Land & Building Deptt. Also looks after the allotment of office building located at various places in Delhi. The work of the branch has been increased many fold due to shifting of major offices in Players Building. The offices located in dilapidated/rented buildings are to be given priority for shifting to recently vacated office buildings. For proper management and to keep stock of all these properties an inventory is being carried out.

PWD, Govt. of Delhi has constructed several sub-ways and Flyovers in Delhi, in some of the Flyovers and sub-ways there is a provision of commercial sheds which are being auctioned. Apart from these commercial establishment there are few staff quarter colonies under Govt. of Delhi where commercial facilities are provided. To collect license fees and to provide proper maintenance to these establishments, a supervision under Directorate of Estate is proposed.

To streamline the procedure and to make the whole system effective in Allotment Branch an action has been initiated to go in for system analysis of this department through NIC and its is proposed to put in place whole system under “Queuing Theory” similar in the line of Directorate of Estate Govt. of India. Hence to manage the entire affairs it is proposed to designate one senior officer as Director of Estate under plan scheme, however the services Department of Govt. of Delhi is also been persuaded to create a post of Director of Estate. Based on the system analysis by NIC computer system of higher configuration is proposed to be installed.

Following posts are proposed to be created for smooth functioning of the cell.

Name of the post	No. of post	Scale
Director (Joint Secretary level)	1	Rs. 12,000-16,500
Deputy Director (Deputy Secretary level)	2	Rs. 6,500-10,500

An amount of Rs. 160.00 lakh is proposed during 10<sup>th</sup> five year plan which includes salary and office expenses. Rs. 6.00 lakh is approved for annual plan 2002-2003.

2. **SETTING UP OF EDP CELL IN LAND AND BUILDING DEPARTMENT  
(Rs. 40.00 lakh)**

In any organisation flow of up-to-date information in the proper format plays very important role. The availability of right information at right time makes the management efficient. In collection of data from various sources and its compilation in different usable formats can be done manually only if the size of the database is small. Even then the speed and efficiency get sacrificed and that is the reason even small organisation have gone for automation which not only improves efficiency but also reduces cost.

The bigger the department, bigger is the mess in terms of information management. The Land & Building Department is no exception to this which has to perform different functions where introduction of computers for MIS purpose will go long way in improving the efficiency and making the top management more effective.

A Plan scheme "Setting up of EDP Cell" in Land & Building Department was approved in Annual Plan 1996-97. Following activities are proposed during 10<sup>th</sup> Five Year Plan under this scheme

**BUILDING UP DATA BASES FOR EFFICIENT MANAGEMENT**

The Land & Building Department is one of the oldest department in Govt. of Delhi and right from its inception this department is involved in various land matter like Land Acquisition, allotment of alternative plots to those whose land has been acquired. The department has already prepared, without any outside assistance, data bases of acquisition notification, of pending court cases (6000 + 4000) in numbers, on ACCESS. The department is also surfing High court's web site for daily "Cause list" and to ascertain orders passed by the court in cases relating to the department. PWD is also part of Land & Building department. Allotment of staff quarters to employees of Govt. of Delhi is being made from this department. Apart from monitoring of projects undertaken by PWD Delhi, scrutiny of estimates A/A and E/S are also made from this department. As software based on "Sequencing Theory" is also to be put in place on the pattern of Directorate of Estates, Govt. of India.

To have total control over the database of various kind and to streamline monitoring system a system analysis is being proposed and the same is being carried out by the NIC. The cost of this study will be Rs. 1 lack(approx.) Based on the report by NIC system and software will be decided. To manage various data-base on professional line, availability of technically qualified staff, however is imperative. The proposal for creation of one post of Assistant Programmer in the pay scale of Rs. 5500-9000 has been under consideration at higher level. The post of Assistant Programmer is required for maintenance of Computer system, LAN facility and to help building small programmes for internal use.

### **COMPUTER TRAINING TO THE STAFF OF L&B Deptt.**

To make all the officers and officials of Land & Building and PWD secretariat computer literate regular training have been proposed during 10<sup>th</sup> Five Year Plan. It is proposed that during 2002-2003 all the Branches shall be equipped with a Computer and training on Fundamentals of computer, Data Base Management System, Desk Top Presentation, handling of Internet shall be completed by the end of 2002.

An amount of Rs. 40.00 lakh is approved for 10<sup>th</sup> Plan 2002-07 and Rs. 4.00 lakh for Annul plan 2002-03 for the scheme.

### **DEPARTMENT OF EXCISE, ENTERTAINMENT & LUXURY TAX**

The Department of Excise, Entertainment and Luxury Tax has two Plan Scheme

1. Automation of Excise, Entt. & Luxury Tax.
2. Strengthening of Excise, Entt. & Luxury Tax Department

Though the above two schemes were also in the 9<sup>th</sup> Five year Plan, due to some administrative constraints, the targets remained unfulfilled as such these schemes are proposed to be continued in the Xth Five year Plan also. Further, the Xth Five Year Plan has been proposed by taking into consideration the emergent needs of the dynamic environment in which the department operates. The details of the Xth Five Year Plan are as follows :

## FINANCIAL OUTLAY

(Rs. in Lakhs)

S.No.	Plan Schemes	Xth Five Year Plan	Annual Plan				
			2002-03	2003-04	2004-05	2005-06	2006-07
A.	I.Automation of Excise Entt. & Luxury Tax	150.00	50.00	25.00	25.00	25.00	25.00
	II. Bar Coding	150.00	80.00	17.00	18.00	18.00	17.00
B.	Strengthening of Excise, Entt. & Luxury Tax	200.00	70.00	30.00	30.00	30.00	40.00
	Total	500.00	200.00	72.00	73.00	73.00	82.00

### 1A. AUTOMATION OF EXCISE, ENTT. & LUXURY TAXES DEPARTMETN (Rs. 150.00 lakh)

The Department is responsible for collection of Excise, Entertainment and Luxury Taxes from diverse sources (exceeding more than one thousand ) like the bonded warehouses, licensed premises like hotels, inns, etc. At present, all the departmental activities generate large amount of data, which is manually processed, and due to this real time information is not available with the concerned officers, which in turn does not provide effective and efficient system of monitoring and control. With a view to provide modern and efficient system of office working, the department initiated the process of computerization in 9<sup>th</sup> Five Year Pln, which is proposed to be continued during the next Five Year Plan also. Accordingly, the department needs funds for training manpower for taking new initiatives in the areas like Expansion of Web-site, EDI application for interactive Web System, etc. Specific provisions are being made for purchase of supporting software, purchase of bar code scanners, implementation of bar code solutions, strengthening of web designing, placing AMC's purchase of consumables and also for salary component for newly created posts.

An outaly of Rs. 150.00 lakh is approved for 10<sup>th</sup> Five Year Plan and Rs. 50.00 lakh for Annual Plan 2002-03.

**B. BAR CODING (Rs. 150.00 lakh)**

The department is in the process of introducing bar code solution using bar coding in conjunction with mobile computing technology in order to check illegal import / sale of illicit liquor in the state of Delhi and also to check the misuse of Import and Transport Permits. Bar coding technology may also be used to identify the genuinity of IPs / TPs which are being issued by the department on day-to-day basis. With the help of the mobile computing through GSM connectivity, details of IPs and TPs generated by the department for various supplies to warehouses and vendors shall get stored in the backend server. On an average, an expenditure of Rs. 2.7 lacs per shop will be required to buy complete infrastructure for the introduction of Bar Code System by corporations dealing in liquor trade. However, corporations have been expressing their difficulty in earmarking such a huge budget for providing necessary infrastructure at their L-2 vends / retail outlets.

The bar code system is bound to provide a better monitoring system and will also be a key step towards protection of public interest as ensuing from computerization of all the L-2 vends with Bar Code facilities like scanners, Bar code Readers. Keeping in view the financial constraints of the corporations, it has been considered appropriate that the Government should bear upto 40% of the expenditure on the purchase of Bar Code equipments which need to be installed at L-2 vends. Since the facility will also help the corporations in their own monitoring system for MIS purposes, the corporations for early implementation of barcodes but cases of defaults in achieving the dead line, will result in penalisation of defaulting Corporations. The penalties may be such as the Government may decide from time to time. For the implementation of the above scheme, funds will be required by the department for completing the proposed bar coding project, building site infrastructure, including modification of premises, expansion of web site, vend automation etc.

It is also proposed to create the following posts in the next five year plan :

S.No.	Name of Post	Pay scale	No. of posts
1.	Asstt.Programme	5500-9000	2
2.	Data Entry Op.Gr.A	4000-6000	4

Further, the department feels that in order to modernize and to make use of currently available Information Technology, networking with outside entities like telecom and computerization of data transfer and leased line Internet linkage are extensively required. As such, four new telephone lines and at least one leased line for internet are also proposed to be provided.

An amount of Rs. 150.00 lacs is approved for the 10<sup>th</sup> Five Year Plan and an amount of Rs. 80.00 lakhs for Annual Plan 2002 – 03.

**2. Strengthening of Excise, Entertainment & Luxury Tax Department.  
(Rs.200.00 lakh)**

It is pertinent to mention that the Excise, Entertainment and Luxury Tax department is the second highest revenue collecting department of the Govt. of NCT of Delhi, being next to Sales Tax department. This department is responsible for implementing the provisions of the Punjab Excise Act, 1914, Delhi Entertainment & Betting Tax Act, 1996 and the Delhi Tax on Luxuries Act, 1996.

It would be relevant to state here that during the past years, the workload of the department has increased remarkably, as can be seen from the fact that the number of entities interacting with the department are at present more than 1000. The increase in work load is also an account of the fact that in 1996, Cable TV Tax was introduced, though there has been no increase in the staff strength. Also the department has to gear up, with the present changing scenario, where the task before the department for collection of revenue is increasing suitably on the one hand , while on the other hand , as the border of Delhi become porous during the recent past , the chances of smuggling activities from adjoining states have increased , which can contained only if there is requisit manpower with the department. Also an account of increasing the number of licences and resulting increase in the number of Bonded Warehouses, the prescribed norms for example, is not being adhered to by the department.

To meet additional requirement of staff, posts needs to be created at various levels. During the 10<sup>th</sup> Five Year Plan, department proposes to create following posts.

S.No	Name of the post	Pay scale	No. of posts.
1	Excise Officer	Rs. 6500-10500	1
2	Excise/Entt. Inspector	Rs. 5000-8000	10
3	UDC	Rs. 4000-6000	1
4	LDC	Rs. 3050-4590	1
5	Steno	Rs. 4000-6000	1

**b) EXCISE CONTROL LABORATORY**

The Excise Control Laboratory analyses samples of liquor, medicinal preparations, spirit and drugs being imported and supplied in Delhi. The workload of the lab has increased considerable and the average receipt of samples is now much above the norms, which cannot be manually handled by the existing staff strength. As such a number of posts need to be created for strengthening the working of the lab. This is also imperative in view of the requirement of timely investigation of cases and also to prevent any untoward happening.

During the 10<sup>th</sup> plan, department proposes to create following posts.

S.No	Name of the post	Pay scale	No. of posts
1	Chief Chemical Examiner	Rs. 12000-16500	1
2	Chemical Asst.	Rs. 5500-9000	5
3	Lab. Asst	Rs. 4000-6000	1
4	Lab attendant	Rs. 2550-3200	1
5	Head clerk	Rs. 5000-8000	1

In addition following equipments will need to be added.

1. Refrigerator 1
2. Ovens 1
3. Compound Microscope 1
4. Telephones 1
5. Tintometer 1

Also a provision has been made for training and upgradation of staff in learning new and emerging analytical tools and skills at all levels.

**C) EXCISE INTELLIGENCE BUREAU**

The Excise Intelligence Bureau of the department conducts raids and inspections to detect and curb the supply of unauthorised and spurious/illicit liquor apart from intelligence collection with reference to interstate smuggling of liquor, boot-laggers and peddlers.

Though considerable strengthening of EIB has been done in the 9<sup>th</sup> Five Year plan, some posts remain uncreated. It is proposed that EIB Wing of the department may be strengthened by way of provision of efficient communication equipments including enhanced wireless access mobile phones. Additional four MTNL lines will also be required for the same. It is also proposed to provide the EIB staff with arms at sufficient level of seniority for effective working in potentially dangerous situations, which are more of a norm than exception in this kind of work. It is also proposed to make a provision for incentive schemes for seizures of sizeable value.

In order to solve the problem of shortage of staff, the department proposes to create following posts during 10<sup>th</sup> Five Year Plan:-

S.No	Name of the post	Pay scale	No. of posts
1	Inspector (Police)	Rs. 6500-10500	1
2	Sub-Inspector	Rs.5500-9000	1
3	Head Constable	Rs. 3200-4900	1
4	Police Constable	Rs. 3050-4590	8

**a) LUXURY TAX**

A new branch was created during 1996 to implement the provision of the Delhi Tax on Luxuries Act, 1996. Within a span of less than two years, Luxury Tax collection has grown substantially. To effectively coordinate and manage the activities relating to

the administration of Luxury Tax, the following posts are proposed to be created in 10<sup>th</sup> Five Year plan.

S.No	Name of the post	Pay scale	No. of posts
1	Asst. Commr	Rs. 8000-13500	1
2	Steni	Rs. 4000-6000	1

b) MOBILITY

The activities undertaken by the department are more in nature of field duties, which in turn require that officers should be mobilised to undertake routine inspections and raids. To increase the mobility of the officers, it is essential that the officers should have dedicated operational vehicles and as such the department feels that there is dire need of nine vehicles.

The department also proposes to create following posts during the 10<sup>th</sup> Five Year plan:-

S.No	Name of the post	Pay scale	No. of posts
1	Driver	Rs. 3050-4500	9

An outlay of Rs. 200.00 lacs is approved for 10<sup>th</sup> Five Year plan which includes an outlay of Rs. 70.00 lacs for Annual plan 2002-03.

**PRINCIPAL ACCOUNTS OFFICE**

**STRENGTHENING OF PRINCIPAL ACCOUNTS OFFICE AND SETTING UP OF EDP CELL (Rs. 500.00 lakh)**

Consequent upon separation of the Accounts from Audit in Delhi Administration (now Government of N.C.T. of Delhi) w.e.f. 1.4.77, the Departmentalised Pay & Accounts Offices came into existence with Controller of Accounts as the Head of Pay & Accounts Organization. Pay & Accounts Offices constitute the nodes of departmentalized accounts system while Principal Accounts Office is the organic Head

Quarter of the various constituents of the system. The Controller General of Accounts (CGA), Government of India is the repository for convergence of Union Government Accounting Sub-systems. The Chief Secretary, Govt. of N.C.T. of Delhi is the Chief Accounting Authority and the Finance Secretary, Government of N.C.T. of Delhi is the Financial Advisor to Government of NCT of Delhi.

With the constitution of a separate "Legislature" and formation of a separate Corpus of "Consolidated Fund" for Government of N.C.T. of Delhi w.e.f. 1.12.93, the following activities earlier entrusted to Controller General of Accounts (CGA), Ministry of Finance, Government of India are now being managed by the Principal Accounts Office, Govt. of NCT of Delhi:-

- a) Work relating to budgetary proposals of Public Accounts.
- b) Pension payments to all Government of Delhi's Pensioners which will be charged on "Consolidated Fund" of Government of NCT of Delhi.
- c) Preparation of grant wise monthly accounts.
- d) Preparation of Appropriation Accounts.
- e) Preparation of Finance Accounts and various other accounting statements.
- f) Establishment of Pension Cell for Govt. of Delhi pensioners on the pattern of Central Pension Accounts Office of Ministry of Finance.

For carrying out these important functions continuously and effectively, the following three cells are proposed to be established / strengthened.

- I. Pension Cell
- II. Setting up of EDP Cell
- III. Finance Accounts Cell

**Establishment / Consolidation of Pension Cell of Govt. Of NCT Of Delhi :-**

The main program contents of the Pension Cell / Delhi Pension Payment Authority would comprise, inter alia, of the following activities:-

1. Transfer of Pension Payment Orders.
2. Central Data Bank containing all details indicated in the PPOs.
3. Accounting of Expenditure of pension payments and Re-imburement from other state Governments / Union Territories in respect of payments made to their 20 pensioners.
4. Preparation of Pension Budget.
5. Preparation of Monthly Account.
6. Receipt of payment scrolls from the State Bank of India or its subsidiaries and PAO III/V.
7. Attending to Pensioners' Grievances.
8. Arrangements for payment of Arrears on account of Pensions not drawn within prescribed time limits for drawal of pensions by the pensioners / Life Time Arrears of pension.
9. Issue of Special Seal Authority to the Accountant Generals of Other States in case of Delhi Government Pensioners opting to receive their pension in states other than Delhi.
10. Post check of pension.
11. Holding of Monthly Pension Adalats.
12. Payment of Pension through P.S.B. to pensioners of Govt. of Delhi (Work earlier handled by C.P.A.O., Ministry of Finance)
13. Preparation of list of Govt. Servants superannuating with in one year.

Following 22 Posts were created in the year 1996.

Sl.No	Name of Post	Number of Post	Pay-Scale
01	Dy.Controller Of Accounts	01	10000-15200
02	Accounts Officer	01	8000-13500
03	Junior Accounts Officer	02	5500-9000
04	Asstt.Programmer	01	5500-9000
05	Junior Accountant	06	4000-6000
06	Data Entry Operator	04	4000-6000

07	Lower Division Clerk	02	3050-4590
08	Stenographer	01	4000-6000
09	Peon/Class-IV	03	2550-3540
10	Despatch Rider	01	3050-4590

These posts will continue during Annual Plan 2002-2003 and Tenth Five Year Plan 2002-2007.

**II. Setting up of EDP Cell for entire computerisation of working of 22 Pay & Accounts Offices and Principal Accounts Office (HQ)**

Computerisation is an ongoing process and setting up of EDP Cell will take care of entire computerisation of working of Principal Accounts Office, GPF Cell, Pension Cell and 22 Pay & Accounts Offices functioning at different locations in Govt. of NCT of Delhi\New Delhi. The "High-powered committee" on information technology in its meeting held on 21-10-98 has recommended this organisation for computerisation on priority basis.(Minutes of meeting circulated vide F.11(13)/JS(H)/TT/322-32 dt.03-11-98). The public grievances commission has also outlined the need for computerisation of this organisation because this organisation is monitoring huge amounts of money and entire computerisation will enhance accountability to public and shall be cost effective in the long run.

Controller General Of Accounts, Govt. Of India, M/O Finance has developed a software package named PAO-2000 for entire computerisation of working of PAOs and this software package alongwith hardware as per NIC approved configuration approved by Delhi State Unit of NIC will be utilised in Pay & Accounts Offices of GNCTD in their day-to-day working. The entire computerisation will be undertaken as per approved pattern of in accordance with IT policy of the government. For total computerisation and networking of working of all Pay & Accounts Offices and all branches of Head Quarters with further online WAN network high speed connectivity to Finance/Planning Departments having full convergence including Video-Conferencing features for Controller Of Accounts with superior functionaries of Finance/Planning Department. This

will be done by outsourcing the expertise available at NIC for networking / video-conferencing. The Pay & Accounts Offices will be fully equipped with IT enabled systems for their day-to-day functioning and maintenance of all accounts records. The acceptability / recognition for electronic records shall be ensured as per law. The transactions shall be secured as per security norms/procedures laid down in IT Act, 2000 in consultation with IT department of GNCTD & NIC. The requirement of computer system for one PAO was discussed with National Informatics Center, Delhi unit and they have approved. One main server, 2 stand by server, 5 desktop computers, modum, printer etc., for one AAO. Software also will be purchased.

A web site for Principal Accounts Office is also proposed, inter alia, to enable the pensioners for online access to the <support (at—<http://www.coa.nic.in>) from anywhere for registration and redressal of complaints. Various forms and replies to Frequently Asked Questions shall also be available to retirees at the site with downloading facility. The web-site shall also have the facility for online registration of complaints / queries pertaining to delays in payments.

An Automated Voice Response System shall be installed for registration of complaints regarding delay in payments. To facilitate monitoring of complaints disposals, the Automated Voice Response System shall be linked through network. Detailed information regarding the pending bills and pension cases with the aging schedule of pendency, in any of the Pay & Accounts Offices of GNCTD, shall be available to the Controller Of Accounts in real time.

Networking of PAOs with HQ shall enable to have real time access to revenue/tax collection and expenditure figures.

In addition to above, 'Electronic Clearance System' will be introduced in phased manner for credit of salaries in respective bank accounts of Govt. servants in banks of their choices. The Electronic Clearance System introduced in Pay & Accounts Office No.10 located at Delhi Sachivalaya on pilot basis w.e.f. July, 2001 and this system will be extended in more PAOs during Annual Plan 2002-2003 and during tenth five year Plan

2002-2007. Computer system will be purchased from National Informatics Centre-Services Incorporated (NICSI).

Following posts proposed for working of EDP Cell under the Plan Scheme:-

S.No.	Name of the Post	No. of Posts	Pay-Scale
1	Dy. Controller of Accounts (Computerisation)	01	10000-15200
2.	System Analyst	01	10000-15200
3.	Programmer	02	8000-13500
4.	Asstt. Programmer	04	5500-9000
5.	Data Entry Operator	40	4000-6000
	Total	48	

In addition to creation of Posts, the computer system are likely to be purchased for all PAOs and other offices during the financial year, 2002-2003 and in Tenth Five Year Plan Period for computerisation of records of PAOs and other offices. Office furniture, computer furniture, computer stationery will also to be purchased for smooth running of PAOs.

### **Establishment of Finance Accounts Cell**

A separate Legislature has since been introduced for Government of NCT of Delhi w.e.f.01/12/93 and separate 'Consolidated Fund' has been formed for GNCTD. As a result of this various activities entrusted to the Controller General Of Accounts (CGA), M/o Finance, GOI earlier are now to be performed and managed by Principal Accounts Office, GNCTD. These activities are to be performed through Finance Accounts Cell to be established under this plan scheme. The following major activities and functions are to be undertaken by the Finance Accounts Cell.

1. Receipt and Payment.
2. Preparation of 12 Appropriation Accounts in respect of expenditure chargeable to the consolidated fund of Delhi.

3. Preparation of Finance Accounts which will be submitted in the form of following statements for presentation to the Legislative Assembly :-
- a. Summary of Transactions
  - b. Capital outlay
  - c. Debt position
  - d. Loans & Advances
  - e. Guarantees given by the Govt. of India
  - f. Summary of balances under Consolidated Fund and Contingency Funds.
  - g. Statement of Revenue & Expenditure under Different Heads.
  - h. Charged and Voted Expenditure.
  - i. Loans & Advances made by the Govt.
  - j. Detailed accounts of revenue by Minor Heads.
  - k. Detailed accounts of Expenditure of minor heads.
  - l. Details of investment of Government of Govt. Employees and Co-operative institutions.
  - m. Statement showing the capital and other expenditure to the end of financial year and the Principal source from which funds were provided for that expenditure. To facilitate the development of suitable financial products / Govt. paper by the Finance Department as per need, appropriate accounting database and market intelligence shall be continuously maintained in the Finance Accounts Wing of Principal Accounts Office.

The following Posts are proposed for Accounts cell for creation under Annual Plan 2002-2003 and Tenth Five Year Plan 2002-2007.

Sl.No.	Name Of Post	Number Of Posts	Pay-Scale
01	Accounts Officer	02	7500-10500
02	Jr.Accounts Officer	04	5500-9000
03	Jr.Accountant	08	4000-6000
04	Lower Division Clerk	06	3050-4590
05	Peon	01	2550-3540

06	Driver	01	3050-4590
07	Chowkidar	01	2550-3540
08	Safai Karamchari	01	2550-3540
09	Farash	01	
	<b>Total</b>	<b>25</b>	

### **Opening of Ten Pay & Accounts Offices**

The main features and detailed guidelines for functioning of Departmentalized Accounts System has been embodied in "Civil Accounts Manual" and publication issued by Government of India, Ministry of Finance, Department of Expenditure, Controller General of Accounts. The said manual provides for establishing and maintaining technically sound payment-cum-accounting system in the Departmentalized Accounts Office and prescribing the rules/regulations for custody and maintenance of accounts of public money. While discussing the Citizen's Charter of Pay & Accounts Organization on 15.10.98, the Chairman, Public Grievances Commission has outlined the importance for ensuring proper check on utilization of public funds and prevention of wrongful drawal by the Departments. Further they have desired for proper monitoring of expenditure to ensure that un-authorized siphoning off funds does not take place in Delhi.

As provided in Civil Accounts Manual, The chief Accounting Authority (C.S. in Delhi) discharges his functions through and with the assistance of Financial Advisor (F.S. in Delhi) the Financial Advisor is responsible for:

- c) Arranging of payments through the Pay and Accounts Offices/Principal Accounts Offices, except where the Drawing and Disbursing Officers are authorized specifically to make certain type of payments.
- d) Compilation and Consolidation of Accounts of the Department in the form prescribed and its submission to the Controller General of Accounts; preparation of Annual Appropriation Accounts for the Demands for Grants of his

Ministry/Department, get it duly audited and submit to the CGA, duly signed by the Financial Advisor [Pr.Secretary(Finance)].

- e) Arranging internal inspection of payments and accounts records maintained by the various subordinate formations and Pay & Accounts Offices of the Department.

Consequent upon separation of accounts from Audit in the year 1977, Twenty Pay & Accounts Offices, one GPF Cell and one Principal Accounts Office were established under this system 24 years back for handling multifarious accounts activities of multidepartmental Delhi Administration.

Later on two more PAOs were added to the organisation and the Pension Cell is the latest addition.

The Developmental scenario of U.T. of Delhi has undergone radical changes since last 24 years as a result of implementation of Plan schemes included under Annual Plans/Five Year Plans. There has been a large/increase in Quantum and magnitude in Financial Business through these PAOs during the past 24 years as a result of socio-economic development.

There has been proliferation in the number of Departments and agencies charged with economic activities in different sectors of economy. As a result of tremendous planned growth during the last 24 years, new hospitals, dispensaries, offices, ITIs, Polytechnics, Engineering Colleges etc. have been opened and existing offices have been upgraded/strengthened.

The Police establishment has also been strengthened. In addition various new organizations have been brought under Govt. of NCT of Delhi. The development scenario has increased tremendously (There are 1526 DDOs working) the (1) Financial activities (11) Manpower & Establishment and new departments/establishments during the last 24 years. Further a large increase in activities has been projected in the Five Year Plan enhanced workload has been compared in the following table:

Sl.No.	Name Of Major Activity	Position in 1977	Position in 2001	Increase over 1977
01	Number of Govt. Employees	60,000	1,50,000	2.5 times
02	Number Of Bills raised in PAOs	1,50,000	5,50,000	3.67 times
03	Number of DDOs	900	1526	1.69 times
04	Number of GPF Accounts	60,000	1,50,000	2.5 times
05	Revenue & Capital Expenditure	208.96 Crores	7362.27 Crores	35.23 times
06	Revenue Receipts	159.83 Crores	5443.98 Crores	34.06 times
07	Sanctioned Budget	165	8552.80 Crores	51.83 times
08	Number Of PAO	22	22	No increase
09	GPF Cell	01	01	No increase

GNCTD has now divided into nine revenue districts and to attain the goal of accelerated development. The functioning of Pay & Accounts Office shall accordingly be configured and re-located.

The above position shows that the work of PAOs has been increased 2.5 times to 3.67 times in terms of number of employees and receipts of Bills while the flow of financial activities are ranging from 34 to 51 times over past 24 years since 1977.

Accounts provide vital inputs to Finance / Planning Departments for management of Public Finances, such inputs shall be made available online by the Controller Of Accounts to F.D./Planning Departments. This may facilitate development of products seeking correction of distortions in fiscal equilibrium of public services expenditure policy / economic management templates. Accounts is the staple food of financial

management. Pay and Accounts Offices are nodal functionaries dealing with public money and they have to ensure that this money is put to best use in the public interest as per authorization of the competent authority.

By careful examination of position given earlier, it can correctly and properly be assessed that this Organization has not been strengthened for last 24 years altogether, although the volume of work has increased manifold. Thus there has been a persistent need to take suitable measures to strengthen the PAO Organization to make a technically sound financial system for greater degree of security, safe guard, transparency, accountability, efficiency and to stop wrongful overdrawls, unauthorized siphoning of funds and to maintain high standard of financial propriety. It has therefore been proposed to establish 10 new PAOs in phased manner as the present 22 PAOs are disproportionate to working needs of organization, in addition to Strengthening of GPF Cell.

**Year wise phasing of opening of New PAOs :**

Sl.No.	Year	PAO
01	2001-2002	01
02	2002-2003	03
03	2003-2004	02
04	2004-2005	02
05	2005-2006	01
06	2006-2007	01

During annual plan 1999-2000 and 2000-2001 no new PAO was opened. Therefore the new Pay & Accounts Offices will be opened during Annual Plan period 2002-2003 and Tenth five year Plan period 2002-2007 by creation of following posts for each PAO:-

**Staffing pattern for one PAO:-**

Sl.No	Name of Posts	Pay-Scale	Number of Post for each PAO	Posts required for 10 PAOs to be opened during 2002-2003 (in 10 <sup>th</sup> Five Year Plan Period)
01	Accounts Officer	7500-10500	01	10
02	JAO	5500-9000	03	30
03	Asstts.	5000-8000	03	30
04	UDCs	4000-6000	10	100
05	LDCs/Typist	3050-4590	03	30
06	Class-IV	2550-3540	03	30
	Total		23	230

**Strengthening of GPF Cell:-**

Following posts are proposed for strengthening of GPF Cell during 2002-2003:-

Sl.No.	Name Of Post	Pay-Scale	Number of Posts
01	PAO	7500-10500	02
02	JAOs	5500-9000	02
03	Asstts.	5000-8000	02
04	UDCs	4000-6000	02
05	LDCs/Typists	3050-4590	02
06	Class-IV	2550-3540	02
	Total		12

As against 05 vehicles only two posts of drivers have been sanctioned and presently the work is being managed from Group-D employees having driving license or by drivers engaged on contractual basis as a temporary measure. It has, therefore, been

proposed to create two posts of Drivers in the pay-scale of Rs.3050-4590 during annual plan period 2002-2003 for driving these vehicles.

A plan provision of Rs.50 Lacs has been approved for the pay and allowances of already created posts, new posts purchase of computer systems, office furniture, telephone and other office equipments' during 2001-2002.

Ten new PAOs opened in Tenth Plan shall be similarly configured on the Accounting Network of Principal Accounts Office, including Head Quarters and other Pay & Accounts Offices, after installation of necessary Hardware and Software.

### **Opening of Library at Head Quarter**

The need of a library with up-to-date editions of reference books used for day-to-day working in accounts establishments and pay & accounts office is essential. This departments has to render, interdisciplinary, technical advice on varied matters to various departments of GNCTD. Therefore, the up-to-date position as per latest amendments / developments in each subject is most essential for settling various cases. The Pay & Accounts Officer functioning under this organisation are also ascertaining latest positions/clarification on various matters. It has been proposed to establish a full fledged library at Head Quarter by creation of following posts under Annual Plan 2002-2003 for the purpose.

Sl.No.	Name & Designation	Pay-Scale	Number of Posts
01	Librarian	5000-8000	01
02	Library Attendant	2550-3200	01
03	Peon	2550-3200	01
	Total		03

### **Establishment of One Record Section**

This department is running 22 PAOs in Delhi/New Delhi and one GPF Cell at Old Sectt., Delhi. In addition, various accounts sections are functioning at Head

Quarter. The PAOs and Head Quarter Branches are maintaining various accounts records/registers provided under various rules. The retention period has also been prescribed for such record in Civil Accounts Manual and GFR. For maintenance of accounts records as per laid down procedure, formation of one record section is essential. The following posts will be required for maintenance of accounts records of Head Quarter, Twenty-two PAOs and GPF Cell.

Sl.No.	Name & Designation	Pay-Scale	Number of Posts
01	Asstt.Accounts Officer (Records)	6500-10500	01
02	UDC	4000-6000	02
03	LDC	3050-4590	02
04	Daftry	2610-3550	02
05	Peon	2550-3540	01
	Total		08

These posts will be created under 10th Five Year Plan 2002-2007. Infrastructure facilities required to run the store will be provided by purchase of steel racks, almirahs, furniture, telephone, stationery etc.. Eventually, the records shall be converted to electronic form by the end of Tenth Five Year plan to keep pace with emerging technologies.

### **Construction of "LEKHA BHAWAN"**

This is a newly proposed capital component scheme mooted in Annual Plan 2002-2003. Principal Accounts Office, GNCTD is running 22 PAOs located in Delhi/New Delhi and one GPF Cell located at Old Sectt., Delhi. At present the Head Quarter is functioning in hutment at Mori Gate, Delhi and the existing location is to be vacated as the same is requisitioned by DMRTS (Metro). For effective functioning, better co-ordination with PAOs and for proper maintenance of accounts records it is essential that a separate building for PAO organisation is constructed.

Land for the construction is yet to be identified.. A token provision of Rs. 10.00 lakh under capital head is approved for Annual plan 2002-03.

An amount of Rs. 500.00 lakh is approved for 10<sup>th</sup> Five Year plan & Rs. 200.00 lakh for Annual plan 2002-03.

## **LAW, JUSTICE AND LEGISLATIVE AFFAIRS DEPARTMENT**

### **STRENGTHENING OF LAW, JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT**

(Rs. 500.00 lakh)

Prior to the coming into force of the 69<sup>th</sup> amendment in the Constitution w.e.f. 1.2.1992 the Union Territory of Delhi was being administered by Delhi Administration Act, 1966 which has now been repealed by the virtue of provisions contained in section 56 of National Capital Territory of Delhi Act, 1991. The erstwhile Metropolitan Council constituted under the Delhi Administration Act, 1966 did not have the power to legislate. However, after the insertion of Article 239-AA pursuant to the 69<sup>th</sup> Constitution Amendment, Legislative Assembly of Delhi has been empowered to make laws with respect to any of the matters enumerated in the State List or the concurrent List of the Seventh Schedule appended to the Constitution of India in so far as any such matter with respect to entries No.1,2, & 18 of the State List and No.64, 65 & 66 of the concurrent List in so far as they relate to the said entries 1,2,& 18. At present there is no officer in the department who is fully qualified to function as Legislative Counsel-cum-Legal Draftsman due to lack of experience or training in legislative drafting which requires specialized knowledge and training is being handled by one consultant who is engaged on contract basis, The present strength of law & Justice of Legislature affairs department consist of one Secretary, one Joint Secretary, one Deputy Secretary, One Under Secretary and Two Assistant Legal Advisor alongwith the sporting staff. During the past few years the work load of the department has been increased tremendously especially relating to advice work, litigation work, legislative work and other general establishment work in view of the corresponding increase in work load of the other departments of the Govt. of NCT of Delhi as well as increase in the strength of subordinate judiciary.

Since, this department is required to tender advice on all legal matters to all the departments of the Govt. of Delhi beside looking after the work of legislation including

the appointment of Panel Lawyers on both the Civil & Criminal side from time to time and with this department having a library of books/generals worth lakhs of rupees, it is proposed to strengthen this department so as to cope with the increased work load. The following posts are proposed to be created strengthen the Law, Justice & Legislative Affairs Department :-

S.No.	Name of Post	No. of Posts	Pay Scale (in Rs.)
1.	Joint Secretary-cum-Legislative Council	01	12000 – 16000
2.	Dy. Secretary	02	10000 – 15000
3.	Translator	02	5500 – 9000
4.	Proof-Reader	02	5500 – 9000
5.	Stenographer	03	5000 – 8000
6.	Librarian	01	5000 – 8000
7.	Peons	04	2550 – 3200
8.	Drivers	02	3050 – 4590
	Total	<b>17</b>	

#### **SETTING UP OF FAMILY COURTS IN NATIONAL CAPITAL TERRITORY OF DELHI**

Due to enactment of Family Courts Act, 1984 which was enacted for the purpose of establishment of Family Courts with a view to promote conciliation and to secure speedy settlement of disputes relating to marriage and family affairs and for matters connected therewith, it is proposed to set-up 15 Family Courts in the National Capital Territory of Delhi. For this, the Govt. of India, Ministry of Company Affairs have already sanctioned 15 posts of Judges alongwith 202 ancilliary posts of various categories which are as under :-

S.No.	Name of Post	No. of Posts	Pay Scale (in Rs.)
1.	Principal Judge	01	As prescribed for Distt. & Sessions Judge, Delhi plus Special Pay of Rs.500/- per month
2.	Additional Principal Judge	01	Selection grade prescribed for Delhi Higher Judicial service plus special pay of Rs.300/- per month
3.	Judges	13	Selection grade prescribed for Delhi Higher Judicial Service plus special Pay of Rs. 100/- per month
4.	Administrative Officer	01	10000 – 15300
5.	Superintendent	01	6500 – 10500
6.	S.A.S. Accountant	01	5500 – 9000
7.	Upper Division Clerks	02	4000 – 6000
8.	LDC	04	3050 – 4590
9.	Junior Stenographers	05	4000 – 6000
10.	Despatch Rider	01	3050 – 4000
11.	Peons	04	2550 – 3200
12.	Farash	02	2550 – 3200
13.	Sweeper	01	2550 – 3200
14.	Junior Stenographers	15	2550 – 3200
15.	Readors	15	6500 – 10500
16.	Stenographers	15	6500 – 10500
17.	Ahlmeds	15	3050 – 4590
18.	Assistant Ahlmeds	15	3050 – 4590
19.	Naib Nazir	15	3050 – 4590
20.	Copyists	15	3050 – 4590
21.	Section Writers	15	3050 – 4590
22.	Process Server	15	2550 – 3200
23.	Orderlies	15	2550 – 3200
24.	Dak Peons	15	2550 – 3200
25.	Peons	15	2550 – 3200
	<b>Total</b>	<b>217</b>	

Besides this Govt. is also considering to purchase land from DDA i.e. five plots of 1500 sq. mt. Each in different places in the NCT of Delhi for constructing buildings to house these 15 Family Courts.

**SETTING UP OF ACADEMY FOR TRAINING OF JUDICIAL OFFICERS,  
DELHI**

This scheme has been implemented in accordance with the judgment of Supreme Court of India. In All India Judges Association vs. Union of India & Other (CWP No.1022/89). The Apex court has reiterated the need of establishment of any Academy of the Nationals as well as State level for imparting directions accordingly.

The High Court of Delhi has keeping in view the above directions of the apex court, decided to set up an academy for the training of the judicial officers at Delhi more or less similar to the one already set up for DANICS officers at Karkardooma complex.

The following establishment is proposed for the setting up of Academy for judicial officers training in Delhi :-

<b>S.No.</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Pay Scale (in Rs.)</b>
1.	Director	1	18400 – 22400
2.	Jt. Director	1	16400 – 20000
3.	Administrative Officer	1	10000 – 15200
4.	Account Officer	2	7450 – 11500
5.	Superintendent	1	10000 – 15200
6.	P.S. To Director	1	6500 – 10500
7.	P.A. Grade 'C'	1	5500 – 9000
8.	P.A. to Jt. Director	1	5500 – 9000
9.	Stenographer		
10.	Assistants (Administrative/Accounts Training)	4	5500 – 9000

	General)		
11.	UDC's	6	4000 – 6000
12.	LDC's	6	3050 – 4590
13.	PBX Operators	1	3050 – 4590
14.	Computer Programmer	1	8000 – 13500
15.	Care Taker (Academy/Hostel)	2	2550 – 3200
16.	Orderlies	2	2550 – 3200
17.	Peon	10	2550 – 3200
18.	Chowkidars	6	2550 – 3200
19.	Farashs	4	2550 – 3200
20.	Xerox operator	2	3050 – 4590
21.	Bus Driver	1	3050 – 4590
22.	Staff Car Dirver	2	3050 – 4590
23.	Dak Rider	1	3050 – 4590
24.	Gestetner	2	2550 – 3200
25.	Librarian	1	6500 – 10500
26.	Assistant Librarian	1	5500 – 9000
27.	Book Binder	1	2750 – 4400
28.	Cook	1	3050 – 4590
29.	Bearer	1	2610 – 3540
30.	SAS Accountant	1	6500 – 10500

**Providing of Library Facility at District Courts and it residence of all judicial officer.**

Hon'ble Supreme Court of India, in the matter of All India Judicial Officer Association Vs. UOI & others (CWP No.1022/89) directed that every judicial officer is provided with a residential library and officer. Accordingly, every judicial officer is provided with residential library besides chamber library at court.

There is one main library each at Patiala House and Karkardooma Court. Besides this, there is a central library at Tis Hazari , where books are purchased and supplied to

above mentioned librarian, residential libraries and officers posted at Tis Hazari. The following staff is proposed for the expansion and strengthening of library :-

1.	Principal Library & Information Officer/Director or Senior Librarian & Information Officer/Director	1	14300-18300
		1	12000-16500
2.	Assistant Librarian & Information Officer	3	6500-10500
3.	Library Stenographer	1	4000-6000
4.	Library Clerk	25	3050-4590
5.	Library Attendants	25	2610-3200
6.	Junior Library Attendants	352	2550-3200
7.	Library Watchmen	6	2550-3200
8.	Library Binders	5	2550-3200

1. Latest Computers 3
2. Air Conditioners 3
3. Photo Copiers/Zerox Machine 3
4. Gestetner Machine 3
5. Typewriters with full size rollers 3

An amount of Rs.500.00 lakh is approved for the 10<sup>th</sup> Plan 2002-07 and Rs.50.00 lakh for Annual Plan 2002-03 to meet the expenditure on all the components of the scheme.

## **FINANCE DEPARTMENT**

### **1. Strengthening of the Finance Department (Rs.50.00 lakh)**

Government of National Capital Territory Act, 1991 has been made operative w.e.f. 01.12.93. The Act provides for delegation of Power to the government of National Capital Territory of Delhi to raise resources. Now, Delhi Govet. Will have its own budget, which will be presented in as sanctioned by the Legislative Assembly. Additional

responsibilities will be cast upon the Finance Department within the sphere of resource mobilization and constant review and effective control over expenditure with a view to ensure appropriate utilization of funds and strict observance of the norms of sound financial management.

Details are being worked out. An amount of Rs. 50.00 lakh is approved for 10<sup>th</sup> Five Year Plan & Rs. 10.00 lakh for Annual Plan 2002-03.

## **2. Directorate of Small Savings (Rs. 4000.00 lakh)**

After the grant of Legislature, the Government of Delhi changed the funding pattern of the plan of Delhi by giving momentum to the small savings. Accordingly, the small savings directorate was set-up during the 1995-96 to perform the following functions:-

- i) To Draw up incentive scheme for mopping up small savings collections against the scheme floated by the Central Government, viz, IVP, KVP, NSC, PPF, TD, etc.
- ii) To give wide publicity to various small savings schemes and the incentives offered thereunder through Press and Electronic and other publicity media.
- iii) To educate the people to the National Capital Territory of Delhi both in rural and urban area, through extension workers/agents, the advantage of savings.

Government of Delhi have launched the small savings schemes under Delhi Bachat Protsahan Yojna, "Kalpvriksh" in order to boost and encourage the savings with two fold benefits, one to the investors and the other to the Government in the shape of loan from the Government of India against such savings for betterment of the public of Delhi. The following schemes are covered under the schemes:-

1. Kishan Vikas Patra
2. National Savings Scheme Account, 1992
3. Post Office Monthly Income Scheme
4. 15 Year Public Provident Fund Account

5. Post Office Time Deposits (except one year time deposit)
6. National Savings Certificate (VIII issue)
7. Deposit Scheme for retiring Government Employees, 1989
8. Deposit Scheme for retiring employees of Public Sector Companies, 1991.

The first scheme under the caption of Kalpvriksh was launched in 1994-95 and since then it is a regular feature. It may kindly be appreciated that by introduction of Delhi Bachat protsahan Yojna, Kalpvriksh schemes, the tendency among the investors to save has tremendously increased which is clear from the fact that against the target of Rs.334 crores under Kalpvriksh, 1994, the Government of Delhi had achieved the net collection of Rs.729 crore(approx.) during 1994-95. Again, under the second scheme of Kalpvriksh, 1995 as against the target of Rs.675 crores the Govt. of Delhi made a net collection of Rs. 815 crores (approx.) during 1995-96. during 1996-97 the gross collection of Rs.1261 crores with net collection of Rs.350 crores. the shortfall in net collection was probably due to excess withdrawal as per version of Regional Director, NSO. But during the year 1997-98, the gross collection jumped to Rs.1890 crores with net collection of Rs.1071 crores. During 1998-99, the gross collection of Rs.2493 crores and the net collection Rs.1088 crores has been achieved. During 2000-01 the gross collection of Rs.3040.06 crores and net collection Rs.1426.80 crores has been achieved. The following table shows the increasing trend in the collections after introduction of Kalpvriksh schemes:-

Year	Collections (Net in crores of Rs.)
1991-92	131.93
1992-93	119.99
1993-94	179.00
1994-95	642.00 +87.00 on a/c of PPF through banks
1996-97	350.00
1997-98	1071.00 This does include the figures of PPF through banks
1998-99	1517.00

1999-2000	1088.00
2000-2001	1426.80

**Setting up of Directorate of Small Savings under the Finance Department.**

During 1995-96, the proposal for setting up of the Directorate of Small Savings with the following staff strength was approved but these posts are yet to be created.

S.NO.	Posts	No. of posts	Scale of pay (Rs.) Pre-revised
1	Dy. Director	1	3000-4500
2	Accounts Officer	1	2375-3500
3	JAO	1	1640-2900
4	Field Officer	2	1640-2900
5	Stenographer	2	1200-2040
6	UDC	3	1200-2040
7	LDC	2	950-1500
8	Driver	2	950-1500
9	Peons	3	750-940
10	Chowkidar	1	750-940

At present, the work of this department is being looked after by the staff of Delhi lotteries in diverted capacity and by deploying the following staff on daily wages: -

LDC            - 3  
Peon            - 4

The expenditure on Delhi Bachat Protsahan Yojna, Kalpvriksh scheme will be on the following four items:-

i) Administration:-

The total expenditure on the above posts including expenditure on contingencies like stationery, furniture, typewriter/computer, vehicles, office space etc. will be met under this scheme.

ii) Incentive to agents:

The Government of Delhi had approved the following rates of additional commission as an incentive to agents for the collections made by them during the period. These rates were applicable during the period 1995 to 1999.

Collection upto Rs. 5 lakh	: Nil
Above 5 lakh to 50 lakh	: 0.25%
Above 50 lakh	: 0.50%

Now the rates of incentives for the scheme Kalpvriksh and Kalpvriskh-2001 have been revised as under:-

**For Kalpvriksh –2000**

Collection upto Rs. 5 lakh	: Nil
Above 5 lakh to 50 lakh	: 0.25%
Above 50 lakh	: 0.40%

**For Kalpvriksh-2001**

Collection upto Rs. 5 lakh	: Nil
Above 5 lakh to 50 lakh	: 0.20%
Above 50 lakh	: 0.30%

iii) Incentive/Prizes to investors:

During the first scheme of Kalpvriksh'94, 820 prizes amounting to Rs.26,311,044/- were paid to the prize winners. Under the scheme of Kalpvriksh'95, 1355 claims for

prizes amounting to Rs.39,16,305 have been paid. Under the scheme of Kalpvriksh'96, 2362 prizes amounting to Rs. 38,42,500 have been paid to the investors. Under the scheme of Kalpvriksh'97 an amount of Rs. 51,26,000/- against 7316 prizes has been paid. During 1998-99, 1708 prizes worth Rs.60lakhs were envisaged in the scheme of Kalpvriksh'98. And during 1999-2000 the same prize i.e. 1708 prizes worth Rs.60 lakhs have been envisaged in the scheme of Kalpvriksh, 99. During the year 2000-01 2120 prizes worth Rs.55 lakhs have been envisaged in the scheme of Kalpvriksh-2000. During the year 2001-2002, 1631 prizes worth Rs.52.50 lakhs have been envisaged in the scheme of 2001. During the 10<sup>th</sup> Plan period, the total prizes to the investors are expected to be Rs.5 crores.

iv) Publicity

To mobilize the deposits under small savings to the maximum extent for funding plan programmes, the expenditure on giving wide publicity to various small saving schemes and the incentives offered thereunder through press, electronic and other publicity media will also be made.

An amount of Rs.4000.00 lakh has been approved for 10<sup>th</sup> Five Year Plan and an amount of Rs. 800.00 lakh has been approved for Annual Plan 2002-03.

**PUBLIC GRIEVANCES COMMISSION (Rs. 300.00 lakh)**

The Public Grievances Commission was set up by the Government of NCT of Delhi with the prior approval of Central Government after a careful consideration of the need for providing a comprehensive mechanism for effective redressal of grievances of the public against the departments of government of Delhi, local bodies, autonomous institutions/ undertakings and other organisations owned or substantially financed by the government of Delhi.

Through a Resolution dated 30<sup>th</sup> July 1998, the jurisdiction of the Commission has been extended over Delhi Police.

DDA has been kept out of the purview of the Commission being directly under the Central Government through the Lt. Governor.

The Commission is designed to act as a functionally independent body responsible for speedy redressal of the complaints of the public against acts of omission or commission on the part of the public officials working in the said organisations and to recommend such action as considered necessary for removal of grievances.

The Commission can also take suo moto action on the basis of information contained in media reports or otherwise. It has further been authorised to conduct research into systemic causes of complaints on a regular basis and provide reports that can form the basis of introducing reforms in the related areas so that the administration becomes more transparent and responsive.

The Commission shall also consider cases specifically referred to it by the Lt. Governor, the Chief Minister and the Chief Secretary. The Commission has been accorded the same measure of autonomy as UPSC. However, complaints the subject matter of which is sub- judice are beyond, the purview of the Commission.

The Commission has been given power to call for records and summon officials. The recommendations of the Commission shall be given due consideration by the appropriate authority for speedy implementation. However, where the appropriate administrative authority on the basis of merits of the case takes a contrary view, the reasons for non-acceptance of the recommendations of the Commission shall be communicated to it in writing. If the Commission is not satisfied with the reasons indicated for non-implementation of its recommendations, it shall be reflected as acts of non- implementation of the Commissions' recommendations in the Annual Report.

The overall Staff component of this Commission is as under:

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Sl.No.	Name of the Posts.	No. of posts.	Scale of pay (in Rs. )
<b>i)</b>	<b>Chairman</b>	<b>1</b>	<b>26,000 (Fixed)</b>
<b>ii)</b>	<b>Member (F/T)</b>	<b>1</b>	<b>26,000 (Fixed)</b>
<b>iii)</b>	<b>Member (P/T)</b>	<b>2</b>	<b>13,000 (Fixed)</b>
<b>iv)</b>	<b>Secretary</b>	<b>1</b>	<b>15,100-18,300</b>
<b>V)</b>	<b>PS to the Chairman</b>	<b>1</b>	<b>10,000-15,200</b>
<b>vi)</b>	<b>PS to Members</b>	<b>2</b>	<b>6,500-10,500</b>

vii) Jr. Acts. Officer	1	5,500-9,000
viii) PAs to Chairman/Members	4	5,000-8,000
ix) U.D.C.	5	4,000-6,000
x) Stenographer Gr.III	1	4,000-6,000
xi) LDCs	2	3,050-4,590
xii) Drivers	4	3,050-4,590
xiii) Despatch Rider	1	3,050-4,590
xiv) Peon	5	2,550-3,200

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Besides the above, one Consultant (Rs.13, 000/- P.M.) and one LAN Administrator (Rs.10, 000/- P.M.) on contract basis have also been sanctioned by the Finance Department. Two posts of Investigating Officers created during 98-99, were abolished on the condition that consultants might be appointed instead.

In order to ensure timely and accurate follow up of grievances, the Commission has made efforts to computerise its office. A Local Area Network has been installed and software for follow up of grievances is being developed by NIC, who have vast experience in this area. The Commission has also obtained an Internet connection for easy and speedy access to various departments through e-mail. Thus the Public Grievances Commission is moving in the direction of speedy communication and paperless office.

The Commission has so far received **1,085** complaints of, which **788** have been disposed off. (during the period 1-4-00 to 31-3-2001)

The financial requirement for the Tenth Five Year Plan 2002-07 and Annual Plan 2002-2003 including Pay & allowances, Wages, Office equipment & its maintenance viz. Computers and allied Soft-wares, Fax machines, Furniture and repair of furniture, Vehicles & Petrol, Stationary, Printing, Telephone charges, Security & Sanitation Expenses, inter-net charges, Refreshment charges and Misc., expenditures construction/renovation works (Capital) etc., amounts to Rs.300-00 lakhs and Rs.62-00 lakhs respectively.

An amount of Rs. 300.00 lakh is approved for 10<sup>th</sup> Five Year plan which includes Rs. 62.00 lak for Annual plan 2002-03.

**LOKAYUKTA (RS.200.00 )**

To eradicate the vice of corruption, favoritism, abuse of position and power and to present cleaner image of the top public functionaries and public services, the Govt. of National Capital Territory of Delhi in the year 1996 enacted the Delhi Lokayukta & Uplokayukta Act, 1995 (Delhi Act No.1 of 1996), which came into force on 22<sup>nd</sup> September, 1997. Sh. R.N. Aggarwal, Retired Chief Justice of Delhi High Court was appointed as Lokayukta by the Hon'ble Lt. Governor of Delhi by a Notification dated 28<sup>th</sup> November, 1997. Sh. R.N. Aggarwal took over as the Lokayukta on 1<sup>st</sup> December, 1997.

2. The Lokayukta Act takes within its ambit the Ministers including the Chief Minister, Members of the Legislative Assembly, Municipal Councilors and the Chairman, Vice Chairman, Managing Director and Members of Boards which are subject to the control of the Govt., as defined in Sub-Clause (iv) of Section 2 of the Delhi Lokayukta and Uplokayukta Act, 1995. The charges that can be inquired into by the Lokayukta and the Uplokayukta are enumerated in Sub-Clause (b) of Section 2 of the Lokayukta Act.
3. The institution of the Lokayukta and Uplokayukta besides inquiring into the allegations of corruption against the Ministers, public representatives and certain boards under the control of the Delhi Government, should also in view of the Lokayukta be able to contribute effectively in promoting fairness and efficiency in the public administration. During the tenure of four years the Lokayukta has come across a number of complaints which smacked of corruption as well poor and inefficient quality of public service but the Lokayukta could not effectively deal with those complaints because of the handicap of want of jurisdiction over the civil servants. Therefore, the mission of the Lokayukta to eradicate corruption and favoritism and improve efficiency in public services and promote fairness in public administration remains only a dream.
4. The Lokayukta in his Annual Reports highlighted some of the shortcomings in the Lokayukta Act, the most important of them being non-inclusion of civil servants

- employed in connection with the affairs of Government of National Capital Territory of Delhi from the purview of the 'Lokayukta Act'.
5. In majority of States wide powers, which include Civil Servants, have been conferred on the Lokayukta. Some of the States even include the Vice Chancellors and Registrars of the Universities within the purview of the Lokayukta. The Lokayukta feels that the Andhra Oradesh Act, 1983 and the Karnataka Lokayukta Act, 1984 could be adopted as the model Acts. The Lokayukta would recommend that section 12 of the Lokayukta Act be amended and the recommendations made by the Lokayukta made final and binding on the competent authority.
  6. Recently a conference of the Lokayukta's & Uplokayukta's was held in New Delhi and a decision was taken to make recommendation to the Government of various States to amend the existing Lokayuktas Act on the lines in the Model Lokayukta Bill 2001.
  7. The next important question arises how to fight the increasing corruption. The object could be achieved through providing an effective investigating agency attached to the Lokayukta and making the orders/recommendations made by the Lokayukta/Uplokayukta binding on the authority designated to implement the orders/recommendations of the Lokayukta/Uplokayukta. The investigating agency has to comprise of Director (Investigaton), Asstt. Director (Investigation) and subordinate staff attached to them. There has to be at least one Lokayukta and two Uplokayuktas. There has to be then other staff to assist the Lokayukta i.e., Registrar, Dy. Registrar, Asstt. Registrar, Superintendent, Personal Secretary, Readers, Process Servers etc. The office of the Lokayukta has to be located in a proper building. The institution of the Lokayukta should be completely an independent set-up, free from all type of control of the State Government. Within the budgetary provisions the Lokayukta should have powers to appoint the staff. The powers of the Lokayukta should be similar to the powers exercised by the Chief Justice of a High Court. Now it all depends on the Government how they view the institution of the Lokayukta and want to arm it to combat the corruption. The office of Lokayukta should be housed in a proper building with a proper investigating agency at its command and other administrative staff. But the more important part is that the civil servants should be included within the jurisdiction of

the Lokayukta and the orders/recommendations of the Lokayukta should be binding.

**STAFF POSITION:**

8. The position of the staff in the office of the Lokayukta as of today is as under:

S.No	Post	Pay Scale	No. of Post Sanctioned	Post Filled	Post Vacant
1.	Lokayukta	30000 fixed	1	1	-
2.	Director(Investigation)	16400- 20900	1	-	1
3.	Registrar	12000- 16500	1	-	1
4.	Accounts Officer	7500- 12000	1	1	-
5.	Asstt. Registrar	6500- 10500	1	-	1
6.	Asstt. Director	6500- 10500	2	1	1
7.	P.S.	6500- 10500	1	-	1
8.	Stenographers	4000-6000	5	1	4
9.	Assistants	5000-8000	2	-	2
10.	UDC	4000-6000	2	1	1
11.	LDC	3050-4590	3	1	2
12.	Driver	3050-4590	3	2	1
13.	Peon	2550-3200	4	3	1
14.	Chowkidar	2550-3200	2	2	-
15.	Sweeper	2550-3200	2	2	-

9. The post of Registrar, Asst. Registrar, Director(investigation), personal Secretary, stenographer etc., are still lying vacant.

### **OFFICE ACCOMMODATIONB**

The office accommodation placed at the disposal of the Lokayukta is wholly inadequate. There is no retiring room attached to the room of the Lokayukta. There is no toilets connected to the room of the Lokayukta. There are two toilets (one Indian and one Western style) and one urinal for the entire floor where at present the office of the Lokayukta is located. This toilet is also used by the public visiting the office of the Lokayukta. The office accommodation at present may be sufficient for the Lokayukta and the staff posted with him but once the office starts functioning in full strength, the accommodation will be wholly inadequate. The Government has been fully apprised of the office accommodation problem.

### **RESIDENTIAL ACCOMMODATION TO THE LOKAYUKTA AND UPLOKAYUKTA**

11. The Act provides that the Lokayukta is to be provided with a free furnished residence. But in Delhi the Lokayukta is functioning since 1<sup>st</sup> December, 1997 but so far no residential accommodation has been made available to him. There has to be an earmarked residences for the Lokayukta and Uplokayukta. There has to be staff cars and other connecting facilities.

An outlay of Rs.200.00 lakh has been approved for 10<sup>th</sup> Plan 2002-07 and Rs. 40.00 lakh for Annual Plan 2002-03 including pay and allowances and office expenditure.

DELHI SUBORDINATE SERVICES SELECTION BOARD (Rs. 1500.00 lakh)

The DSSSB was created by Government of Delhi vide resolution dated 4.10.96. The Board commenced its functioning w.e.f. July, 1997. Subsequent to the constitution, the board was provided with 58 posts which were created vide notification No. F 3(24)/97/S-III/Vol-I/991 dated 27.3.97 and subsequent notification No. F. 16(58)/98-S.-III/Vol-II/2642 dated 29.10.98.

At the outset the Board was assigned the recruitment of all the category B & C posts of MCD, DESU (DVB) & NDMC. Subsequently the recruitment of all the category 'C' posts and category 'B' posts (Non Gazetted) (the maximum pay scale of which is Rs. 10500/-), in respect of all the departments of Govt. of Delhi and Local/ autonomous bodies under the said Government was also assigned to the Board.

Although a period of nearly 4 years has already elapsed, since the board came into being, the institutionalization of the system is yet to take place. The Board has not been able to achieve the consistency and regularity in its functioning. The recruitment process has been characterized by the periodicity and has been rather erratic in nature. Due to large number of requisitions pending with the Board for recruitment and its inability to make early recruitment for the reasons mentioned above, one time relaxation for making recruitment on their own was given to 8 departments. Even after giving the above exemption at present, approximately 158 requisitions of various deptt are pending with the Board at various stages of recruitment process. Out of these 45 requisitions received from various departments have already been advertised and pending for completion of further process of recruitment. The following infrastructure is required to be created for augmenting the functioning of the Board.

1. OFFICE SPACE: Adequate office space is first and foremost for launching any venture or carrying out any assigned task. Subsequent to its constitution the Board was allotted meagre space at IIIrd floor UTCS building, Vishwas Nagar. Being recruiting agency the Board required sufficient space for conducting various activities relating to recruitment viz space for conducting interviews for the candidates, space for accommodating the Interview Board etc.. Moreover for proper/smooth functioning of the

Board its expansion is also indispensable so far inspite of repeated efforts with concerned agencies the Board is yet to be provided with a sufficient and suitable accommodation.

2. **STAFF REQUIREMENT :** The Board is facing acute problem in running smoothly with meagre staff strength of 58. Keeping in view the realistic requirement of the Board and taking into account the structural pattern of Staff Selection Commission, a self-contained proposal was submitted. If the Board has to grow into a healthy organization and discharge its duties smoothly and efficiently then the staff/personnel strength of the Board should be enhanced. The creation of the proposed posts and deployment of capable and professionally qualified personnel is of paramount importance.

3. **COMPUTARISATION** Presently a large part of the work related to examination is entrusted to the out side agencies and the board has to spend huge amount of public money on defraying the cost of the conduct of Exam.. The Board plans to internalize the computerization of recruitment process. For this a scheme was prepared. The scheme could not be implemented because there was no technically qualified officers in the Board who may supervise the installation of infrastructure and operationlization of the new system.

4. **COURT CASES:** The increased awareness among the general public and enhanced consciousness about their legal rights among the job-seekers, has led to plethora of court cases in different courts of law. At present, Board are contesting 148 courts cases out of which 117 cases are pending in High Court, 27 cases in CAT, and 3 cases in Lower Courts. Only one case is pending with the Supreme Court. The Board is having a legal and litigation branch headed by an officer of the level of Dy. Secretary (Legal) for the purpose of handling the court cases in a regular and systematic manner.

### 10<sup>TH</sup> Five Year Plan & Annual Plan 2002-2003

#### **STRENGTHENING OF DSSSB & PURCHASE OF EQUIPMENTS ETC**

Fifty eight posts have already been created but for the smooth functioning and efficient performance of the Board. There is an urgent need for creation of additional

posts of different categories keeping in view the tremendous work load which the board has to discharge. The Board has a proposal for creation of various posts for strengthening and creation of new branches as per details given below.

**S.NO. NAME OF POSTS                      NO. OF POSTS REQUIRED**

<b>S.No</b>	<b>Name of the post</b>	<b>No. of posts required</b>
1	Member of the Board	2
2	Addl. Secretary	2
3	Controller of Exams	1
4	Dy. Secretary	2
5	Dy. Controller of Accounts	1
6	Joint Director	1
7	Dy. Director(EDP)	1
8	Personal Secretary	2
9	Dy. Director	1
10	Asst. Secretary	7
11	Accounts Officer	1
12	JAO	1
13	Asst. Director	2
14	Programmer	1
15	Asst. programmer	1
16	Assistant	15
17	Statistical Assistant	2
18	Legal Officer	1
19	Legal Assistant	1
20	Steno Gr-II	6
21	Steno Gr-III.	6
22	UDC	13
23	LDC	38
24	Data Entry Operator Gr-A	5
25	Data Entry Operator Gr-B	4

<b>26</b>	<b>Receptionist</b>	<b>1</b>
<b>27</b>	<b>Librarian</b>	<b>1</b>
<b>28</b>	<b>EPBAX Operator</b>	<b>1</b>
<b>29</b>	<b>Peon</b>	<b>32</b>
<b>30</b>	<b>Driver</b>	<b>2</b>
<b>31</b>	<b>Chowkidar</b>	<b>3</b>
<b>32</b>	<b>Sweeper</b>	<b>3</b>
	<b>TOTAL</b>	<b>160</b>

The funds are proposed to be utilised for salary of the staff, office materials & equipments, computerisation, security, furniture & fixure, advertising, publicity & printing , office expenses and conduct of examination, trade test & interviews.

#### **General Administration Deptt.**

##### **1. CITIZEN GOVERNMENT INTERFACE (Rs. 825.00 lakh)**

There has been a widely perceived notion among the people that the Government is insensitive to their needs. They feel that policy/programmes announced by the Government are generally framed by the officers who spend most of their time insulated within the walls of their offices and do not have any understanding of ground realities. Therefore, the present government has endeavoured to evolve a mechanism by which citizens of Delhi can have interaction with Government officials and can be directly involved in the governance through their representative units like Residents' Welfare Associations and Market Traders' Associations, Co-operatives, Federation or other such organizations. Hence a scheme "Bhagidari Citizens Partnership in Governnace" has been evolved. The project/scheme envisages facilitating of city wide change in Delhi utilizing processes and principles of multi-stake holding collaboration through the application of 'Large Group Dynamics' for developing joint 'ownership' of the change process by citizens and civic agency officials.

## **OBJECTIVES**

1. The Bhagidari scheme envisions to evolve a joint forum of public and public servants where both sides not only interact but also develop strategies by consensus for better upkeep of their area and the city.
2. The scheme also seeks to empower the common citizen to have a greater say in the development and upkeep of his surroundings and in the civic matters pertaining to his localities.
3. Since the Action Plans/Strategies are to be jointly prepared by the Department officials and the public, so it would help to develop a sense of commitment among the citizens and the officials.

The scheme involves Large Group Interactive Event (LGIE) – a concept which has been evolved and crystallized after discussions with representatives of RWA/MTA, officials of Public Utility Departments and experienced professional consultant organizations. The need for Large Group Interaction has been felt for the following reasons :

1. As the term implies ‘Small Group Dynamics’ works with small groups of 20 to 30 people at a time-hence to cover a sufficient percentage of a large organization or city would take many years, thus losing the required ‘momentum’ for change to be implemented.
2. Secondly, the well-known ‘fade-out effect’ sets in very quickly after each small-group disperses and its members go back to their respective positions since there is not ‘support group’ or large enough ‘critical mass’ for sustaining the effort to change;
3. The small-groups are not large enough to include all relevant multiple ‘stake-holders’ both internal and external. In fact, the small-group method could not even include representation from all decision-making and decision implementing levels of an organization. The ‘small-group dynamics’ method failed to facilitate system-wise, simply because it could not include all ‘stake-holders’, and therefore could not represent a genuine ‘microcosm of the whole system’;

4. As a result of (3) above, the small-groups involved in the change-attempts could not 'develop a mandate' for change, or take any meaningful 'decisions' for change. Even when all-important 'decision-makers' were involved in a 'small-group dynamics' process, they were isolated from say workmen, unions, customers,'clients, citizens. Hence there was no real 'participation' by crucial 'actors' – hence no common ground merged in which all stakeholders had a common stake for improving or changing.

Experts have opined that large Group Interactive Events as a workshop should have a span of at least 2 ½ days with 2 nights in between. This is based on interesting findings from sleep research, that during sleep, the day's discussions and experiences in the small and large group, are processed by the participants sub conscious minds. Only after such sub conscious processing for two successive nights, does the phenomenon of paradigm-shift (or change in mind set and attitude) take place in 80 to 90 percent of the participants, at the experiential level. This experiential, paradigm-shift provides the commitment and energy for large numbers of participants to create a momentum for achieving change, and overcoming obstacles to change. As a practical mechanism, to enable the participants to implement agreed solutions and strategies, action-teams need to be set up on the second, or third day of the workshop, with an agreed time frame for implementing the agreed solutions. Alternatively, the table-groups themselves could be constituted as 'Action-teams' (based on zonal or area requirements, especially in community-change or city change projects). These action-teams are given a public mandate, both by the large group itself, as well as the 'senior leadership' group to go ahead and implement the most workable solutions emerging from the Large Group Interactive Processes. As resource material, all action-teams are provided with all the solutions and strategies, as well as all the creative suggestions produced as output by all the table-groups. The totality of all the brainstorming outputs are experienced, (and openly described) as the property of the whole community, to which all individuals have contributed by listening, participating, and generating several agreed solution.'

## **ACTIVITIES TO BE UNDERTAKEN IN THE BHAGIDARI SCHEME**

### **1. Conducting of Bhagidari Workshops (Rs. 10.00 lacs per District)**

The Bhagidari Scheme has now been decentralized. During Current Financial Year the General Administration Department as Nodal Department for Bhagidari has approved a professional consultant to facilitate the District level Bhagidari workshops which will henceforth be organized by Dy. Commissioner (Revenue) of respective districts in consultation with the Bhagaidari Cell and the General Administration Department. It is proposed that each district shall hold at least two workshops during the current financial year, so that around 20 workshops can be organized involving 70-80 RWAs/MTAs in each workshop.

### **Objective of the Workshop**

The workshop of 2 ½ days duration would provide the citizens and government officials an opportunity to recognize their common problems and evolve solutions and make commitments to implement solutions in a time bound manner. The duration of 2 ½ days is minimum time required to develop sufficient interaction among participants and help them to recognize a common problem and evolve solutions by consensus. The rationale for minimum duration of 2 ½ days is based on interesting findings from sleep research, that during sleep, the day's discussions and experiences in the small and large group, are processed by the participants sub-conscious minds. Only after such sub-conscious processing for two successive nights, does the phenomenon of paradigm-shift (or change in mind-set and attitude) take place in 80 to 90 percent of the participants, at the experiential level. The experiential, paradigm-shift provides the 'commitment' and 'energy' for large numbers of participants to create a 'momentum for achieving change, and overcoming obstacles to change'.

Each workshop is a large Group Interactive (LGIE). It would involve around 350-400 participants divided into teams of 9-10 participants. Every team will comprise of 2 RWA/MTA having two representatives from each RWA/MTA and 5-6 officials one each from public utility departments. Care will be taken that officials are from that area only,

which the RWA/MTA represent. The process of organization of workshop shall be initiated by concerned Dy. Commissioner (Revenue) by inviting area RWA/MTA which fulfil the prescribed criteria. The Dy. Commissioner shall hold an orientation meeting with representatives of RWA/MTA and then with officials of public utility departments who will be participating in the workshop. Training for support team will be organized by Bhagidari Cell/ General Administration Department. However, in all this process ACCORD will facilitate the DC office and Bhagidari Cell/General Administration Department.

Workshop for 2 ½ days duration will be held at decided venue for which logistic support will be provided by DC Office. Various heads of expenditure are as under :

	Heads
1.	Stationery
2.	Catering(Tea, Mineral Water, Lunch, Dinner (3 days))
3.	Tentage (including rent of premises)
4.	Miscellaneous

In addition, a provision has been made for payment of fee to consultants engaged for conducting workshops. The payment to consultants shall be made by General Administration Department being the Nodal Department.

2. **Advertising and Publishing**

I **Printing of News letters :**

It was experienced during last year that RWAs/MTAs which participated in earlier workshops, inform the department about the progress of their commitments and they give update on the various works undertaken in their area by the civic agency/public utility department. The Various inputs provided by departments as well as RWAs/MTAs serve as useful source to motivate others. For this purposed it is felt that such information/achievements should be published in the form of a Newsletter through

Directorate of Information & Publicity. This News-letter shall be published monthly by the DPR and would contain following information :

- (i) List of RWAs/MTAs registered during the previous month district wise.
- (ii) Achievement report of districts/RWAs/MTAs vis-à-vis commitments.
- (iii) Suggestions/appreciations from RWAs/MTAs received during the previous month.
- (iv) Articles/News reports on “Bhagidari”
- (v) Future plans/projects to be covered under “Bhagidari Scheme”
- (vi) Report on Bhagidari Workshop held in the previous month

## II **Financial Assistance to RWA/MTA for printing of Newsletters :**

Bhagidari programme has proved to be a success, as also the centralized workshops for Resident Welfare Associations/Market Traders Associations. The Bhagidari has been intensified and has been decentralized at district level. Four workshops, covering eight districts, have been organized so far. The response is very encouraging and more and more Departments are participating in the Government-Citizen Partnership. More than 400 Resident Welfare Associations and Market Traders Associations have already been associated with the Bhagidari.

The Resident Welfare Associations/Market Traders Associations are infused with the greater sense of responsibility and feel that they are having due participation and role, not only in solving their day to day problems, but some shares in the governance also. Most of them are continuously associations themselves with the different Departments of the Government and are constantly in touch with the Bhagidari Cell. Some of them have been have been carrying out their new letters, leaflets for disseminating information to their members about their activities and achievements, educating about their roles in the new environment of the Government-Citizen Partnership.

To encourage the Resident Welfare Associations/Market Traders Associations for publishing their news letters on the activities of Bhagidari, it is proposed that some financial assistance of Rs.500/- to Rs.2000/- may be provided to such associations,

depending upon the circulation as well as the quality of the production including format, colours scheme and papers to be used for the news letters. Broadly the criteria for newsletters for providing financial assistance may be as under :-

1. Periodicity;
2. Circulation;
3. Production quality;
4. Number of pages;
5. Total membership of the association;
6. The newsletter to be published by RWA/MTA or jointly

To make the financial assistance scheme more effective as well as a transparent one, a Committee headed by Secretary to CM will be constituted. The Committee may decide the amount to be given to these associations keeping in view the criteria, as proposed above.

### **iii) DOCUMENTATION OF BHAGIDARI PROJECT**

It has been decided that the Bhagidari project should be documented from the inception of the concept to its further progress. This would help one to develop the scheme in those areas where it has not shown desired results and also to serve as a feedback to strengthen the process of Citizen-Government interaction. The documentation would also help to understand the scheme properly and subsequently to make evaluation study to determine achievements both in terms of quantity and quality. The process of documentation of Phase-I (February 2000 – June 2001) is already being done in consultation with the Administrative Reforms Department, Ministry of Personnel, Pension & Public Grievances, Government of India. However a provision is to be made for adequate funds for printing and consultation charges for this year.

### **3. Award Scheme for Best Maintained Market/RWA**

With a view to provide impetus to the good work done by Government agencies and RWAs/MTAs in the spirit of Bhagidari and to give recognition to their efforts in this

direction, it is proposed to initiate Award scheme for the best maintained market area and RWAs. The awards will be in 2 categories i.e. MTA category and RWA Category.

Each award will constitute cash prize, one certificate and a citation/memento. The number of awards and amount of cash award each YEAR will be as follows :

	Number	Amount of Cash Award	Total Amount (in lakh)
First Prize	1	Rs. 1.00 lakh	Rs. 1.00
Second Prize	2	Rs. 0.50 lakh	Rs. 1.00
Third Prize	2	Rs. 0.25 lakh	Rs. 0.50

**Procedure for Selection of Awardees :-**

Essential requirements for consideration of RWA/MTA for award :

- a. The MTA/RWA should be a registered association
- b. The MTA/RWA should not be in unauthorized colony/market
- c. The MTA/RWA should have participated for full three days in a Bhagidari workshop
- d. The MTA/RWA should ensure awareness/implementation of rules & directions issued by government agencies i.e. timing of opening & closing of market, keeping air conditioners close-down during the scarcity of power etc.
- e. The MTA/RWA should ensure specific project implementation :
  - i) Rainwater Harvesing
  - ii) Waste Management
  - iii) Parking system
  - iv) Greening of surrounding
- f. Dy. Commissioner (Revenue) will recommend the name of only those MTA/RWA which fall under their respective Districts.

**Marking Scheme :**

Further,

In case of RWAs -

IMPLEMENTATION	MARKS
Greening of the area and individual houses	20
Use of community bins, General cleanliness of the area including the outer boundary of the societies	10
Registration of security guards, domestics servants & tenants with the local police.	10
Rainwater Harvesting scheme	25
Waste Management	15
Action on Commitments	20

In case of MTAs –

IMPLEMENTATION	MARKS
Greening of area and individual market place	20
Use of community bins, general cleanliness of the area including the outer boundary of the market	10
Registration of Security guards, servants & tenants with the local police	05
Rainwater Harvesting scheme	20
Waste Management	10
Regulation of parking	10
Registration with Sales Tax Department	10
None-use of plastic/polythene bags	<b>15</b>

On the basis of the above criteria and marking scheme the Dy. Commissioners will recommend the names of MTA/RWA for awards clearly indicating whether they fulfil the essential requirements and the marks allotted to them.

The recommendation in order of merit will be sent to the office of the Chief Minister.

A Screening committee under the Chairmanship of the Pr. Secretary to Chief Minister will scrutinize the recommendations sent by all Dy. Commissioners and accordingly prepare the final merit list.

On the basis of the merit list the awards will be announced for RWAs as well as MTAs. The awards will be distributed by the Hon'ble Chief Minister in the award ceremony to be held once in a year.

4. **Office Expenses**

The Bhagidari cell in the office of Chief Minister has requirements of stationery and stores for day to day working and to co-ordinate with DC Offices for conduct of workshops.

5. **Financial Assistance to RWA/MTA :**

In the Bhagidari workshops these has been consistent demand from the RWAs/MTAs to give them financial assistance so that they may be able to take up community projects at their own initiative. There are certain schemes in operation in Departments like Environment & Forest, Urban Development etc. in which financial assistance as Grant-in-aid is given to NGOs for carrying out specific project.

I. Environment & Forest Department has developed a scheme to provide financial assistance to NGOs including Resident Welfare Associations. Self Help Groups following priority areas for the c.f.y. 2001-02.

1. Waste minimization/management including recycling of biodegradable and non-biodegradable garbage.
2. Social cost-benefit analysis of environment health projects in Delhi including rainwater harvesting.

- II. Urban Development Department has a scheme for giving financial assistance to NGOs for implementation
- III. In addition to the above the Government of NCT of Delhi is contemplating to provide financial assistance to the RWAs/MTAs to carry out projects/schemes specific to their area the details of which are being prepared separately.

These projects may be broadly categorized as follows :

- i. Projects which are already covered under the existing schemes of the departments. RWAs will be eligible for undertaking the execution of such works based on qualifying criteria for undertaking such works as laid down by Government.
- ii. Projects which are not covered under the existing scheme of Departments.

In such case the DC Office itself will make available the funds from the Budget Head to be specifically created and made operational under all the nine DC's. this head may be titled as 'Special Financial Assistance to RWAs/MTAs for specific projects'. The scheme may also be broadened to incorporate other social groups and NGOs as well.

An amount of Rs.825.00 lakh has been approved for 10<sup>th</sup> Plan 2002-07 and Rs.165.00 lakh for Annual Plan 2002-07.

**2. Library in General Administration Department at Delhi Sachivalaya (Rs. 100.00 lakh).**

Delhi Government has constructed a New Secretariat Building at I.P. Estate to be known as Delhi Sachivalaya. Offices of Chief Minister, all the Ministers, Chief Secretary and other Pr. Secretaries, Secretaries and departments are functioning from this Complex. A proposal to set up a Library-cum-Documentation Centre was initiated and implemented in the year 2001-02. it is proposed to strengthen this center further by purchase of new books, furniture, newspapers and magazines, etc. an outlay of Rs.100.00 lakh for 10<sup>th</sup> Five Year Plan and Rs.10.00 lakh for Annual Plan 2002-03 is approved.